



**FOR UNIVERSITY USE ONLY**

QLS Applicant No.		QLS AoS Code:	
Decision:	Interview		Date:
	Reject		Conditions of Offer:
	Offer		
Signed: (Admissions Tutor/Course Director)			

**Application Form**

**Please complete in BLOCK CAPITAL**

**Please return to:**  
 Birmingham City University  
 City North Campus, Admissions Unit, Academic Registry  
 4th Floor, Feeney Building, Perry Barr, Birmingham B42 2SU

This form requests a significant amount of personal information. This is required so that we can decide on your suitability for the course you are applying for. The information you provide will be used for this purpose and monitoring of equal opportunities only. It will be treated in confidence and will only be seen by those whose jobs require them to do so.

**1. Course Details**

Course Title: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Full-time  Part-time

Proposed Year/Level of Entry: Year 1  Year 2  Year 3

**2. Personal Details**

Title: Mr/Ms/Miss/Mrs etc: \_\_\_\_\_ Gender: Male  Female  Date of Birth: 

DAY	MONTH	YEAR

First Name(s): \_\_\_\_\_

Maiden or any other name(s) that you have been known by: \_\_\_\_\_

Surname/Family Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_

Correspondence Address: (if different) \_\_\_\_\_  
 \_\_\_\_\_ Post Code: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening Telephone: (if different) \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Nationality: \_\_\_\_\_ If not born in the UK please state date of arrival to UK: \_\_\_\_\_

Area of permanent residence: \_\_\_\_\_

If you are a member of a Professional Body, please give its Name and your Registration Number: \_\_\_\_\_

Have you ever studied at Birmingham City University before? YES  NO

Do you have any special needs? (please tick). The information you provide will be treated confidentially and will not affect judgements concerning your academic suitability for a course.

00	No special needs		07	Unseen Disability (eg diabetes, epilepsy, asthma)	
02	Blind/Partially Sighted		08	Multiple Disabilities	
03	Deaf/Hearing Impairment		10	Autistic Spectrum Disorder (ASD)	
04	Wheelchair User/Mobility difficulties		11	Specific Learning difficulty (eg dyslexia)	
05	Personal Care Support		96	A Disability not listed above	
06	Mental Health difficulties		97	Do not wish to complete	

Have you ever been in Care? YES  NO  Do not want to disclose

### 3. Academic and Professional Qualifications

Applicants should list all subjects taken, whatever the result, in reverse chronological order ie: latest first. If you are awaiting the result of any examination please indicate date in the Result column. Please continue on a separate sheet if necessary.

Qualifications, eg: GCSE, HND, Degree, Access, NVQ, Postgraduate, Masters, Professional	Subject/Unit	From Year	To Year	Place of Study	Results (grade or band)		CATS points and level (if applicable)

If you are an overseas student please include your IELTS/TOEFL results below:

IELTS overall band score  TOEFL score  paper/computer\* based (\*delete as appropriate)

The University will also accept other approved qualifications equivalent to the IELTS and TOEFL test scores. Please list these above or on a separate sheet if necessary.

### 4. Employment and Work Experience

Please give details of work experience, training and employment in reverse chronological order.

Nature of work/training	Name of organisation	Full-time or Part-time	From		To	
			Month	Year	Month	Year

### 5. Criminal Convictions

The University has a duty to ensure the safety and security of its students and staff. Please tick box if either of the following statements applies to you:

<input type="checkbox"/> I have a relevant criminal conviction that is not spent	<input type="checkbox"/>
<input type="checkbox"/> I am serving a prison sentence for a relevant criminal conviction	<input type="checkbox"/>

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and need not be disclosed. The definition of a relevant conviction is one for offences against the person, whether of a violent or sexual nature, or for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Such a disclosure does not automatically exclude you from the application process but the University reserves the right to ask for further information about the conviction.

### 6. Referee(s)

Name and Address of Referee(s).

Name:	Name:
Address:	Address:
Post Code:	Post Code:
Telephone: Fax:	Telephone: Fax:
E-mail:	E-mail:



## Equal Opportunities Monitoring

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**THIS INFORMATION WILL NOT BE GIVEN TO ADMISSIONS TUTORS INVOLVED  
IN MAKING DECISIONS ABOUT YOUR ELIGIBILITY FOR THE COURSE.**

As part of its equal opportunities policy, Birmingham City University monitors applications by gender, ethnic origin and disability. Provision of information on ethnic origin is voluntary but we hope you will agree to provide it to assist us to monitor our equal opportunities policy.

Please tick the appropriate box.

10	White	
21	Black or Black British - Caribbean	
22	Black or Black British - African	
29	Other Black background	
31	Asian or Asian British - Indian	
32	Asian or Asian British - Pakistani	
33	Asian or Asian British - Bangladeshi	
34	Chinese	
39	Other Asian background	
41	Mixed - White and Black Caribbean	
42	Mixed - White and Black African	
43	Mixed - White and Asian	
49	Other Mixed background	
80	Other Ethnic background	
98	Do not wish to provide information	



# Report on Applicant

Referees should note that the contents of this report may be shown to the applicant on request.

## To the Candidate:

Please fill in your name and course details below, detach and forward this part of the form to your referee for completion.

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Course Applied For: \_\_\_\_\_

## To the Referee:

I am applying for admission to the above course at Birmingham City University. The university would appreciate your personal impressions of my intellectual ability and professional skills.

Please comment on my character, quality of previous work, personal strengths and weaknesses, and potential. (Please use a separate sheet if you prefer).

Signed: (Applicant) \_\_\_\_\_ Date: \_\_\_\_\_

Name and Position: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

How long have you known the applicant and in what capacity?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please comment on the applicant's suitability for the course with particular reference to his/her strengths.

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