



Application for Admission

Please read this form and the notes on page 4 carefully before completion.
Complete ALL sections in BLOCK CAPITALS in black ink.

TITLE/NAME/ADDRESS

Title _____ Male/Female*

Surname/Family name _____

Previous surname/Family name _____

First/Given name(s) _____

Date of Birth (dd-mm-yy) - -

Home address _____

Postcode

Tel. (inc. International/STD code) _____

Fax (inc. International/STD code) _____

Email _____

Correspondence address (if different)

Postcode

Tel.(inc. International/STD code) _____

Fax(inc. International/STD code) _____

FEES INFORMATION

Who is expected to pay your fees? Yourself / Sponsor*

Name and address to which invoice is to be sent

Postcode

Tel. (inc. International/STD code) _____

FURTHER DETAILS

Nationality _____

Country of domicile _____
 (other than within the UK)

Have you been permanently resident in UK/EU for the last 3 years for other than educational reasons? Yes No

If No, give date of most recent entry to UK

(See Note 5)

English language qualification
 if non-native speaker _____

COURSE DETAILS

Subject Area _____ Course Code - - -

Name of Course _____ Award Title _____ (eg MA, PGDip, HNC, BSc)

Full /Part Time* Campus/Venue/Other _____ Proposed date of entry -

LEARNING SUPPORT NEEDS

*APU welcomes applications from all students who require support with learning. You are advised to contact a Student Adviser in the Learning Support Centre **before** submitting an application so that we can discuss your needs in detail.*

Telephone Chelmsford +44 (0) 1245 493131, Cambridge +44 (0) 1223 363271

If you have any disability that may affect your studies or necessitate special facilities please indicate the name of the student adviser you contacted _____

FOR OFFICE USE ONLY

Initial data entry date

SID allocated

Passed for decision to: _____ Date

Decision: _____

EDUCATION, QUALIFICATIONS AND TRAINING

Higher Education/ Further Education/ Secondary Education (include all institutions attended)

Name of Institution	From (mm yy)	To (mm yy)	Full or Part time

Continue on separate sheet if necessary

Qualifications Completed or Relevant Training Undertaken

Subject/ Training	Awarding Body	Grade	Date (mm yy)

Continue on separate sheet if necessary

Qualifications Pending or On-going Training

Subject/ Training	Awarding Body	Expected Grade	Date (mm yy)

Continue on separate sheet if necessary

Professional Body Membership

EMPLOYMENT

Current Employer

Name and Address of Organisation _____		
_____	Tel _____	_____
_____	Fax _____	_____
Department _____	Job Title _____	Date appointed _____
Current responsibilities		

Previous Employers

Organisation	Position held	Dates	
		From	To

FURTHER INFORMATION

You are invited to give further information in support of this application - interests, ideas of future career; reasons for your choice of course, etc.

Please tell us where you learned of this course _____

REFEREES - Complete the following details of two Referees

Name _____ Address _____ _____ _____ Tel: _____ Fax: _____ Email: _____ Relationship to applicant _____	Name _____ Address _____ _____ _____ Tel: _____ Fax: _____ Email: _____ Relationship to applicant _____
---	---

Data Protection Act 1998

I agree to the University processing personal data contained in this form or other data which the University may obtain from me or other people. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any legitimate reason including communication with me following the completion of my studies.

In addition, I agree to the University processing personal data described as Sensitive Data within the meaning of the Data Protection Act 1998, such processing to be undertaken for any purposes as indicated in the declaration above.

Declaration

I certify that, to the best of my belief, the information I have provided is complete and true.

Signature of Applicant _____ **Date** _____

Signature of Parent or Guardian _____ **Date** _____
if applicant is under 18 years

NOTES

1. Please complete all sections of the form in BLACK INK, writing clearly in BLOCK CAPITALS
2. If a question does not apply to you, write N/A in the space provided.
3. If you do not know the appropriate answer to a question, write N/K in the space provided.
4. Where there is an asterisk (*), please delete the option(s) that is/are not applicable to you.
5. Care must be taken with the question under "Further Details" identified by #
 - (i) Regardless of your nationality, if you have NOT been permanently resident in the UK/EU for the past three years, your reply should be "No".
 - (ii) If you are a non UK/EU national and have been permanently resident in the UK/EU for the past three years BUT were here for the prime purpose of studying, your reply should be "No".
 - (iii) If you are a non UK/EU national and have been permanently resident in the UK/EU for the last three years but were NOT here for the prime purpose of studying, your reply should be "Yes".If you fall into any of the above categories, please attach a photocopy of either your birth certificate or your passport. This is required to be able to assess your fee status.
If you are unsure how to respond to this question, please contact the University for advice, using the contact number on the covering letter.
6. Under "Qualifications Completed" please list your academic qualifications with the highest qualification first, specifying the subjects studied and the grades achieved.
If your educational qualifications were obtained outside the UK it would be helpful to the Admissions Officer if you would send:
 - (i) an official copy or translation of the certificate
 - (ii) an official copy of the original certificate
 - (iii) an official transcript of your studies (translated if necessary) indicating the subjects studied and the grades achieved.

PLEASE RETURN THIS FORM TO: The Contact Centre, APU, Bishop Hall Lane, Chelmsford, CM1 1SQ