

NAPIER UNIVERSITY

EDINBURGH

Application Form



Please complete the form in **BLACK INK**, using **BLOCK CAPITALS** throughout. Please leave shaded boxes clear. If you have any query whilst completing this form, please call us on 0131 455 2535 for advice. Once complete, please send to: **REGISTRY SERVICES, 10 Colinton Road, EDINBURGH, EH10 5DT.**

Application

Please indicate the preferred method of study and start date

	Full-time	Part-time	Distance/ Open Learning	Preferred start date
Undergraduate	Apply Via UCAS/CATCH			Month: _____
Postgraduate				Year: 200 __

Programme(s)

Please list the Programme Names (from the prospectus or www.napier.ac.uk) in order of preference:

1 st	
2 nd	
3 rd	

Personal Details

Have you applied to Napier University before (for any programme)?

Yes	No
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If so, when? _____ Matriculation Number (if known) _____

Family Name _____

First Name(s) _____

Previous Name(s) _____

Title **Mr / Miss / Mrs / Ms / Dr / Other** _____

Permanent Home Address

Please give details of your permanent home address, phone no and e-mail.

_____ Post Code _____

Telephone No (inc area code) _____

Mobile phone number _____

E-mail _____

Correspondence Address

Please give details of your local address for correspondence, if different from above.

_____ Post Code _____

Telephone No (inc area code) _____

Latest Education

Please give details of your latest education (School, FE, HE).

Name of School / College / University _____

Title of Highest Award achieved (or being studied) _____

Date left (enter CURRENT if still attending) _____

Employment

Please provide details of your employment, listing your present or most recent first.

Employer	Job Title	From	To	Full / Part-Time

Further Supporting Information

Please provide us with any further information you think will support your application.

Educational Referee

THIS IS ONLY REQUIRED FOR POSTGRADUATE APPLICANTS. Please give details of your referee. This should normally be someone from your previous University/College education. This should be the person to whom you have forwarded the reference form.

Name _____

Position _____

Address _____

Telephone _____

Application

Please sign and date this section, and tick to confirm which additional forms are enclosed.

I certify to the best of my knowledge that the information provided on this application form is correct. I understand that a false declaration could lead to withdrawal from the University. I agree that Napier University may process personal data contained on this form, or other data obtained from me whilst an applicant or student, for any purposes connected with my application or for any other legitimate reason. THIS MUST BE SIGNED BY THE APPLICANT, IN PERSON.

Signed _____

Print name _____

Date _____

Additional personal information form enclosed

Completed reference form enclosed

Notes to applicants:

- 1 Please ensure that you also complete the supplementary personal information form, and return it with this application. Although the information on that form will not be used to consider your application, we are unable to make a final offer to you until it has been received.
- 2 Please pass your reference form to your chosen referee. It is normal for you to pass all of your completed forms to your referee to return with your reference. However, if you do not want your referee to see your application details, you may return the application and supplementary personal information form directly to us. We will be unable to make a final offer to you until the reference has been received.
- 3 To enable your application to be considered, personal data provided on your application form will be entered onto the University's computer records system. At all times use of this data will be strictly in accordance with the Data Protection Act 1998.
- 4 We will acknowledge your application within five working days. This confirmation will provide you with the name and contact telephone number of the member of staff responsible for the processing of your application. We aim to provide you with a final decision within 14 working days, however, for some programmes requiring interviews, this can take longer. We will at all times try and keep in contact with you about the status of your application.
- 5 If you fail to hear from us within 21 days, please telephone 0131 455 2535.

Office Use Only	Programme 1	Programme 2	Programme 3
Entered onto Nimrod			
Interview Date			
Interview Time			
Unconditional Offer			
Conditional Offer			
Rejection			
Other Notes			