

South Bank University Application Form



Please complete this application form in block capitals and in black ink

Application No:

1. Personal details			
Title: Mr/Ms/Miss/Mrs etc:			
Surname/Family name:			
First name(s):			
Correspondence address:			
Postcode:			
Telephone number: (including STD code):			
Day:		Evening:	
Fax number:			
E-mail:			
Home address (if different):			
Postcode:			
Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Date of birth:			
Day:	Month:	Year:	
DISABILITY/SPECIAL NEEDS: (Please tick the appropriate box)			
1. Dyslexia	<input type="checkbox"/>		
2. Blind/Partially Sighted	<input type="checkbox"/>		
3. Deaf/Hearing Impairment	<input type="checkbox"/>		
4. Wheelchair User/Mobility Difficulties	<input type="checkbox"/>		
5. Personal Care Support	<input type="checkbox"/>		
6. Mental Health Difficulties	<input type="checkbox"/>		
7. Unseen Disability	<input type="checkbox"/>		
8. Disability Not Listed Above	<input type="checkbox"/> Please specify below:		

2. Award(s)/Course to which you are applying			
Year of Entry			
Year 1 <input type="checkbox"/>	Year 2 <input type="checkbox"/>	Year 3 <input type="checkbox"/>	Year 4 <input type="checkbox"/>
Choice 1			
Award	Title of Course	Course Code	Full-Time or Part-Time
Choice 2			
Award	Title of Course	Course Code	Full-Time or Part-Time
Choice 3			
Award	Title of Course	Course Code	Full-Time or Part-Time
Please state the month and year when you expect to start the Course:			

3. Fee Status	
(i) Country of Birth:	
(ii) Nationality (as on Passport):	
(iii) If you have ever lived outside (or were born outside) the UK/EU please answer the following:	
(a) Please state the time spent outside the UK/EU	
Dates: From: To:	
(b) Have you applied for Refugee or Asylee status?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
(c) Is your stay in the UK/EU for education purposes, ie a student visa?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

4. Payment of Fees	
Who is expected to pay your fees? (tick as appropriate)	
Your Employer	<input type="checkbox"/>
Yourself	<input type="checkbox"/>
Other Sponsor	<input type="checkbox"/> Please specify below:

Decision by Admissions Tutor	
This Section is for Office Use ONLY - Do not complete	
Date Received:	School:
SBU Course Code:	Year:
Unconditional Offer:	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
Interview/Test:	
Time:	
Date:	
Location:	
With:	
Course Offered:	
Conditional Offer:	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
The conditions of the offer are:	
1.	
2.	
3.	
4.	
Reject: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If reject can you suggest a more suitable course	
Exemptions given: (Please state)	
Academic signature:..... Date:.....	

8. Personal Statement Continue on a separate sheet if required.

Information about yourself helps us to assess your skills and suitability for the award/course. Your personal statement should amount to at least 200 words.

Please use the space below to describe:

- (i) Your reasons for choosing the award/course.
- (ii) The knowledge, skills and positions of responsibility you have obtained through your work and/or education (whether paid, voluntary or domestic) which might be relevant to the award/course.
- (iii) The work experiences and/or personal developments which have been most important to you.
- (iv) The challenges facing you in your studies, work or personal career development.
- (v) Your future career plans.

9. Name & Address of Referee(s)

1. Indicate below the two persons you have sent the enclosed reference forms to:
2. Please try to supply:
 - (i) One Academic Reference from your School, College or University
 - (ii) A Reference from your present/recent employer
3. South Bank University will NOT request references from your referees. It is your responsibility to ensure that all references are forwarded to the Admissions Office at South Bank University.
4. To ensure that you receive a prompt decision on your application we recommend that your completed references are attached to your completed application form.

REFEREE 1. Name:	REFEREE 2. Name:
Post held:	Post held:
Address:	Address:
Telephone No:	Telephone No:

10. Criminal Convictions

Do you have any criminal convictions YES <input type="checkbox"/> NO <input type="checkbox"/>
If you have been convicted of a criminal offence, excluding motoring offences for which a fine and/or up to three penalty points were imposed, you are required to declare this. If you tick 'yes' box you will be required to provide details of the conviction.

11. How did you hear about the Course at South Bank University

We would be very grateful if you could indicate how you heard about the course you have applied for. This will enable us to plan further publicity more effectively.
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12. Declaration

I confirm that the information given in this form is correct and complete.
Signature of Applicant: Date:

CHECKLIST

- Have you
1. Completed the application form in full
 2. Attached copies of transcripts/certificates of your qualifications
 3. Attached completed references to the application form
 4. Attached documentary evidence of your settlement status in the UK or EU (if appropriate).

Please return this completed application form with references to:

The Admissions Office
South Bank University
103 Borough Road
London SE1 0AA

Telephone: 020 7815 7815
Fax: 020 7815 8273

Applicant: Please complete this side of reference form

Application No:

REFERENCE REQUEST FOR STUDY AT SOUTH BANK UNIVERSITY

Dear Referee,

The person named in the panel below is applying for entry to study at South Bank University. The applicant would like you to support his/her application and has sent this form directly to you. South Bank University has adopted this procedure in an attempt to reduce any delays with the applications we receive. We would be very grateful if you would let us have, on the reverse of this sheet or in a separate letter (attached to this sheet), your opinion of this applicant. You may find it convenient to refer to the numbered questions overleaf.

Please return this form with your comments, within 14 days, to:

**The Admissions Office
South Bank University
103 Borough Road
London SE1 0AA
Fax: 020 7815 8273**

Please accept my thanks in advance.

Yours faithfully

Admissions Officer

DETAILS OF APPLICANT

Applicant's first name	
Applicant's surname	
Applicant's address	
Date of birth	
Course(s) applied for	1.
	2.
	3.

CONFIDENTIAL STATEMENT BY REFEREE

Name of referee:

Position/Occupation/Relationship to applicant:

Address of referee:

..... Postcode:

Telephone No: Fax No:

It would be helpful if the following information about the applicant could be covered in your statement below:

- (i) Motivation and commitment
- (ii) Intellectual qualities including present and potential performance
- (iii) Personal qualities, including self-discipline
- (iv) Ability to organise his/her own time
- (v) Communication skills - Oral and Written
- (vi) Any other comments which you feel may be relevant to the candidate's application

Statement by Referee: Please affix official stamp, where appropriate, at the end of the statement

SIGNED: DATE: