



University Use Only

Application No

Date Received

APPLICATION FORM

Solely for applications not handled by the Universities and Colleges Admissions Service (UCAS) or other clearing houses

Please read the accompanying Notes for Guidance before completing this form. In signing the declaration you give permission for information given on this Application Form to be used for the purposes outlined in Notes for Guidance.

1. PERSONAL DETAILS

Title Mr / Ms / Miss / Mrs / Dr	Surname/Family Name
Previous Surname, if changed	First Name(s)
Correspondence Address	

Postcode	
Main Telephone No	Alternative Telephone No
Email	Fax No
Gender M / F	Date of Birth
Age on 31 December in year of entry	

2. DISABILITY/SPECIAL NEEDS

Please enter the appropriate code in the box provided if you have a physical or sensory disability which might in some way affect your studies at the institution or may require special facilities or treatment (See Notes for Guidance)
Please provide full details in Section 10

3. FEE STATUS

Country of Birth	Nationality

Country of domicile or area of permanent residence	

Have you ever lived outside the European Union (EU)? Y / N	

4. WHERE DID YOU HEAR ABOUT THE COURSE(S)? EG. ADVERT, FRIEND ETC.

If advert, which publication?

5. DETAILS OF THE COURSES TO WHICH YOU WISH TO APPLY

Month (September or February) and Year in which you wish to start

Course Name and Award Preliminary choice of main subject/options if appropriate	Mode of Study Day/Evening/Full-time/Part-time	Entry Stage Yr 1/2/3

PLANNING STATISTICS

The information you give in response to these questions is required only for statistical purposes, eg for monitoring application and admission rates, and for planning future provision of higher education. It is not available to institutions in the UCAS scheme until the selection process is completed.

Occupational background: If under 21, please enter the occupation of the parent, step-parent or guardian who has or had the highest income in the household in which you have been brought up. If he or she is retired or unemployed give the most recent occupation. If you are aged 21 or over, please enter your own occupation.

Occupational Background:

Ethnic origin: What do you consider your ethnic origin to be? Please tick box.

- | | | |
|---|---|------------------------------|
| q 10 White (Code) | q 31 Asian or Asian British - Indian | q 43 Mixed - White and Asian |
| q 11 White - British | q 32 Asian or Asian British - Pakistani | q 49 Other Mixed background |
| q 12 White - Irish | q 33 Asian or Asian British - Bangladeshi | q 80 Other Ethnic background |
| q 19 Other White background | q 34 Chinese or Other Ethnic background - Chinese | q 90 Not known |
| q 21 Black or Black British - Caribbean | q 39 Other Asian background | q 98 Information refused |
| q 22 Black or Black British - African | q 41 Mixed - White and Black Caribbean | |
| q 29 Other Black background | q 42 Mixed - White and Black African | |

NOTES FOR GUIDANCE

Exclusions

You should NOT normally use this form when applying for entry to the first year of courses leading to the following qualifications:

First Degree, DipHE and HND (Full-Time and Sandwich Courses).
Apply through UCAS. Tel 01242 223 707

Mature Applications

The University of Westminster welcomes mature students including those who do not have conventional qualifications for admissions to higher education. Full account is taken of relevant experience and other educational achievements.

The Data Protection Act 1998

In signing the declaration you are giving permission for information given on this Application Form to be used for the following purposes:

- To enable your application for entry to be considered.
- To enable the University of Westminster to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information, which would identify you as a person is published.
- To enable the University of Westminster to initiate your student record on electronic and manual file.

Release of Information

The University undertakes not to release the information provided by students to any other external agency or individual unless:

- the approval of such release is given in writing by the student, or;
- the student has released information themselves which the University is asked to confirm;
- the student is suspected of fraud against the University;
- the University is requested to provide information by HM Government departments, HM Police Force, the Universities and Colleges Admissions Service, Local Education Authorities or other sponsors.

Completing the Form

Please complete in BLOCK CAPITALS

Section 2 SPECIAL NEEDS

The University is very willing to help students with disabilities. In order to allow institutions to provide the best available support for you they need to know about the nature of your disability and how it might affect your studies. The information you provide does not affect judgements concerning your academic suitability for a course and is treated confidentially. It does, however, enable data to be collected from which the progress of equal opportunities for disabled students in higher education can be monitored.

If you have a disability or special need and may require extra support in your study, fieldwork or accommodation, please enter in the lefthand box the code from the list below that is most appropriate to you. If you are a registered disabled person, please enter "R" in addition to the code.

- You do not have a disability or special need
- You have dyslexia
- You are blind/partially sighted
- You are deaf/hard of hearing
- You are a wheelchair user/have mobility difficulties
- You need personal care support
- You have mental health difficulties
- You have an unseen disability, eg diabetes, epilepsy, asthma
- You have two or more of the above disabilities/special needs
- You have a disability or special need not listed above

If you have a disability or special need it is very helpful to all concerned if you contact the University at an early stage to discuss your special needs.

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NOTES FOR GUIDANCE CONTINUED

Section 11 REFEREES

Normally your Referee would be one of the following:

- n Head of your present or last school, Principal of your College of Further Education, Course Tutor of your present or last course of studies.

If you have been out of education for some time, you may wish to consider one of the following:

- n Your current or last Employer, or Training Officers or Careers Advisor.
- n If you belong to a relevant organisation, an officer of that organisation.

Section 12 CRIMINAL CONVICTIONS

If you have been convicted of a criminal offence (excluding (a) a motoring offence for which a fine and/or a maximum of three penalty points were imposed or (b) spent sentences), you are required to declare this by completing the YES box in section 12 of your form.

If you have not been convicted of a criminal offence, you must complete the NO box.

You should be aware that for certain courses, particularly related to the field of Teaching, Health and Social Work programmes, any criminal conviction, including spent sentences and cautions, must be declared. If you are in doubt you should contact the appropriate institution and seek advice.

Serving Prisoners

If you are currently serving a prison sentence you must show the prison address for correspondence in section 1 of your application form, and in addition you must complete the YES box in section 12.

Rehabilitation of Offenders Act 1974

Applicants with criminal convictions should be aware of the provisions of the Rehabilitation of Offenders Act 1974 as they affect those with spent sentences. Advice about whether you will be required to declare a conviction can be obtained from a solicitor, the National Association for the Care and Resettlement of Offenders (NACRO), the Probation Service or the Citizens Advice Bureau.

If your circumstances change after you have applied (for instance you are convicted of a criminal offence) you must declare this information to UCAS and to any institution to which you have applied or may apply during this application cycle.

Note

- a) Applicants or their advisers who wish to declare additional material information but do not wish to do so on the UCAS form, should do so by writing direct to the admissions officers at the institutions listed on their form or at any other institution considering their application.
- b) False information will include any inaccurate or omitted examination results.
- c) Omissions of mandatory information will include failure to complete correctly the YES/NO box in section 12 of the application form relating to criminal convictions or to declare any other information which might be significant to your ability to commence or complete a course of study.

Section 13 DECLARATION

Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the University and by signing this form you are confirming your agreement to this.

CONFIDENTIAL STATEMENT BY REFEREE

Name of Referee

Post/Occupation/Relationship to applicant

Address

Tel

Fax

Email

Name of Student (BLOCK CAPITALS PLEASE)

Signature

Date

CONTACT DETAILS

Please forward this form to the relevant Campus Admissions and Marketing Office as given in the University prospectus or webpage. If you are unsure, then forward to:

Central Student Administration
University of Westminster
115 New Cavendish Street
London W1W 6UW

Tel: 020 7911 5000

Email: admissions@westminster.ac.uk

www.wmin.ac.uk

office use only

Pending	q	_/_	Reject	q	_/_
Interview/Open Day				q	_/_
Conditional Offer				q	_/_
Unconditional Offer				q	_/_
Insurance Acceptance				q	_/_
Firm Acceptance				q	_/_
Fee Assessment Form				q	_/_
Conditional Offer				q	_/_