

The University of Huddersfield Application Form: Notes for Guidance

General

Before completing the form, **PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY**. You should also read the current University literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements.

Exclusions

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

First degree, DipHE and LIND courses- apply through UCAS.

Postgraduate Certificate in Education - apply through GTTR.

DipHE in Nursing Studies - apply through NMAS.

Common Professional Examination (Postgraduate Diploma in Law) and Legal Practice (Postgraduate Diploma in Legal

Practice) - apply through the Central Applications Board.

Further details on applying to the above National Clearing houses can be found in the University's prospectus and course literature.

Mature applicants

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

The Data Protection Act 1984

The information which you give on your application form will be used for the following purposes only:

1. To enable your application for entry to be considered.
2. To enable the University 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 will be published.
3. To enable the University to initiate your student record.

Despatch arrangements

After completion of part A please send the whole application form to your referee for completion of part B and forwarding to the University. It is preferable if the University receives your application complete with reference.

However if waiting for a reference would result in a lengthy delay in your application it is acceptable for part B to be photocopied and sent to your referee with the request that s/he forward the completed section direct to the University.

Your application form will be photocopied before it is sent to admissions tutors and it is therefore important that you write neatly using black ink or typescript.

Section 1 Personal details

Complete this section in BLOCK CAPITALS.

Previous surname: If you have changed your name by marriage or otherwise, state your previous surname/family name.

Correspondence address: Enter the address to which you expect all correspondence to be sent.

Section 2 Disability/special needs

Please enter in the box the code from the list of statements below which is most appropriate to you. Describe your condition in Section 10 and where it is not obvious, i.e. with unseen disabilities, indicate whether you have special needs. **Disabilities/support required:** 0 You do not have a disability nor are you aware of any additional support requirements in study or accommodation. 1 You have dyslexia. 2 You are blind/are partially sighted. 3 You are deaf/have a hearing impairment. 4 You are a wheelchair user/have mobility difficulties. 5 You need personal care support. 6 You have mental health difficulties. 7 You have an unseen disability, e.g. diabetes, epilepsy, asthma. 8 You have two or more of the above disabilities/special needs. 9 You have a disability not listed above.

Sections Fee Status

If you live in the UK state your area of permanent residence: for Scotland, the District or Islands Area (e.g. Clackmannan); for Greater London, the London Borough (e.g. Enfield); for former Metropolitan counties give the District (e.g. Sefton); for the rest of the UK, the County (e.g. Dyfed). If you live outside the UK state the country (e.g. Italy) where you are living as your area of permanent residence. Please give details of who you expect to pay your fees for the proposed course. If not known, please indicate this.

Section 4 Details of course(s) to which you wish to apply

If you wish to indicate an order of preference for your course choices, you may do so. If you do not indicate any order of preference, the University will assume that you wish to be considered for all the courses listed on the form at the same time.

Section 5 Work experience

Please include all your work experience and training, paid or unpaid, full or part-time, in your home or outside. This is particularly helpful in enabling admissions staff to assess the information provided in Section 8a.

Section 8 Academic examinations

Enter the exact subject name used by the examining board or group in the relevant column. Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry to higher education. Some examples are: School and Higher School Certificates, Apolytirion, Baccalaureate, Diploma di Maturita, Reifezeugnis, Avgangsbetyg. Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form. Applicants holding a BTEC or SCOT VEC award should attach a transcript of their qualifications, giving details of the title and all units, modules and components. Please give full details of course title and units/modules/components involved in any BTEC or SCOT VEC course you are currently taking on an attached sheet.

Section 9 Further information

Enter here any further information you may wish to offer in support of your application. Admissions Tutors will be interested in your reasons for choosing the course(s) listed in Section 4, your career aspirations, and relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details here of any non-examined subjects you are studying. If you have been out of education for sometime, please outline any relevant experience that may be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work. It may also be helpful to explain any breaks in your career. If you are applying for deferred entry (i.e. a year beyond the next academic year), please give your reasons for so doing.

Section 10 Physical or other disability or medical condition including any which might necessitate special arrangements or facilities

Please see notes under Section 2.

Section 11 Name and address of referee(s)

Normally, your referee would be one of the following: The 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 sometime, you may wish to consider one of the following: Your current or last employer, or training officer, or careers advisor, if you belong to a relevant organisation (voluntary or not), an officer of that organisation; Access Course Tutor.

If you have any difficulty in identifying a suitable referee you should contact the University for advice.

Section 12 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.

NOTES FOR THE GUIDANCE OF REFEREES

The referee's report is an integral and important part of the selection process, and the information you give will help to guide Admissions Tutors in making their decisions.

In order that the University can evaluate an applicant's academic and intellectual capacity, your reference should if possible cover

1. Suitability for the course(s) applied for.
2. Intellectual qualities including:
 - (a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the results;
 - (b) present performance;
 - (c) potential, including an assessment of the probable results of any pending examinations.
3. Personal qualities.
4. Career aspirations.
5. Health and other personal circumstances relevant to the application.
6. Athletic, social and other interests.

Please ensure that the form is completed in black ink and, if typed, that a good ribbon is used. If possible check that the applicant has completed the form correctly and legibly.

Mature applicants

Referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience, and in these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3,4,5 and 6 above. Mature applicants are usually interviewed and may also be formally assessed by the University.

Application Form



University of
HUDDERSFIELD

Queensgate, Huddersfield HD1 3DH

Solely for use 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.

1. Personal Details		Title <input type="text"/>						
Mr/Ms/Miss/Mrs etc.								
Surname/Family Name (BLOCK CAPITALS)								
First name(s)								
Previous surname, if changed								
Correspondence address								
Postcode								
Telephone No (including STD code)	Daytime	Evening						
Fax No:								
Email:								
Home address (if different)								
Postcode								
Telephone No (including STD code)	Daytime	Evening (if different)						
Fax No:								
Sex: Male (M) <input type="checkbox"/>	Date of birth							
Female (F) <input type="checkbox"/>	<table border="1" style="display: inline-table;"> <thead> <tr> <th>Day</th> <th>Month</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>		Day	Month	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year						
<input type="text"/>	<input type="text"/>	<input type="text"/>						
Your age on 31 December in year of entry	<input type="text"/> <input type="text"/>	Years <input type="text"/> <input type="text"/> Months						

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)
<input type="text"/>
Please provide full details in Section 10.

3. Fee Status							
Country of Birth							
Nationality							
Country of domicile or area of permanent residence							
Applicants not born in the European Union please state:							
Date of first entry to the EU	<table border="1"> <thead> <tr> <th>Day</th> <th>Month</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	Day	Month	Year	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year					
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Date of most recent entry to the EU	<table border="1"> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>					
Date from which you have been granted permanent residence in the EU	<table border="1"> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </tbody> </table>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>					
Passport Number:							
Date of Issue:							
Payment of fees							
Who is expected to pay your fees? (research Council, LEA, yourself, family member, employer, other)							
If an LEA, which one?							
Have you previously received an educational award from UK public funds?	YES/NO						
If so, please provide details:							
Funding Body	Course	Dates					
<input type="text"/>	<input type="text"/>	<input type="text"/>					

4. Details of course(s) to which you wish to apply			
Month and year in which you wish to start			
Course Title	Mode of study: full-time/sandwich/part-time/ other/ Please specify	Year of Entry	Stage ie Year 1 Year 2
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Please indicate how you heard of these courses			

Confidential Statement by referee

Name of referee _____

Post/occupation/relationship _____

Address _____

Telephone No
(including STD)

Fax No
(including STD)

This form may be photocopied: please type with a good black ribbon or write in black ink within the frame. Typing is very much preferred. Please affix official stamp where appropriate, at the end of the statement.

Name of applicant (*block capitals or type*) _____

Section 8 checked
as correct

Yes/No

Please return to:
International Office
University of Huddersfield
Queensgate
Huddersfield HD1 3DH
UK

Signed _____

Date _____