



University Use Only

Application No
Date Received
Fee Status

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 NEED

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

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3. NATIONALITY/DOMICILE

Country of domicile or area of permanent residence \_\_\_\_\_ Country of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Have you ever lived outside the European Union (EU)? Yes / No

4. WHERE DID YOU HEAR ABOUT THE COURSE(S)?

Advert  British Council  Careers Fair  Course Directory  Library  Open Day  Previous study at Westminster   
 Professional Body  Prospectus  School or College  UCAS  Website  Word of Mouth  Agent   
 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 Full-time or Part-time	Day/Evening	Entry Stage Yr 1/2/3







12. CRIMINAL CONVICTIONS

Do you have any criminal convictions? (See Notes for Guidance) Yes

13. FEE STATUS

In order to determine your fee status ie whether you should pay fees at the home or overseas rate, more information is required than has already been provided on your application form. This assessment is carried out in accordance within the provisions of the appropriate Education (Fees and Awards) Regulations and will normally apply for the full duration of the course. Assessments may be subject to revision once the Education (Fees and Awards) Regulations for 2005 have been published. If you are unclear about any of the questions please contact your Campus Admissions Office, who will be pleased to answer any queries you may have.

(a) Please give any addresses you have lived at between 1.9.2003 and 1.9.2006 other than that given in Section 1.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Please give your parents' addresses between 1.9.2003 and 1.9.2006

Parents' addresses

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates of Residence (from/to)

\_\_\_\_\_

(c) Please give details of any educational courses you have undertaken between 1.9.2003 and 1.9.2006 including dates and indicating whether full or part-time

Course(s)	School/College	Dates (from/to)	Full/part-time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(d) Were you resident in the UK on a student visa when taking those courses during this period? Yes  No

Date(s) of student visa

\_\_\_\_\_

(e) Have you applied for a UK local education authority award (assessment of fees payable and maximum loan entitlement)? Yes  No

If 'Yes' what is the name of the local authority?

\_\_\_\_\_

Have you obtained an award? Yes  No  Been unsuccessful? Yes  No

Is your application still pending? Yes  No  Are you ineligible for an award? Yes  No

If you have been successful in an application to a LEA, please attach a copy of the notification sent to you.

(f) Do you hold nationality of a member state of the (EU)? Yes  No

**Member states of the (EU)**

Austria, Belgium, Cyprus, Czech Republic, Denmark (excluding Greenland and the Faroe Islands), Estonia, Finland, France (including Guadelope, Martinique, French Guyana, Reunion and St Pierre et Miquelon), Germany, Greece, Hungary, Republic of Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Poland, Netherlands (excluding Antilles), Portugal (including the Azores and Madeira), Slovakia, Slovenia, Spain (including Ceuta, Melilla, the Balearics and the Canaries), Sweden, United Kingdom (including Gibraltar)

(g) Have you lived outside the UK or EU area for any period(s) between 1.9.2003 and 1.9.2006 solely because you, your parents or your spouse were temporarily employed outside of that area?\* Yes  No

\*If you answer 'Yes' you must attach documentary evidence confirming the temporary nature of the employment.

(h) Are you settled in the UK? Yes  No

'Settled' is defined as being ordinarily resident in the UK without being subject under the immigration laws to any restrictions on the length of time for which you may stay.

(i) Were you settled in the UK on or before 1.9.2003? Yes  No

If yes please give the date on which your settled status (unlimited right to stay) was granted:

Date \_\_\_\_\_

If you were granted settled status after that date, you must provide documentary evidence

(j) Are you a British citizen with right of abode in the UK? Yes  No

(k) Have you, your parent(s) or spouse been granted asylum/refugee status? Yes  No

If yes please attach documentary evidence.

Please note that students may be granted 'home' fee status only from the date on which asylum/refugee status is granted in writing by the Home Office.

(l) Have you been granted 'Humanitarian Protection and/or Discretionary Leave'? Yes  No

Prior to 2004, this may be known as exceptional leave to enter or remain in the UK, you must provide a copy of your letter from the Home Office.

14. DECLARATION

I confirm that I have read the Guidance Notes and I declare that all the information given on this form is correct.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## 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.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 10 White (Code)                       | <input type="checkbox"/> 31 Asian or Asian British - Indian              | <input type="checkbox"/> 43 Mixed - White and Asian |
| <input type="checkbox"/> 11 White - British                    | <input type="checkbox"/> 32 Asian or Asian British - Pakistani           | <input type="checkbox"/> 49 Other Mixed background  |
| <input type="checkbox"/> 12 White - Irish                      | <input type="checkbox"/> 33 Asian or Asian British - Bangladeshi         | <input type="checkbox"/> 80 Other Ethnic background |
| <input type="checkbox"/> 19 Other White background             | <input type="checkbox"/> 34 Chinese or Other Ethnic background - Chinese | <input type="checkbox"/> 90 Not known               |
| <input type="checkbox"/> 21 Black or Black British - Caribbean | <input type="checkbox"/> 39 Other Asian background                       | <input type="checkbox"/> 98 Information refused     |
| <input type="checkbox"/> 22 Black or Black British - African   | <input type="checkbox"/> 41 Mixed - White and Black Caribbean            |   |
| <input type="checkbox"/> 29 Other Black background             | <input type="checkbox"/> 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 544610 or see their website:

[www.ucas.ac.uk](http://www.ucas.ac.uk)

### 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 a specific learning difficulty, eg 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.

## NOTES FOR GUIDANCE CONTINUED

### Section 12 CRIMINAL CONVICTIONS

To help the University reduce the risks of harm or injury to students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions an applicant has. Relevant criminal convictions for offences against a person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them. (but see the next paragraph).

If you are applying for course in teaching, health, social work and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bindover orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service.

### 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.

#### 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:

Admissions Enquiries  
University of Westminster  
35 Marylebone Road  
London NW1 5LS

**Tel: 020 7911 5000**

**Email: [admissions@westminster.ac.uk](mailto:admissions@westminster.ac.uk)**

**[www.wmin.ac.uk](http://www.wmin.ac.uk)**

office use only

Pending	<input type="checkbox"/>	/	/	Reject	<input type="checkbox"/>	/	/
Interview/Open Day					<input type="checkbox"/>	/	/
Conditional Offer					<input type="checkbox"/>	/	/
Unconditional Offer					<input type="checkbox"/>	/	/
Insurance Acceptance					<input type="checkbox"/>	/	/
Firm Acceptance					<input type="checkbox"/>	/	/
Fee Assessment Form					<input type="checkbox"/>	/	/
Conditional Offer					<input type="checkbox"/>	/	/

