

## APPLICATION FOR ADMISSION - UNDERGRADUATE

Please read the section on NOTES before completing this form in BLOCK CAPITALS.

All sections must be completed. Failure to do so may result in a delay to your application. When completed return to the Admissions Team (See contact details).

1. SURNAME or FAMILY NAME		For Office use only
2. FIRST, or given, NAMES	3. TITLE (Mr, Mrs, Ms, Miss, Other)	
4. DATE OF BIRTH (Day/Month/Year)	5. GENDER MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	
6. Do you have any Special Needs or a Disability? (see note 1) please tick as applicable: YES <input type="checkbox"/> NO <input type="checkbox"/> (enter category) <input type="checkbox"/>		
7. Do you have any Criminal Convictions? (see note 2) please tick as applicable: YES <input type="checkbox"/> NO <input type="checkbox"/>		
8. HOME ADDRESS (see note 3)  Postcode _____ Country _____ Home Tel _____ Mobile _____ Email _____	9. CORRESPONDENCE ADDRESS (see note 4)  Postcode _____ Country _____ Tel _____ Mobile _____ Email _____	
10. COUNTRY OF PERMANENT RESIDENCE (see note 5)	11. PLACE OF BIRTH (Country)	
12. NATIONALITY _____	13. RESIDENTIAL CATEGORY (see summary sheet) _____	
14. UK RESIDENCY (see note 6) _____ (Day/Month/Year) of first entry to reside in the UK	15. PASSPORT NUMBER _____	
16. DO YOU REQUIRE A TIER 4 STUDENT VISA TO STUDY IN THE UK? YES <input type="checkbox"/> NO <input type="checkbox"/>		
17. DO YOU CURRENTLY RESIDE IN THE UK? YES <input type="checkbox"/> NO <input type="checkbox"/>		
18. HAVE YOU EVER BEEN ISSUED WITH A VISA TO STUDY IN THE UK EVEN IF YOU DID NOT USE THIS? YES <input type="checkbox"/> NO <input type="checkbox"/>		
19. HAVE YOU EVER BEEN ISSUED WITH A CONFIRMATION OF ACCEPTANCE FOR STUDIES (CAS)? YES <input type="checkbox"/> NO <input type="checkbox"/>		
20. HAVE YOU EVER STUDIED IN THE UK BEFORE YOU APPLIED TO SOUTHAMPTON SOLENT UNIVERSITY? YES <input type="checkbox"/> NO <input type="checkbox"/>		
21. HAVE YOU EVER HAD A VISA APPLICATION REFUSED? YES <input type="checkbox"/> NO <input type="checkbox"/>		
22. PREVIOUS RESIDENCY Please state all the Countries and dates (including the UK) in which you have resided during the last ten years. This information is ESSENTIAL for the processing of your application. Please note that writing 'NOT APPLICABLE' will not be acceptable.  _____ _____		
23. FUNDING (see note 7) Who will be paying your fees? please tick as applicable: Employer <input type="checkbox"/> Corporate Sponsor <input type="checkbox"/> Yourself <input type="checkbox"/> SLC <input type="checkbox"/> Other <input type="checkbox"/> Name and Address _____  (please provide evidence of employer/sponsorship agreement or loan schedule)		
24. FOR WHICH COURSE ARE YOU APPLYING? *If a portfolio is required for this course please add a link to your portfolio or email your portfolio to the necessary Faculty. (This only applies to non-UK applicants). Course title _____ Subject(s)/Option(s)/Units required _____ Mode of Study (please tick) Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Professional Short course <input type="checkbox"/> Distance learning <input type="checkbox"/> Flexible learning <input type="checkbox"/> Point/Year of Entry required (please tick) <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6		
25. If a previous Southampton Solent University student please provide your Student ID number _____		

For Office use only

INPUT BY

DATE

APPLICANT ID NUMBER

NATIONALITY

RESIDENTIAL CATEGORY

FEE CODE

COURSE CODE & PATHWAY POINT

26. Give FULL details of Institution last attended (see note 8)

University, College or School Name	Address	Dates attended	Contact name and number

27. Give FULL details of relevant educational qualifications. *If you are from a non-EEA Country please give full details of any studies undertaken while on a student visa.* (see note 9)

School, college or university. State Country if outside UK	Dates of attendance	Qualifications obtained	Grades	Main subjects

28. Give details of career history and list any professional qualifications obtained, or membership of professional bodies starting with the most recent (see note 10)

Name and address of Employer	Dates	Positions held/Qualifications obtained

29. Personal Statement. Please include what your career goals are, how this course will advance your career goals and any other information you consider relevant to your application (see note 11 if you have previously been unsuccessful in achieving a previous degree etc.)

**DECLARATION BY APPLICANT**

I confirm that the details contained in this form are correct to the best of my knowledge.

In accordance with the Data Protection Act 1998, I understand that personal information about me will be used for administrative purposes and statutory returns.

This information may also be transmitted and displayed on an internal network for relevant University business purposes.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## CRIMINAL CONVICTIONS INFORMATION SHEET

### **Criminal Conviction**

The University has a responsibility to provide a safe educational environment for its students and staff. For this reason all applicants seeking admission to the University's courses are required to declare any relevant criminal convictions that they may have so that appropriate checks can be made.

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following: any kind of violence including (but not limited to) threatening behavior, offences concerning the intention to harm or offences which resulted in actual bodily harm. Offences listed in the Sex Offences Act 2003. The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking, offences involving firearms, offences involving arson, offences listed in the Terrorism Act 2006.

If your conviction involved an offence similar to those set out above, but was made by a court outside of Great Britain, and that conviction would be not be considered as spent under the Rehabilitation of Offenders Act 1974, you should tick the box.

If you are applying for courses such as (but not limited to) teaching, medicine, dentistry, law, accountancy, actuarial, insolvency, healthcare, social work, veterinary medicine, veterinary science, pharmacy, osteopathy, chiropractic, optometry and professions or occupations involving work with children or vulnerable adults, including the elderly or sick people are exempt from the Rehabilitation of Offenders Act (1974). For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau. You may find the information below useful.

England & Wales	Criminal Records Bureau	<a href="http://www.crb.gov.uk">www.crb.gov.uk</a>
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<p><b>Courses in teaching, health, social work and courses involving work with children or vulnerable adults</b></p> <p>For these courses, you must declare YES if any of the following statements apply to you:</p> <ul style="list-style-type: none"><li>a. I have a criminal conviction</li><li>b. I have a spent criminal conviction</li><li>c. I have a caution (including verbal caution)</li><li>d. I have a bind-over</li><li>e. I am serving a prison sentence for a criminal conviction</li></ul> <p>If statement e applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</p>	<p><b>All other courses</b></p> <p>For these courses, you must declare YES if any of the following statements apply to you:</p> <ul style="list-style-type: none"><li>a. I have a relevant criminal conviction that is not spent</li><li>b. I am serving a prison sentence for a relevant criminal conviction</li></ul> <p>If statement b applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</p> <p>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.</p>
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Applicants who answer YES will not be automatically excluded from the application process. However, the Student Advice Manager may want to consider the application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied you must tell Southampton SOLENT University. Please contact the Student Advice Manager for further details.

# ADMISSIONS AND ENROLMENT CONTACT DETAILS

If you still have any queries, please telephone or email the Admissions and Enrolment Team to ask for specific advice. Otherwise you should send your completed application form to the Admissions and Enrolment Team by way of post or email.

Admissions and Enrolment Team  
A210  
Southampton Solent University  
East Park Terrace  
Southampton  
SO14 0YN

+44 (0) 23 8201 5066  
[admissions@solent.ac.uk](mailto:admissions@solent.ac.uk)

## FOR UNIVERSITY USE ONLY

This part should be duly completed by the appropriate Admissions Tutor, and returned to the Admissions and Enrolment Team.

Name of Applicant .....

Course ..... Year .....

1. Accept without condition .....

2. Accept subject to:- .....

(a) Examination results (specify) .....

(b) Personal Interview .....

(c) Any other conditions .....

3. Unsuccessful (reason) .....

.....

.....

Signature of Admissions Tutor .....

Name (please print) ..... Date .....

## NOTES ON HOW TO COMPLETE THE APPLICATION FORM

### Note 1

You are encouraged to make a disability disclosure where it may impact on your student experience. You will then be contacted by staff in Access Solent inviting you to discuss the potential impact on your studies and to identify relevant support. Find out more at [www.solent.ac.uk/access](http://www.solent.ac.uk/access).

Please enter a code from the following list:

- A No disability
- B You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- C You are blind or have a serious visual impairment uncorrected by glasses
- D You are deaf or have a serious hearing impairment
- E You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- F You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- G You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- H You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- I You have a disability, impairment or medical condition that is not listed above
- J You have two or more impairments and/or disabling medical conditions

### Note 2

The University has a duty of care to provide a safe educational environment for its students and staff. For this reason all applicants seeking admission to the University's courses are required to declare any relevant criminal conviction(s) they may have so that appropriate checks can be made. Any information you provide will be treated as strictly confidential.

### Note 3

This address is the one the University will use for future correspondence unless an alternative correspondence address is given.

### Note 4

A correspondence address is required if you want post to be sent to any address other than your family home. If you are an International applicant you must enter your overseas address as 'Home Address', and enter under 'Address for Correspondence' the address where you may be contacted while in the UK.

### Note 5

Country of permanent residence. This is the country in which you are normally permanently resident.

### Note 6

If you were born outside the UK but now live in the UK, please give the date when you began living here permanently.

### Note 7

If you have indicated an employer or corporate sponsor, an invoice will be sent direct to them at the address given. However, if you work for a department of your company and the invoice should go to the Head Office please give details in the space provided. Proof of corporate sponsorship/employer agreement or loan schedule must be produced prior to or at enrolment. If you are paying your own fees, payment may be made at The Income Team, Finance Service. Payment of fees may be made by cash, cheque (payable to Southampton Solent University), MasterCard/Visa credit card or bank transfer. You may also make an arrangement to pay your fees by instalments by agreement with The Income Team.

### Note 8

Please provide details of the most recent educational institution you have attended. This may be a University, College or School. You should also provide the full address of the Institution and contact details.

### Note 9

Please note that we need to see either original or certified copies of all relevant Diplomas/Certificates and all transcripts where applicable. Please list all qualifications (relevant to the course of study for which you are applying) and the last school/college/university you attended along with dates of attendance. Documents must be in English and certified as a true copy. From 6 April 2012 a new maximum five year time limit was introduced for non-EEA students studying on courses at degree level (undergraduate and masters). The limit will be 8 years if you are studying for a PhD. Check the Home Office website and University website for further information.

### Note 10

Details of work experience may be relevant to course of study for which you are applying, including membership of any professional bodies.

### Note 11

Your Personal Statement may include any other information which you consider to be relevant to your application and if you have been unsuccessful in a previous course please note why your previous course did not meet your goals.

## RESIDENTIAL CATEGORY (COMPILED WITH THE HELP OF UKCISA)

Along with other information in your application this helps Southampton Solent University to establish your status for the payment of tuition fees. Although we cannot tell you which category to select, the brief explanations set out below should establish your provisional status. Southampton Solent University will make the final decision on your category and so all queries should be directed to us.

The categories are as follows:

### **1 UK Citizen or EU National:**

You are a UK or EU national, or are the child or grandchild, or spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full-time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

### **2 EEA or Swiss National:**

Either: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period. Or: You are the child of a Swiss National and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA or Switzerland or OT for three year partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

### **3 Child of a Turkish worker:**

You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.

### **4 Refugee:**

You have been recognised as a refugee by the British government or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.

### **5 Humanitarian Protection or similar:**

You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave or you are the spouse, civil partner or child under 18 or such a person at the time of the asylum application.

### **6 Settled in the UK:**

You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person: if this is your situation your residential category is Other).

### **9 Other:**

If none of the above apply to you please contact the relevant faculty you are making an application to for further assistance.