

APPLICATION FOR INTERNATIONAL
ADMISSION/RPA



Please read the section on notes before completing this form in block capitals using black ink, *deleting as applicable. When complete return to the International Recruitment Office or appointed representative.

1. Surname or family name _____		2. Title (Mr, Mrs, Ms, Miss, Other) _____		For Office Use Only Application No Input by Date Domicile Nationality Fee Code Residential Category Course Code & Pathway Point
3. First, or given, names _____		4. Gender * MALE/FEMALE		
5. Home address (see note 1) _____ _____ _____		6. Address for Correspondence if different (See note 2) _____ _____ _____		
Postcode _____		Postcode _____		
Telephone Nos _____ (home) _____ (mobile)		Telephone Nos _____ (home) _____ (mobile)		
Fax No _____		Fax No _____		
Email _____		Email _____		
7. Special Needs / Disability (see note 3) Please specify category:		8. Do you have any Criminal Convictions (see note 4) Please circle as applicable: YES NO		
9. Date of birth _____ Day/Month/Year		10. Country of permanent residence _____ (see note 5)		
11. Place of birth (Country) _____		12. Nationality _____		
13. Date of first entry to live in the UK (see note 6) _____ Day/Month/Year		14. Residential Category (see summary sheet) _____		
15. Ethnic Origin (see note 7)		Passport number _____ (please enclose a photocopy of the photo page of your passport)		
White <input type="checkbox"/> White 10 <input type="checkbox"/> Irish Traveller 14 Black or Black British <input type="checkbox"/> Caribbean 21 <input type="checkbox"/> African 22 <input type="checkbox"/> Other Black background 29	Asian or Asian British <input type="checkbox"/> Indian 31 <input type="checkbox"/> Pakistani 32 <input type="checkbox"/> Bangladeshi 33 <input type="checkbox"/> Chinese 34 <input type="checkbox"/> Other Asian background 39	Mixed <input type="checkbox"/> White & Black Caribbean 41 <input type="checkbox"/> White & Black African 42 <input type="checkbox"/> White & Asian 43 <input type="checkbox"/> Other Mixed background 49	Other Ethnic Background <input type="checkbox"/> Other Ethnic background 80	
16. Who is paying your fees?* Yourself/Employer/Other (see note 8) Full name and address of Payer. _____ _____ _____ Postcode _____ Telephone _____ Fax No _____		17. Which type of course are you applying for? <input type="checkbox"/> Full Time <input type="checkbox"/> Professional <input type="checkbox"/> Distance Learning <input type="checkbox"/> Part Time <input type="checkbox"/> Short Course Course Title _____ _____ Subject(s)/Options(s)/Units required _____ _____ Postcode _____ Telephone _____ Point/Year of Entry required * 0 1 2 3 4 5 6		
18. Student Number _____ (if a previous Southampton Solent University Student)				

19. Give full details, including address, contact name and contact number of last institution attended (see note 9)

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

20. Give full details of relevant educational qualifications (see note 10)

School, College or University. State country if outside UK	Dates of attendance	Qualifications obtained	Grades	Main Subjects

21. Give details of career history and list any professional qualifications obtained, or membership of professional bodies starting with the most recent (see note 11)

Name and address of employer	Dates	Positions held/qualifications obtained

22. Personal Statement. Please include any other information you consider relevant to your application (see note 12)

DECLARATION BY APPLICANT

I confirm that the information given on this form is true, complete and accurate and that no information or other material information has been omitted. I accept that if this is not the case, the University and UCAS shall have the right to cancel my application and that I shall not have any claim against Southampton Solent University or UCAS. I also accept that having completed this form I do not have the right to further choices within the UCAS scheme and I will not approach any other University or College in the UCAS scheme.

I give my consent to the processing of data by Southampton Solent University and I understand that personal information about me will be used for administrative purposes and statutory returns in accordance with the Data Protection Act 1998. This information may also be transmitted and displayed on an internal network for University business purposes.

You have a right to cancel this application within 10 working days from today. If you wish to cancel the application you must do this by informing UCAS. If you do cancel the application you will not be able to apply again during this application cycle.

Signature of Applicant _____

Date _____

FACULTY CONTACT DETAILS

If you still have any queries, please telephone or Email the International Recruitment Officer or the appropriate to ask for specific advice. Otherwise you should send your completed application to

Southampton Solent University
International Recruitment Office
East Park Terrace
Southampton
Hampshire
SO14 0YN

☎ +44 (0) 23 8031 9129

✉ international@solent.ac.uk

fax + 44 (0) 23 8031 9412

FOR UNIVERSITY USE ONLY

Recommendation of Admissions Tutor.

This part should be duly completed by the appropriate University representative, and returned to the International Recruitments Office.

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. Refuse because _____

4. ACTBO _____

Signature of Admissions Tutor _____

Name (please print) _____

Date _____

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 different 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 prior to the 3 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, 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.

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 convictions are only those convictions for offences against the 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 below).

If you are applying for courses in **teaching, health, social work** and courses involving **work with children and/or vulnerable adults**, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. 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	http://www.crb.gov.uk
<p>Courses in teaching, health, social work and courses involving work with children or vulnerable adults</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"> a. I have a criminal conviction b. I have a spent criminal conviction c. I have a caution (including verbal caution) d. I have a bind-over e. I am serving a prison sentence for a criminal conviction <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>All other courses</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"> a. I have a relevant criminal conviction that is not spent b. I am serving a prison sentence for a relevant criminal conviction <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>	

Applicants who answer YES will **not** be automatically excluded from the application process. However, the Student Affairs Manager may want to consider the application further or ask for more information before clearing an applicant.

If you are convicted of a relevant criminal offence after you have applied you must contact the Student Affairs Manager for further details.

Notes on how to complete the application form

Note 1

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

Note 2

A correspondence address is required if you want post to be sent to any address other than your family home. Overseas students should normally enter their overseas address as 'Home Address', and enter under 'Address for Correspondence' the address where they may be contacted while in this country.

Note 3

The University welcomes applications from people with a disability and/or special needs. If you have stated a disability and/or special needs you will receive a letter inviting you to discuss any support needs with the Disability Coordinator.

Disability/Special Needs: In Section 7 please enter from the list of statements below the code which is most appropriate to you.

Disabilities/support required

- 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 4

The University has a duty of care to provide a safe educational environment for everyone. The University is also committed to equal opportunities for all and to offering wide access to entry to its courses and it supports the notion of the rehabilitation of offenders. In balancing these two commitments, the overarching concern is to provide a safe educational environment and it is, therefore, necessary for all applications seeking entry to the University's courses to declare any relevant criminal convictions. Please refer to the sheet on Criminal Convictions. Any information you provide will be treated as strictly confidential.

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. Do not give a date if you are studying at boarding school in the UK but normally live outside the UK.

Note 7

The University is keen to increase the number of students from Ethnic Minorities who apply for courses. In order to ensure that we are reaching all the groups who are interested in our courses, please assist us by completing the Ethnic Origin section.

Note 8

If you have indicated an employer, an invoice will be sent direct to your current employer at the given address. However, if you work for a department of your company and the invoice should go to Head Office, please give details in the space provided. A copy of the sponsorship letter must be produced at enrolment. If you are paying your own fees, payment must be made at Student Accounts, Finance Service upon enrolment. Self-funding students would normally pay in two instalments. Payments can be made by cash, cheque(s) (payable to Southampton Solent University) or by Switch, MasterCard/Visa credit card or bank transfer.

Note 9

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 address of the institution and contact details.

Note 10

Please list all qualifications relevant to the course of study, including any current study, for which you are applying and the last school/ college attended along with dates of attendance. Please also include copies of all relevant qualifications along with this application.

Note 11

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

Note 12

Your Personal Statement may include any other information which you consider to be relevant to your application.