

International Application Guidelines

THESE INSTRUCTIONS SHOULD BE READ BY ALL APPLICANTS.

Thank you for your interest in Northumbria University. These notes are designed to help you complete your application for admission to the University.

PLEASE ENSURE THAT YOU READ THESE NOTES CAREFULLY AND RETAIN THESE INSTRUCTIONS FOR YOUR REFERENCE.

- This application form is available in both paper and electronic format. The paper form can be either scanned and emailed as an attachment, or posted to the relevant admissions office. The electronic form should be saved to your computer as you complete it, and then emailed as an attachment or printed and posted to us.
- You must complete the application form **yourself** and in English. You should complete **all sections** as fully as possible. If you miss out any important information, the University may not be able to process your form and your application will be delayed. If you fail to provide the information required by the University, or provide false or misleading information, the University reserves the right to reject or withdraw your application, revise your fees status or cancel your registration.
- If you are completing the application by hand, it should be completed in **BLOCK CAPITALS in black ink**. If University staff cannot read your application, then this may lead to mistakes being made in your offer letter or your Confirmation of Acceptance for Studies and your visa application being delayed.
- If you are completing a paper application form you should keep a photocopy of your completed form so you can remember the information you have included in it, in case you are asked to attend an interview. If you are completing the electronic version you should save a copy on your computer for future reference.
- **Application Deadline**
We strongly recommend that you apply as early as possible to allow enough time to complete all the preparations you need to make for studying in the UK. After receiving an offer it can take several months to arrange your finances and apply for a visa and it is important that you arrive in good time for our international enrolment session. The deadline for applications for the 2012 Semester 1 intake is 27th July 2012 and the deadline for Semester 2 entry is 3rd December 2012.

Please note, we cannot guarantee that applications received after these dates will be processed in time for you to start your chosen course.

These deadlines apply to most of our courses, however please check the course information on our website or contact the International Office as there are some courses which may have an earlier deadline and some courses may close admission earlier if all places are filled. If you wish to benefit from an early payment discount, you need to have made your fee payment in full by the Early Payment deadlines advertised on our website.

- **Deadline for Requesting a Confirmation of Acceptance for Study (CAS)**
Once you have met all our conditions and paid your deposit, you should submit your Offer Acceptance and CAS request to the International Office by 3rd September (for Semester 1 2012 entry) and 10th December for Semester 2 2012 entry. If you accept your offer and request a CAS after these deadlines please note that we cannot guarantee to process a CAS for you in time for your visa application.

SECTION 1: PERSONAL DETAILS

- Enter your **Title** (for example Mr/Miss/Mrs/Dr)

- Indicate your **Sex** (Male or Female)
- Enter your **Date of Birth** in the following format: **Day/Month/Year**
- Give your **Surname/Family name and your First/Given names**
It is important that the names you give are the same as those on official documents such as your passport and qualifications certificates. If you receive an offer of a place, the University will send you a letter addressing you by the names you provide on your form and these details will also be used when we issue your Confirmation of Acceptance for Studies (CAS) which you will need for your visa application. Applicants may find their visa application is delayed or refused if the name on their CAS does not match the name on their passport.
- Please give your **Home address**.
Overseas applicants should note that where possible, the University will always use your home address in any offer letter. If you prefer the University to send correspondence to a different address please provide a correspondence address in **Section 2**. You may also provide address labels in your own language if necessary for postal reasons.
- Please enter your personal email address in **BLOCK CAPITALS**.
It is essential that you provide your live personal email address as we will send important information regarding your course, school, application, accommodation and enrolment details to this email address.

SECTION 2: MY REPRESENTATIVE/CORRESPONDENCE ADDRESS

- Please note that correspondence regarding your offer will be sent to the address you insert in this section. If you are applying through a representative (agent), or one of our partner institutions then you should insert their address in this box.
- If you are applying directly to us then you should insert your home address or preferred correspondence address here.
- If you are applying through a representative or one of our partner institutions please insert their code (if known) in the relevant box.

SECTION 3: COURSES APPLIED FOR

Please specify in order of preference the courses for which you wish to be considered. Applicants who wish to apply for a preparatory English programme should also list this here.

SECTION 4: FURTHER DETAILS

You must complete this section in full.

- **Country of permanent residence:**
This is the country where you are permanently living at the time of application. If you live in the UK you should also state your area of permanent residence, - for example, Tyne and Wear, or London, or Devon. If you live outside the UK, please state the country where you are living, - for example, Italy.
- **Country of birth:** Must be entered by all applicants
- **Nationality:** Must be entered by all applicants
- **Who is paying your fees?**
If your fees are being paid by an official sponsor please give the name of your sponsor. Those students who are receiving US or Canadian Financial Aid should tick the **Fed Aid** box.
- **Have you already made an application through UCAS?**
Please note if you have already made an application to us through UCAS we cannot accept a separate direct application from you, and any decisions or offers made through the UCAS process take precedence.

SECTION 5: CRIMINAL CONVICTIONS

The University has a duty of care to its students and staff, and to help reduce the risk of harm or injury to them caused by the criminal behaviour of other students, the University must know about any **relevant** criminal convictions that an applicant may have. 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 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 (CRB) and the University will send you the appropriate documentation to complete. Further details about the CRB and its work can be found at www.crb.gov.uk. You may also be required to complete documentation and maintain registration with the Independent Safeguarding Authority (ISA). The ISA scheme is designed to allow universities to identify any individual that is barred from working with children and vulnerable adults, including elderly or sick.

Courses in teaching, health, social work and courses involving work with children or vulnerable adults

For these courses, you must enter X in the box if either of the following statements apply to you:

- (a) I have a criminal conviction
- (b) I have a spent criminal conviction
- (c) I have a caution (including a verbal caution)
- (d) I have a bind-over order
- (e) I am serving a prison sentence for a criminal conviction.

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.

All other courses

For these courses, you must enter X in the box if either of the following statements applies to you:

- (a) I have a relevant criminal conviction that is not spent
- (b) I am serving a prison sentence for a relevant criminal conviction.

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.

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

Applicants who enter X in the box will not be automatically excluded from the application process. However the University may want to consider your 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 inform the University immediately by contacting International Admissions Office in writing. Your letter should be marked private and confidential for the attention of the International Admissions Manager. Do not send details of the offence; simply inform the University that you have a relevant criminal conviction. You may then be asked to supply more details.

SECTION 6: DISABILITY/SPECIAL NEEDS

Applications are welcome from students with disabilities. If you have a disability, special need (including dyslexia or other specific learning difficulty) or a medical condition, please select the most appropriate code from the list on this page and enter it in the box. If you do not have a disability, special need or medical condition, then please use code A. If you would like to speak to

a member of staff in confidence about your disability, then please contact the Disability Adviser on 0191 227 3385.

Disability Code	Disability, Special Needs or Medical Condition Codes
A	No disability
B	A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
C	Blind or a serious visual impairment uncorrected by glasses
D	Deaf or a serious hearing impairment
E	A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
F	A mental health condition, such as depression, schizophrenia or anxiety disorder
G	A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
H	A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
I	A disability, impairment or medical condition that is not listed
J	Two or more impairments and/or disabling medical conditions
N	Not Known
T	Autistic disorder

SECTION 7: IMMIGRATION HISTORY

If you have previously been sponsored under Tier 4 for study in the UK, we need to confirm that study on your new course represents academic progression or complements previous studies when we sponsor you with a new Confirmation of Acceptance for Studies. Please tick the relevant box and attach a copy of your previous visas (if appropriate) to your application.

SECTION 8: SCHOOL/COLLEGE AND UNIVERSITY EDUCATION

Give the names and brief addresses of the three most recent educational establishments you have attended, including the current one if appropriate. List the most recent one first.

SECTION 9: QUALIFICATIONS COMPLETED

It is important that the details in this section are completed correctly. You should include all qualifications for which you have received an award. If you do not have enough space, then please continue on a separate sheet clearly marked with your full name, date of birth and the course for which you are making application.

You should include copies of your academic qualifications/transcripts with your application form. These **MUST** be in **ENGLISH**. If the originals of these documents are in your own language, then you must include a certified translation.

If you intend to apply for any art or design course or the BA (Hons) in Architectural Design and Management, the BSc (Hons) in Product Design and Technology, or the BSc (Hons) in Computer Aided Product Design you **MUST** include at least 15 different samples of your own artwork with your application, preferably in CD ROM format or as 35mm slides or colour prints. Artwork supplied should reflect the range of your creative ability.

SECTION 10: QUALIFICATIONS YOU ARE CURRENTLY STUDYING (if applicable)

You should list all of the qualifications you are studying for now and all those for which you are awaiting results.

SECTION 11: ENGLISH LANGUAGE PROFICIENCY

If English was the language of instruction in any of your academic studies, please give full details of the number of years you have studied in English and at which institution(s). Please note that the University may require you to provide proof that your studies were delivered entirely in English, and that this proof will be required on headed paper.

If you have already taken an English test, such as IELTS or TOEFL, then you should indicate your score in the box provided. If you have yet to sit a test, you should indicate when you will take it and when you expect to receive your results.

SECTION 12: ADDITIONAL TRAINING (if applicable)

Please include details of any additional training you may have undertaken. This can include work based training.

SECTION 13: EMPLOYMENT HISTORY (if applicable)

If you have any work experience which is relevant to your application please give the names and addresses of your most recent employers (if any) and briefly describe your work. Please also attach a CV/resume or summary describing in more detail the nature of the work undertaken, positions held and responsibilities.

SECTION 14: PERSONAL STATEMENT

Please include your reasons for your choice of course at Northumbria, what you hope to do in your future career and explain how the course is relevant to your plans. Also mention any achievements/experiences you feel would be relevant to your application. These may include social, sporting and other interests. If you lack relevant formal qualifications, you should use this space to outline any relevant experiences that may be taken into account.

SECTION 15: CHECKLIST

This section is used to confirm the documents you have included in support of your application and to remind you to complete key sections of your application form. Please tick the relevant boxes to confirm the documents you have submitted and that you have provided the information required.

Your reference should be from someone who has taught you or who knows you in a professional capacity. Friends, family members or representatives (agents) cannot be given as referees. Most of our courses require you to supply one reference however we may ask you to supply another one if the course leader requires it.

Please do not send any original documents with your application unless requested by the University. If you are applying electronically please submit scanned copies of your original documents which are scanned at a resolution of 150 dots per inch (dpi).

SECTION 16: DECLARATION

By ticking the Declaration box you are confirming that you have completed the application form yourself and that the information you have given is correct and complete and that you agree to abide by the rules and regulations of the University. If you are completing a paper version of this application form we also require you to insert your signature in this section.

IMPORTANT NOTE

The University undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of the University interfere with its ability to provide such services, the University undertakes to use all reasonable steps to minimise the resultant disruption to educational services. The University does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.

Should you become a student of the University, this notice shall be a term of any contract between you and the University. Any offer of a place made to you by the University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

THE DATA PROTECTION ACT 1998

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

1. To enable your application for admission 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.

If you apply to the University via an intermediary such as an agent, representative or educational institution the University will communicate with you about your admission via the intermediary. The University also reserves the right to pass information about your admissions and enrolment status and about your programme attendance, and to send a copy of your Confirmation of Acceptance for Studies to the intermediary which referred your application.

SECTION 17: WHAT HAPPENS NEXT

Once you have completed all of the sections of the application form, please send it with copies of all relevant documentation to Northumbria University, International Office or to the relevant Regional Office shown below. Further details of our application procedures can also be found at www.northumbria.ac.uk/international/howtoapply

Your Country	Where to send your application
Thailand Vietnam Myanmar Indonesia Pakistan	<p>Thailand Office Northumbria University c/o York Institute 283/43 Home Place Bldg 9Fl. Sukhumvit 55 (Thonglor 13) Bangkok 10110 THAILAND</p> <p>Tel: (+66) 2 712 7338 Fax: (+66) 2 712 7339 Email: application@northumbria-asia.com</p>
Malaysia Singapore The Philippines Brunei Hong Kong Taiwan	<p>Malaysia Office Northumbria University A-8-3, 8th Floor, Northpoint Midvalley City 1, Medan Syed Putra Utara, 59200 Kuala Lumpur MALAYSIA</p> <p>Tel: (+60) 3 2287 8080 Fax: (+60) 3 2287 8282 Email: malaysiaoffice@northumbria.ac.uk</p>
India Nepal	<p>India Office Northumbria University Liaison Office 301 D, 3rd Floor Super Mart II, DLF City Phase IV Gurgaon - 122002, Haryana</p> <p>Tel: +91-124-4216246,47 Fax: (+91) 11 261 64974 Email: indiaoffice@northumbria.ac.uk</p>
P.R.China	<p>China Office: Northumbria University Room 702, Block B Winterless Centre Jia 1, Xi Da Wang Road Chaoyang District Beijing 100026 P. R. CHINA</p> <p>Tel: (+86) 10 6538 8135/7/9 Fax: (+86) 10 6538 8136 Email: chinaoffice@northumbria.ac.uk</p>

If you are applying from a country which is not listed above, please send your application direct to the Newcastle office at the following address:

Northumbria University

International Office
21/22 Ellison place
Newcastle-upon-Tyne
NE1 8ST
UNITED KINGDOM

Tel: (+44) 191 227 4274

Fax: (+44) 191 261 1264

Email: international@northumbria.ac.uk

Visas

If you require information about applying for a visa, you can find details about this process at the following websites: www.northumbria.ac.uk/brochure/international/pbs/, www.ukba.homeoffice.gov.uk and www.ukcisa.org.uk