

**To be completed by:** full-time undergraduate applicants from outside of the European Union prior to the completion of the formal UCAS paperwork and all part-time and postgraduate applicants from any country. Some applicants may be required to submit additional information subsequent to the receipt of this application

<b>1 Course</b>	
Official Title of Course (as given in the University Prospectus and online course directory at <a href="http://www.bournemouth.ac.uk/courses">www.bournemouth.ac.uk/courses</a> ) including level e.g. BA, MA, MSc, etc.	Do you wish to study the course full- or part-time?
In which month and year do you wish to start ? (details are in the online course search <a href="http://www.bournemouth.ac.uk/courses">www.bournemouth.ac.uk/courses</a> )	
Alternative course(s) for which you wish to be considered	

<b>2 Personal Details</b>	
The personal information you supply will not adversely affect your application for a place - see reference to our Equal Opportunities policy in the Personal Declaration section of this form.	
Surname/Family name (block capitals)	
First name	
Previous name, if changed	
<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth (DD/MM/YY) <input type="text"/> <input type="text"/> <input type="text"/>
Correspondence address. To be used by the University to contact you prior to enrolment. If you are applying via an official representative of Bournemouth University, you should enter their details here.	
Daytime telephone (inc. international/STD code)	Fax (inc. international/STD code)
Email	
Home address (if different from correspondence address)	
Telephone (inc. international/STD code)	Fax (inc. international/STD code)
Nationality (eg. British, Spanish, Chinese etc.) If you have dual nationality, please state both	
What is your home country?	
Where have you been living for the last 3 years?	
Ethnic origin – Please enter the appropriate code from the list at the bottom of the page.	
Additional needs – Please enter the appropriate code from the list at the bottom of the page (this will not adversely affect your application for a place).	

Personal Details – Codes					
Ethnic origin			Additional needs		
11 White British	33 Bangladeshi	43 Mixed White & Asian	00 No known disability	32 Deaf (non BSL user)	71 Diabetes
12 White Irish	34 Chinese	49 Other Mixed Background	10 Dyslexia	33 Hearing impaired	72 Epilepsy
19 White Other	39 Asian other	80 Other	11 Dyspraxia	34 Lipreader	73 Asthma
21 Black Caribbean	41 Mixed White & Black Caribbean	98 Information refused	12 Dyscalculia	41 Wheelchair user	80 Multiple disabilities
22 Black African	42 Mixed White & Black African		13 ADD/HD	42 Mobility difficulties	91 Chronic Fatigue Syndrome (ME)
29 Black Other			14 Asperger's Syndrome	50 Personal care support needed	90 Disability not listed above
31 Indian			21 Blind	60 Mental Health difficulties	
32 Pakistani			22 Partially sighted		
			31 Deaf (BSL user)		

**3 Fees**

Who is expected to pay your fees? Please tick appropriate box

Career Development Loan    You    Your employer    Other sponsor

If you are likely to be sponsored by an employer or other organisation, please give the name and address of the sponsoring body, together with a contact name, telephone number, fax and email address if known.

**4 Education**

Names and locations of the most recent schools/colleges/polytechnics/universities attended	From	To	Part/full-time

**5 Academic qualifications already achieved**

Examining body	Qualification (title, subjects, class or grade)	Date

**6 Examinations to be taken or with results pending** (if none, write 'none')

Examining body	Subject and level of award	Date result expected	Uni use only

**7 Professional qualifications** Give the full name of any professional bodies of which you are a member, indicating whether by election or examination

Professional body	Date from

**8 Professional Organisation membership (if applicable)** Professional bodies of which you are a student member

Professional body	Student registration number

**9 Language skills** Include skills in English if this is not your first language

Language	Qualification (eg. GCE/Baccalaureate/TOEFL, IELTS, indicate grade achieved)	Overall Mark	Date	Present level (eg. fluent/good/basic)			
				Spoken	Written	Reading	Listening

**10 Current employment (if applicable to course application)**

Employer's name and address	Your position and nature of your work	From	Part/full-time

**11 Previous Employment (if applicable to course application)**

Employer's name and address	Your position	From	To	Part/full-time

**12 Other studies/training/work or other relevant experience/skills**

You are strongly advised to submit supplementary information in support of your application, providing further details of any qualifications, skills or experience you consider relevant. Please continue on a separate sheet if necessary

**13 Referees**

Please give names and addresses for two referees. One of whom should be academic and one professional (see enclosed forms).

**Please note:** the references must be written in English

Telephone (inc. international/STD code)	Telephone (inc. international/STD code)
Fax (inc. international/STD code)	Fax (inc. international/STD code)
Email	Email

**14** Personal Statement

Please indicate your reasons for choosing the course applied for, career aspirations and any other information, such as hobbies and interests, that you wish us to know about when considering your application. Please continue on a separate sheet if necessary.

## 15 Feedback

Please tell us how you came to know about the course for which you are applying.

<input type="checkbox"/>	Bournemouth University Website	
<input type="checkbox"/>	UCAS website (for undergraduate applicants)	
<input type="checkbox"/>	Other website (please specify)	<input type="text"/>
<input type="checkbox"/>	Education Exhibition in the UK (please specify)	<input type="text"/>
<input type="checkbox"/>	Education Exhibition outside of the UK (please specify)	<input type="text"/>
<input type="checkbox"/>	Official representative of Bournemouth University (please specify)	<input type="text"/>
<input type="checkbox"/>	Language School University counsellor (please specify)	<input type="text"/>
<input type="checkbox"/>	British Council office in your country	
<input type="checkbox"/>	Advertisement (please specify where you saw the advert)	<input type="text"/>
<input type="checkbox"/>	Direct Mail (please specify)	<input type="text"/>
<input type="checkbox"/>	Friends and family	
<input type="checkbox"/>	Other – please specify	<input type="text"/>

## 16 Personal Declaration

The aim of the admissions process is to select students who have the ability and motivation to benefit from the programmes they intend to follow and who will make a contribution to the life of the University.

The process takes place within the context of the University's Equal Opportunities policy which expresses the University's commitment to a comprehensive policy of equal opportunities for students in which individuals are selected and treated on the basis of their relevant merits and abilities and are given equal opportunities within the University. The aim of the policy is to ensure that no prospective student or enrolled student should receive less favourable treatment on any grounds which are not relevant to academic ability or attainment.

It is, however, important that these aims are achieved without prejudice to the safety and well being of other members of the University community.

You are asked to state whether or not you have any relevant criminal convictions. 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. You must enter x in the box if either of the following statements applies to you.

**I have a relevant criminal conviction that is not spent**  **I am serving a prison sentence for a relevant criminal conviction**

If you enter x in the box you will not be automatically excluded from the application process. However, we will want to consider your application further and may require further information before making a decision.

I confirm that whether submitting this application form electronically or on paper, the information given in my application form is true, complete and accurate, and that no information requested or other material information has been omitted. I undertake to be bound by all the rules and Bye-laws in force under the Articles of Government of the University. I accept that, if I do not comply with these requirements, the University may cancel my application and any subsequent offer and I shall have no claim against the University in relation thereto. Applications submitted by email are deemed to have accepted the terms of the declaration given above.

### Data Protection Act 1984, 1988

I agree to Bournemouth University processing personal data contained in this form, or other data which the institution may obtain from me or other people, whilst I am an applicant. I agree that information received by the institution will be stored in hard copy and in a central computer database, and that it will be used for internal University administrative and management purposes and for those purposes registered with the Data Protection Registrar.

The University may, at any time, ask you, your referee or your employer to provide more information about your application (for example, proof of identity, status, qualifications or employment history). If we do not receive this information by a set date, or the information is not satisfactory, we can cancel your application.

For those students who are applying through an official contracted representative of BU, information relating to your application and subsequent enrolment at BU may be shared with the relevant representative.

Name

Applicant's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Part A**

The applicant should complete Part A and send the form to the referee requesting that it is completed and forwarded to Student Administration, Bournemouth University, Melbury House, 1-3 Oxford Road, Bournemouth, Dorset BH8 8ES UK

**Telephone:** +44 (0) 1202 961056 **Fax:** +44 (0) 1202 961066

Applicant's full name:

Contact Address:

Contact Telephone Number:

Course Applied For:

**Part B**

The above named person is applying for admission to Bournemouth University and it would be of great assistance in considering his/her application if you would kindly complete this reference form. Please note that under the Data Protection Act a student would have the right to obtain a copy of the reference you supplied to the University. Thank you for your assistance.

**Reference**

**1** How many years have you known the applicant and in what capacity?

**2** How do you rate his/her academic ability in relation to the above course?

**3** If appropriate, and you are in a position to comment on the applicant's recent work experience, how do you rate his/her performance and potential?

**4** Taking an overall view, what do you consider to be his/her major talents and most significant limitation? How might he/she profit from participating in the course applied for?

## Part B continued

**5** Please rate the applicant on the qualities listed below by marking the scale in the appropriate place. The applicant should be rated against other members of his/her own group of whom you have experience, eg. other people of above average capability in your organisation.

**Intellectual ability:** The power to grasp concepts and to reason analytically

Very high					Very poor
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**Creativity:** Capacity for original thought and the ability to generate new ideas

Very high					Very poor
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**Leadership:** The ability to administer, get things done and organise others

Very high					Very poor
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**Social skills:** The ability to get on with people; poise and ease in varied situations

Very high					Very poor
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In the following space, or in a separate letter, please feel free to make any further comments which you feel will be helpful about the applicant and the relevance of the course to his/her needs. You may wish to comment on his/her qualities such as motivation, communication and independence of thought, career plans and other interests or activities. If appropriate, please state the grades or class of honours achieved at your institution.

Referee's signature

Date

Name

Post/occupation/relationship

Address

Telephone

Fax

Email

**Please return form to:** Student Administration, Bournemouth University, Melbury House, 1-3 Oxford Road, Bournemouth, Dorset BH8 8ES UK  
**Telephone:** +44 (0) 1202 961056 **Fax:** +44 (0) 1202 961066