



University of Brighton

Application form

for application to the following types of course:

Full- and part-time taught postgraduate
Part-time undergraduate
Post-experience
Direct

(not for use for full-time undergraduate courses or postgraduate research)

Notes for Guidance

Before completing the form, please ensure that you read these notes for guidance carefully. You should also read the current university prospectus for details about the programme for which you are applying in order to ensure that you are familiar with the subject area and entry requirements.

Your application may be photocopied before it is sent to admissions tutors and it is important that you write neatly using black ink or typescript.

Despatch arrangements

Please send the whole application form to your referee for completion and forwarding to the university. It is preferable that we receive your application with reference. However, if waiting for a reference would delay your application beyond the deadline, it is acceptable for you to separate Part B. You should send this to your referee and request that s/he forward the complete section direct to the university. At the same time, send Part A, completed to the university.

Section 1 Personal details

Complete this section in BLOCK CAPITALS

Surname/family name and first name(s): please enter your full name as it appears in your passport or other official documentation.

Previous surname: if you have changed your name by marriage or otherwise, state your previous surname/family name.

Correspondence address: enter the address to which you expect all correspondence to be sent.

Section 2 Details of course(s) to which you wish to apply

If you wish to indicate an order of preference for your course, you may do so. If you do not indicate any order of preference, we will assume that you wish to be considered for all courses listed on the form at the same time.

Section 3 Fee status

If you live in the UK state your area of permanent residence. If you live outside of the UK, state the country (e.g. Italy) where you are living as your area of permanent residence. Please give details of who you expect to pay your fees for the duration of your programme. Please give details of any sponsorships or scholarships for which you have applied.

If you require a visa to study in the UK, you must provide passport information to enable us to support your visa application.

Section 4 Disabilities and special needs

Please enter in the box the code from the list of statements below which is most appropriate to you. Please record any special needs or support required in the space provided. The university will use this information to make appropriate arrangements to support your studies at the university.

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

Section 5 Work experience

Please include relevant work experience and training, paid or unpaid, full or part-time, in your home or outside.

Section 6 Last two educational establishments attended

Section 7 Qualifications

Please enclose certified copies of certificates and transcripts awarded.

Section 8 English language

Please enclose certified copies of certificates and transcripts awarded.

Section 9 Personal statement

Enter here any further information you may wish to offer in support of your application. Admissions Tutors will be interested in your reasons for choosing the course(s) listed in Section 4, your career aspirations, and relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details here of any non-examined subjects you are studying. If you have been out of education for some time, please outline any relevant experience that may also be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work. It may also be helpful to explain any breaks in your career. If you are applying for deferred entry (i.e. a year beyond the next academic year), please give your reasons for so doing.

Section 10 References

Your referee should know you well enough to write about you and your suitability for postgraduate study. The reference should not be written by a family member, other relatives or friends. References are often provided by a responsible person who knows you; this could be an employer or an academic from higher education.

Section 11 Dates not available for interview

Section 12 Ethnic origin

Please state your ethnic origin using the codes provided. This information is not used in the selection process and is used for statistical purposes only.

Section 13 Disclosure of criminal convictions

To help reduce the risk of harm or injury to students and/or staff caused by the criminal behaviour of other students, you must inform us about any relevant criminal convictions that you 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 unless you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults.

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 any 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.

For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau (www.crb.gov.uk) and registration with the Independent Safeguarding Authority (ISA). We will send you the appropriate documents to complete.

All other courses

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

If you enter X in the box you will not be automatically excluded from the application process. However, we 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 us. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. We may then ask you for more details..

Section 14 Declaration

When you sign the form, you agree to follow these conditions:

- (a) The information you have given is complete and accurate.
- (b) The university tries to process applications and related decisions efficiently and accurately. However, we will not be liable for any mistakes or delays or any loss or damage caused by mistakes or delays.
- (c) If you accept an offer of a place you agree to abide by the rules and regulations of the university.
- (d) If you become a student, the university undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus. If industrial action or circumstances beyond the control of the university affect the ability to provide these services, the university undertakes to do all it can to keep the disruption to your education as small as possible.
- (e) 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.

(f) Your application is a contract between you and the university. No one else can enforce any part of this contract under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.

(g) If 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 university will use the information on your application form to create a student record and process data about you in accordance with the Data Protection Act 1998. The university will provide data about you to the Higher Education Statistics Agency.

Please return your completed application form to the school that runs the course you have applied for. To find their address visit the course page by searching the course finder <http://courses.brighton.ac.uk/>. The school's address can be found via the link to the school website.

For assistance email admissions@brighton.ac.uk or call +44 (0)1273 644644.

The Data Protection Act 1998 and Disclosure of Applicant Information

The information, which you have given on your application, will be used for the following purposes only:

- 1) To enable your application for entry to be considered
- 2) To enable this institution to compile statistics, or to assist other organisations, such as HESA, or individual research workers to do so, provided that no statistical information that would identify you as a person will be published.
- 3) To enable the institution to initiate your student record.
- 4) The university reserves the right at any stage to request applicants or enrolling students to provide further information relating to any aspect of their application or enrolment. If such further information is not provided within the period stipulated then the university reserves the right to refuse to consider the application or the enrolment or to rescind home fee status and demand payment of any fees' monies owing.

The university's registration with the Data Protection Registrar includes an additional purpose for the detection of fraudulent applications for entry into Higher Education. Under this registration the university may, to facilitate the prevention and investigation of fraudulent applications, disclose information received from applicants, in appropriate circumstances, to the Department for Education and Skills, the Home Office, the Department for Social Security and the DSS Benefit Agency, the Local Authority Education Department, police forces, examining bodies, education or training establishments, the Student Loans Company, the Audit Commission, Inland Revenue, Prosecuting Authorities.

Further copies of this form can be downloaded from www.brighton.ac.uk/apply.



Application Ref No.

[Blank box for Application Ref No.]

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.

1. Personal details

Title Ms/Miss/Mr etc		Surname/family name (BLOCK CAPITALS)	
First name (s)		Previous surname, if changed	
Permanent address		Correspondence address	
Postcode		Postcode	
Daytime telephone number	Evening telephone number	Mobile telephone number	
Email address			
Gender: Male (M) <input type="checkbox"/> Female (F) <input type="checkbox"/>		Date of birth <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	

2. Details of course(s) to which you wish to apply

Course title	Mode of study: full-time/ sandwich/part-time/other	Start month/ year eg 9/10

Please indicate how you heard about these courses

Please indicate here any other universities to which you have applied

3. Fee status

Country of birth	Nationality
Country of permanent residence	
Applicants not born in the European Union please state date of first entry into the EU/UK	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Name of organisation expected to pay your fees (e.g. ESPRA, NHS Trust, yourself, family member, employer)	
Do you need a visa to study in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide: Passport no. <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	Issue date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
	Expiry date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

4. Disabilities and special needs (please see Notes for Guidance)

Please enter appropriate letter here <input type="text" value=""/>	Description
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5. Work experience

Give details of relevant work experience, training and employment. Continue on a separate sheet if necessary.

Job title	Name of organisation	Full-time or part-time	From		To	
			Month	Year	Month	Year

6. Last two educational establishments attended

Name and address of the two most recent educational establishments attended	Full-time or part-time	From		To	
		Month	Year	Month	Year

7. Qualifications

Applicants should list all subjects taken, whatever the result, in chronological order. If you are waiting for the result of any examination recently taken write PENDING in the result column. Qualifications awarded by BTEC/EDEXCEL/ or SCOTVEC – please attach transcript of all results if known. Where examinations are still to be taken, please list all modules with value and level of each. Continue on a separate sheet if necessary.

Qualification, eg GCSE, A-level, HND, degree or professional qualifications	Subject	Date		Place of study	Results (grades or bands)	CATS points (if applicable)
		Month	Year			

8. English language

Is English your first language? Yes No If no, what is your first language?

Please give details of English language course taken/to be taken (eg IELTS, TOEFL)

Qualification	Date taken and location	Overall score	Written score
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9. Personal statement (please see Notes for Guidance)

Some courses may have additional application requirements. Please check the course entry in the prospectus or web site.

10. Referee's names and addresses (please see Notes for Guidance)

Name		Name	
Address		Address	
Postcode	Tel no.	Postcode	Tel no.

11. Dates not available for interview

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12. Ethnic origin (to be completed only if country of permanent residence is in the UK)

This information is not used in the selection process and is used for statistical purposes only.

Ethnic origin is not the same as nationality, place of birth or citizenship, but about your colour and broad ethnic group.

Please describe, as far as possible, your ethnic origin:

White	Black or Black British	Asian or Asian British	Mixed
<input type="checkbox"/> British (11)	<input type="checkbox"/> Black Caribbean (21)	<input type="checkbox"/> Indian (31)	<input type="checkbox"/> White and Black Caribbean (41)
<input type="checkbox"/> Irish (12)	<input type="checkbox"/> Black African (22)	<input type="checkbox"/> Pakistani (32)	<input type="checkbox"/> White and Black African (42)
<input type="checkbox"/> Other white (19)	<input type="checkbox"/> Other Black (29)	<input type="checkbox"/> Bangladeshi (33)	<input type="checkbox"/> White and Asian (43)
<input type="checkbox"/> Information refused		<input type="checkbox"/> Chinese (34)	<input type="checkbox"/> Other mixed (49)
		<input type="checkbox"/> Other Asian (39)	<input type="checkbox"/> Other ethnic group (80)

13. Disclosure of criminal convictions (please see Notes for Guidance)

If you have a relevant criminal conviction, enter X in the box

14. Declaration

I confirm that the information I have given in this form is true, complete and accurate and no information requested or other material information has been omitted. I have read the notes of guidance, in particular those relating to this section. I understand what they say and I agree to abide by the conditions set out there. I acknowledge that the information on this form will be used in accordance with the Data

Protection Act 1998 and will be used to form the basis of my student record. I give my consent to the processing of my data by the university. I accept that, if I do not fully comply with these requirements the university shall have the right to cancel my application and I shall have no claim against the university in relation thereto.

Signed

Date

Please return your completed application form to the school that runs the course you have applied for. To find their address visit the course page by searching the course finder <http://courses.brighton.ac.uk/>. The school's address can be found via the link to the school website.

For assistance email admissions@brighton.ac.uk or call +44 (0)1273 644644.