

# International Application Form

Please read the terms and conditions at the back before completing this form. It is important that you write neatly using **BLOCK CAPITALS** in **black ink**. **Mandatory fields are marked in bold and are required to be completed in order to process your application. Incomplete application forms submitted without ALL the supporting documents will delay the decision process.**

By providing this information you understand that the University needs to process your Personal Data and by signing this box you consent for the University to process your Sensitive Personal Data/Special Categories of Personal Data in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) for the purposes set out in the Terms and Conditions accompanying this document in order to consider your application. This processing will include the University sharing your Personal Data and Sensitive Personal Data/Special Categories of Personal Data with UK Visas and Immigration (UKVI), which will enable them to confirm your immigration history.

You also acknowledge that should you not meet the entry requirements of your chosen course at the University, you consent to the University sharing your Personal Data and Sensitive Personal Data/Special Categories of Personal Data with our partner college, Hertfordshire International College (HIC) in order for you to be considered for an alternative programme of study at HIC.

**Applicant Signature:**

## 1. Applicant details (please put names as they appear in your passport)

<b>Title</b> (Mr/Mrs/Miss/Ms etc)		<b>Date of Birth</b> (dd/mm/yy)
<b>Family Name</b>		<b>Male/Female/other</b>
<b>First Name(s)</b>		<b>Email</b> (required for offer)
<b>Home Address</b>		
<b>Country</b>	<b>Postcode</b>	Skype ID
<b>Telephone</b> (including international code)		Mobile (including international code)
<b>Country of Birth</b>		<b>Nationality</b>
<b>Country of Permanent Residence</b>		
<b>Do you have any criminal convictions?</b>		Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Do you have a disability?</b>		Yes <input type="checkbox"/> (see section 2 for further details) No <input type="checkbox"/>

If you are applying through an agent please complete their details below. If applying direct please leave blank

Organisation Name	Postcode
Contact or counsellor name for contact	Email
Address	Telephone
Country	

## 2. Physical or other disability or medical condition

If you ticked you had a disability above please complete this section - otherwise leave blank.

Please tick the appropriate box(es) and in the space at the bottom of this section indicate any additional support that you may need at the University. This information will be shared with Student Wellbeing who can support applicants through the admissions process and agree adjustments for their studies. Information you disclose about your disability will be used in accordance with the University's Statement on Disability Disclosure by Students.

- |  |   |
|--|---|
| <input type="checkbox"/> You are blind or have a serious visual impairment       | <input type="checkbox"/> You have physical impairment or mobility issues                                  |
| <input type="checkbox"/> You are deaf or have a serious hearing impairment       | <input type="checkbox"/> You have a disability, impairment or medical condition that is not listed above. |
| <input type="checkbox"/> Autistic Spectrum Disorder/Asperger's Syndrome          | <input type="checkbox"/> You have two or more impairments and/or disabling medical conditions.            |
| <input type="checkbox"/> You have a mental health condition                      |   |
| <input type="checkbox"/> You have a specific learning disability (e.g. Dyslexia) |   |

Please detail below any additional support, adjustments or changes you may need for your studies

### 3. Details of course(s) for which you wish to apply (in order of preference)

We will offer you the most preferred course that you meet the entry requirement for.

Course Title	Course level (Undergraduate or Postgraduate)Year of entry: 1,2 or 3	September or January intake (not all courses have a Jan start - see our website)
1.		
2.		

### 4. Immigration History

This section is mandatory for all international applicants, EU applicants should proceed to section 5. We will be unable to issue you with an unconditional offer or a Confirmation of Acceptance for Studies (CAS) until you have provided this information

a. Have you ever studied previously in the UK? Yes  No

If yes, please list below **any previous study** (regardless of the level i.e. English language courses) undertaken in the UK. Please indicate if any courses shared a CAS and/or visa. **If you have previously studied on a Tier 4 or student visa, you must provide a copy of that CAS or offer letter.**

**We will also require copies of all visas held during those periods of study.**

Institution	Course studied	Level e.g. Degree, foundation and NQF/RQF level	Course start and end dates	Did you complete the course Y/N?	Type of Visa held	Visa start and end dates

b. Have you ever had a visa refusal for entry to the UK **OR** any other country? Yes  No

If 'Yes', please state the category of visa which was refused and the reason(s) for the refusal.

**You will need to submit copies of all visa refusals with your application.**

c. Do you have any pending UK visa applications or appeals? Yes  No

d. Have you had any other type of UK visa/leave to remain? Yes  No

If yes to either c or d, please provide details, and copies of any relevant documentation with your application

e. Have you previously attended a UK institution which has had its Tier 4 sponsor licence revoked, or are you currently attending a UK institution that is in the process of having its Tier 4 licence revoked? Yes  No

If yes, please provide details, along with any relevant documentation.

### 5. Academic Qualifications - Full details of educational establishments attended, including any establishments in the UK

Applicants please list all subjects taken, with results/grades from your last two establishments attended. If you are awaiting the results of any examination or are about to take an examination, write PENDING in the result column. **(Any study or attendance at a UK education institution in the UK must be detailed, even if the study was not completed.) Please attach evidence of all known results in addition to completing the table.**

Programme of Study/Subject	From Date (mm/yy)	To Date (mm/yy)	Name of Institution	City	Qualification and Result

## 6. English Language Requirements

Entry is conditional on the attainment of the necessary English entry criteria. You will be required to provide evidence of your English level.

Do you have any of the following English Language Qualifications? (Please tick where appropriate)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> IELTS                      | <input type="checkbox"/> GCSE                    | <input type="checkbox"/> Still to take |
| <input type="checkbox"/> TOEFL                      | <input type="checkbox"/> Pearson Test of English |  |
| <input type="checkbox"/> Cambridge Advanced English | <input type="checkbox"/> None                    |  |

Other (please state)

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Grade/Score

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Date Achieved

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## 7. How did you hear about the University of Hertfordshire?

Please indicate how you heard about the University of Hertfordshire

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Website                        | <input type="checkbox"/> Advertising           | <input type="checkbox"/> Search Engine |
| <input type="checkbox"/> Recommendation (family/friend) | <input type="checkbox"/> Web Listing           | <input type="checkbox"/> Social Media  |
| <input type="checkbox"/> Alumni                         | <input type="checkbox"/> Colleague             | <input type="checkbox"/> Exhibition    |
| <input type="checkbox"/> In country office              | <input type="checkbox"/> Other, please specify |  |
- 

From a third party:

- |   |  |
|---|--|
| <input type="checkbox"/> Sponsor        | <input type="checkbox"/> Partner Institution |
| <input type="checkbox"/> School/College | <input type="checkbox"/> Agent               |

## Additional Information / Application Checklist

Thank you for your application. In addition to the information above you are required to submit the following information/documentation when applying to the University:

### Reference

Please provide one academic reference (from a referee that is able to comment on your academic ability from your most recent studies). This should be on headed paper and signed by your referee.

### Personal Statement

This should include the following:

- |   |  |
|---|--|
| - Your reason for applying for the course                     | - Your reasons for applying to a UK university                 |
| - Your reason for applying to the University of Hertfordshire | - Your career aspirations and how the course fits in with this |
|   | - Your statement should be submitted with your application     |

### Passport

Please include a scanned copy of the photo page of your passport if available

### Qualifications

Please include copies of all available academic transcripts/English language qualifications that you have listed in sections 5 and 6 of this form

### Visa documentation

Please include any relevant visa documentation you have listed in section 4 Immigration History if applicable

### General

Before completing the form, please read these notes carefully. You should also consult the specific course pages on the University's website ([www.herts.ac.uk](http://www.herts.ac.uk)) to ensure that you are familiar with the course structure and entry requirements. Your application form may be photocopied, therefore it is important that you write neatly using black ink. Many courses have a deadline by which applications should be received. Please consult course literature or the department concerned. If there are any omissions of key information or any documents submitted in support of your application are found to be fraudulent, the University reserves the right to reject or withdraw the application/offer made or Confirmation of Acceptance for Studies (CAS) issued or withdraw you from your course of study, should this be discovered after you have registered with the University. The University reserves the right not to issue a CAS, or to withdraw a CAS, where there is reason to believe that a Tier 4 application will be refused, or to someone who has intentionally become an 'overstayer', breached any visa conditions or does not meet the eligibility criteria for Tier 4. As an international student sponsored by the University under Tier 4 (General) leave, it is extremely important that you comply with the conditions associated with Tier 4 sponsorship. Further information can be found on our international web pages Tier 4 Codes of Practice [www.herts.ac.uk/international](http://www.herts.ac.uk/international)

### The Data Protection Act 1998

In completing and submitting your application form, you will be providing the University of Hertfordshire with personal data, including in some cases sensitive personal data, as defined in the Data Protection Act 1998. The University will use this data for the purposes of processing your application and for other administrative purposes relating to your application. The University will process this data in accordance with the provisions of the Data Protection Act 1998 and with its own policies on data protection (which can be found on its main Data Protection web page at <http://www.herts.ac.uk/about-us/legal/freedom-of-information-data-protection> and in the other documents and web pages which are referred to on, and linked to from, this main web page). This personal data may also be shared with and used by third parties in connection with the above purposes, for example in order to verify your identity, qualifications, work experience and other information that you provide, or so that the University can comply with its obligations to supply certain information to the Higher Education Statistics Agency. Some of these third parties may be located outside the UK (including outside the European Economic Area). By submitting your application, you will be deemed to be giving your consent to the processing and use of your personal data as set out in this paragraph.

### Important Note

The University uses all reasonable endeavours to provide its educational and other services to students in the manner set out in its prospectus and in its other relevant published materials. Should industrial action or other circumstances beyond the University of Hertfordshire's reasonable control interfere with its ability to provide these services, the University will use all reasonable endeavours to minimise any disruption caused to students. The University reserves the right to make changes to the content or methods of delivery of courses and modules, and to discontinue or merge courses or modules, in whole or in part, where the University reasonably believes that this is in the interests of the University or of students. In these circumstances, the University will notify affected students as soon as reasonably practicable and, in the case of a discontinued course or module, will where appropriate use all reasonable endeavours to offer the students a suitable alternative course or module. The University of Hertfordshire does not therefore accept any absolute obligation to provide its educational or other services in the manner set out in its prospectus or elsewhere, nor does it accept any other obligation in respect of the provision of educational or other services which is more onerous than the obligations set out in this paragraph. Any offer of a place made to you by the University of Hertfordshire will be made on the basis that, on registration, you will confirm your agreement to certain terms and conditions that will apply to you as a student at the University, including the provisions of the preceding paragraph and your agreement to comply with and be bound by the University's institutional policies, procedures and regulations (UPRs) in force from time to time, the current version of which can be found at [www.herts.ac.uk/upr](http://www.herts.ac.uk/upr)