

# International Student Application Form



**Please return the completed form to:**  
 International Admissions  
 University of Bedfordshire  
 Park Square, Luton, Bedfordshire LU1 3JU  
 United Kingdom  
 T: +44 (0)1582 489326  
 F: +44 (0)1582 743469  
 admissions@beds.ac.uk

Please read the notes at the back before completing this form. It is important that you write neatly using block capitals in black ink or typescript. Please include a copy of the personal details page from your passport (the page that contains the passport number and your photo). **Incomplete application forms submitted without ALL the supporting documents will delay the decision process.**

## 1 Personal details as they appear on your passport (all sections must be completed)

Title (Mr/Mrs/Miss/Ms etc)	Male/Female	Date of birth** (dd/mm/yyyy)
Family name	First name(s)	
Correspondence address*	Permanent/Home address (if different)	
Postcode	Postcode	
Mobile (including international code)	Mobile (including international code)	
Telephone (including international code)	Telephone (including international code)	
Current email		

\*If you only have a PO Box address, we cannot deliver by Courier    \*\*Students must supply a date of birth otherwise online enrolment will not be possible

## 2 Fee status

Country of birth	Present nationality
Country of permanent residence (if UK, please state date of entry)	
Who is expected to pay your fees? (eg Government, employer, self, family, others)	

## 3 Details of course(s) for which you wish to apply

Course title	Undergraduate or Postgraduate?	Level 1, 2 or 3? <i>(for entry at Levels 2 or 3 complete Section 3a)</i>	Month/year of entry
Choice 1:			
Choice 2:			
Choice 3:			

### 3a To be completed for entry on to degree Level 2 or 3

Please include a transcript of all modules/units of learning successfully studied, as well as detailed information which clearly states what curriculum was covered in each module/unit of learning. To confirm the modules for your University of Bedfordshire programme, please check the handbook on the University website: [www.beds.ac.uk/courses/modules](http://www.beds.ac.uk/courses/modules).

Please tick which of the following you are including as evidence to support your claim (claims will not be considered without the required evidence):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> official certificates and transcripts | <input type="checkbox"/> module/unit outcomes/objectives | <input type="checkbox"/> assessed coursework/project work |
| <input type="checkbox"/> module/unit description               | <input type="checkbox"/> module syllabus                 | <input type="checkbox"/> marked examination papers        |

Yes

## 4 Academic qualifications

Please list results, including those pending, and attach photocopies of your certificates or transcripts.

Award	Programme of Study	Date (mm/yyyy)	Name of Institution	Qualification and Result	Language of Study

## 5 English Language requirements

**5a Have you studied in a school where teaching and assessment was carried out in English?**

Yes

No

If yes, please state the results of any English exam:

**5b Have you studied at a university where teaching and assessment was carried out in English?**

Yes

No

If answers to 5a and 5b are no, please state other English test results eg IELTS/TOEFL:

**5c Are you applying now for an English Language course at the University of Bedfordshire?**

Yes

No

If yes, preferred start date:

## 6 Work experience

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

Job title and nature of work/training	Name of Organisation	From (mm/yy)	To (mm/yy)	Full- or part-time

## 7 Personal statement

Please state your reasons for choosing the course, relevant experience, and career plans. If necessary, please attach on a separate piece of paper.

## 8 Physical or other disability or medical condition

Please state any condition which might necessitate special arrangements or facilities. Consult Notes for Guidance under Section 2.

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## 9 References

Names and addresses of two referees.

Please note MBA applicants should supply evidence of three years of work experience.


## 10 Declaration

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read the Notes for Guidance, in particular those relating to this section. I understand these instructions and I agree to abide by the conditions set out there.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## IMPORTANT NOTE

The University of Bedfordshire will take all reasonable steps to provide the educational service set out in its prospectuses. Should industrial action or other circumstances beyond the control of the University of Bedfordshire interfere with its ability to provide such a service, the University of Bedfordshire will take reasonable steps to minimise the resultant disruption. The University of Bedfordshire does not undertake any absolute obligation whatsoever to provide an educational service in the manner specified in its prospectuses or in any other document, nor does it undertake any other obligation in respect of the provision of an educational service which is more onerous than the obligations set out therein.

Should you become a student of the University of Bedfordshire, this notice shall be a term of any contract between yourself and the University. Any offer of a place made to you by the University of Bedfordshire 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.

## Notes for guidance

### General

Before completing the form, **please ensure that you read these notes carefully**. You should also read the current University of Bedfordshire literature relating to the course(s) in which you are interested.

### Mature students

The University of Bedfordshire welcomes applications from mature students, including those who do not have conventional qualifications for admission to higher education in the UK. Full account is taken of relevant experience and other educational achievements.

### The Data Protection Act 1998

The information which you give on your form will be used for the following purposes:

- To determine your eligibility for entry to the University of Bedfordshire.
- To enable the University of Bedfordshire to compile statistical reports.
- To enable the University of Bedfordshire to initiate your student record.
- To share information with government departments (eg immigration office), local authorities and other bodies to prevent possible fraud and to enable them to carry out their functions.

### Section 1 Personal details

Complete this section in BLOCK CAPITALS.

### Section 2 Fee status

Please state your country of permanent residence and give details of who you expect to pay your fees for the proposed course.

### Section 3 Details of course(s) for which you wish to apply

If you wish to indicate an order of preference for your course choices you may do so. If you do not indicate an order of preference then it will be assumed that you have none.

### Section 4 Examinations

Enter the exact subject name used by the examining body and the name of the examining body in full. If you have qualifications obtained outside the UK, you should give details of all examinations taken as preparation for entry to higher education (eg School and Higher School Certificate, Apolytirion, Baccalaureat). Applicants with qualifications obtained in a language other than English, must attach a certified English transcript to the form. **English qualifications are only required by students who have studied in languages other than English.**

### Section 8 Disability/special needs

Describe your condition and, where it is not obvious, indicate whether you have special needs.