

# Staffordshire University International Application Form



**STAFFORDSHIRE  
UNIVERSITY**

## Who should use this form?

You should use this form if you are applying for a full-time on-campus postgraduate (eg Masters, MBA) course, or for direct entry onto level 2 or 3 of an undergraduate course, or for a entry onto the International Foundation Programme or an English Language course. Students applying to do a complete Undergraduate course should apply via [www.ucas.com](http://www.ucas.com) You can apply for a distance learning course via our website: [www.staffs.ac.uk/distlearnform](http://www.staffs.ac.uk/distlearnform)

**If you are already studying on a Staffordshire University course at a partner institution outside of the UK, and wish to transfer to Staffordshire University to complete your course, please apply using the partner institution transfer form.**

**It is important that you complete ALL sections and give as much information as possible. Your application may be delayed if the form is incomplete. Use the checklist on the back page to remember to attach all relevant information to your application.**

Please complete this section in BLOCK CAPITALS using black ink.

### 1. Personal details (Your name must appear as it does in your passport. Do not use abbreviations.)

Family Name \_\_\_\_\_ First Names \_\_\_\_\_  
 Previous Name (if changed) \_\_\_\_\_ Title – eg Mr/Miss/Mrs/Ms/Dr \_\_\_\_\_  
 Gender – Male/Female \_\_\_\_\_ Date of Birth (eg 01 JAN 1980) //  
 Nationality (as stated on your passport) \_\_\_\_\_ Country of Birth \_\_\_\_\_  
 Which country do you permanently live in? \_\_\_\_\_  
 Home address and contact details \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Postcode / Zip Code (essential)  Country \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number (including country code): \_\_\_\_\_

Mobile number (including country code): \_\_\_\_\_

If you were born outside the EU but are now resident in the EU, please complete:

	Day	Month	Year
Date of first entry to the EU			
Date of most recent entry to the EU			
Date granted permanent residence in the EU (Please provide documentary evidence)			

For Office Use only	Agent stamp here:
Application reference number _____	<div style="border: 1px dashed black; width: 150px; height: 100px; margin: 0 auto;"></div> <p>Level/Entry Point:</p>
Faculty _____	
Date received _____	
Date sent to Faculty _____	
C C <input type="checkbox"/> DIS <input type="checkbox"/>	
Partner application – Y/N _____	
Agent application – Y/N _____	
Decisions _____	
Reasons _____	
Offer made by _____ Date _____ Overseas offer <input type="checkbox"/> (tick box)	

## 2. Course(s) applied for:

Qualification level eg MSc, BA Level 2/3, IFP	Course title	Year of Entry	Month of entry (eg September or January)	Work placement preferred? (if option available on course)
Example MSc	Computer Science	2007	September	Yes

If you are applying for a postgraduate award, you will need to include a statement indicating why you wish to pursue the course(s) indicated above. If you are applying to study a postgraduate research degree (MPhil/PhD), please also include a research proposal.

## 3. English Language Competence

Students studying on our postgraduate degree courses must have a minimum of IELTS 6.0 or equivalent (IELTS 7.5 for some Journalism and media courses). If you have not currently reached the required English Language level, we will send you details of our pre-degree English Language courses.

Please indicate if you have a university recognised English Language qualification (eg IELTS/TOEFL):

Type of qualification:	
Score/Grade:	
Date examined:	

Is English your first language? - Yes/No

Was English the language of instruction for your previous qualifications? - Yes/No

You will be required to provide evidence of your English Language ability (eg copies of certificates).

## 4. Academic and Professional Qualifications

Please provide full details (no abbreviations) of the last two educational institutions that you attended (most recent one first).

You will need to enclose copies of your certificates and transcripts. If you are awaiting qualification results, please complete as 'results pending'.

Date From To	Name and address of Institution	Qualification gained	Grade

## 5. Career and relevant work experience

Please give details of any work experience in training and employment.

(most recent first). This information will be taken into account for particular programmes - e.g MBA.

Continue on a separate sheet if necessary.

Date From To	Employers name and address	Job title and main responsibilities	Part-time or Full-time?

**IMPORTANT: On a separate sheet, please explain your reasons for choosing the course at Staffordshire University and give any additional information relevant to your application.**

## 6. Disability/Special Needs

You must complete this section, so that we can use this information to help support your studies at Staffordshire University.

Please insert the appropriate code based on the list below:

- 0 You have no disability/special needs
- 1 You have a specific learning difficulty (for example dyslexia)
- 2 You are blind or partially sighted
- 3 You are deaf or hard of hearing
- 4 You use a wheelchair or have mobility difficulties
- 5 You have Autistic Spectrum Disorder or Asperger Syndrome
- 6 You have mental health difficulties
- 7 You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition
- 8 You have two or more of the above

## 7. Criminal Convictions

To help us reduce the risk of harm or injury to our staff and students caused by the criminal behaviour of other students, we 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.

You must tick the box if either of the following statements applies to you:

- You have a relevant criminal conviction that is not spent
- You are serving a prison sentence for a relevant criminal conviction.

If you have a relevant criminal conviction, please tick the box.

If you enter X in the box you will not be automatically excluded from the application process. However we will 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 during the application cycle. Where the offer of a place is made, the University may withdraw that offer or cancel a place which has been accepted or terminate the registration of an individual who is subsequently discovered to have omitted or falsified information concerning relevant criminal convictions. If you require any further assistance in completing this application form please contact: [international@staffs.ac.uk](mailto:international@staffs.ac.uk)

## 8. About Staffordshire University

How did you hear about Staffordshire University? (please tick all that apply)

- School
- College/University
- British Council
- Agent(s)
- Partner Institution
- Family/Friend
- Newspaper (please give details)
- Magazine (please give details)
- Other publication (please give details)
- www.staffs.ac.uk
- Other website (please give details)
- Alumni/Previous SU student

## 9. When you submit this form, you must also include:

### Checklist

1. Copies of relevant qualification certificates achieved to date
2. Copies of degree transcripts (if relevant)
3. Evidence of English Language ability
4. Two references from non-family members who have knowledge of your academic and work experience
5. A written statement to support your application, explaining why you wish to pursue the studies mentioned. (For postgraduate research applicants, this should be supported by a research proposal.)
6. Documentary evidence of residence in the UK. (If relevant).
7. Portfolio of work (for Arts, Media and Design courses).
8. Proof of identity - eg copy of your passport, ID card, birth certificate or driving licence.
9. A recent passport size photo of yourself (for ID purposes)

## Please send your application form and additional information to:

International Office  
Staffordshire University  
College Road  
Stoke-on-Trent  
Staffordshire  
ST4 2DE  
United Kingdom

If you have any further queries, please contact us at [international@staffs.ac.uk](mailto:international@staffs.ac.uk) or +44 (0)1782 292720  
You will find a version of our application form on-line at [www.staffs.ac.uk](http://www.staffs.ac.uk)

## 10. Declaration

I confirm that, to the best of my knowledge, the information given on this form is correct and complete.

Staffordshire University is registered under the Data Protection Act 1998 and information given on this form and in any supplementary documentation will only be used in accordance with the terms of registration. If you are applying via a third party - eg an agent - it will be necessary to share information relating to your application. In addition, it may be necessary to pass information to official UK bodies such as the Home Office to assist them in their duties.

Applicant's signature \_\_\_\_\_

Date        /        /