

APPLICATION FORM

Application: Please read the guidance notes in the next section *before* completing the form.

Please return the form to:

Admissions,
University of Wales, Newport,
Caerleon Campus,
PO Box 101,
Newport, NP18 3YH, UK.

If you require any further help or advice, please do not hesitate to contact Admissions:

Telephone: (01633) 432030, Fax: (01633) 432850, Email:
admissions@newport.ac.uk

Enrolment: Enrolment for courses will take place during September/October unless otherwise stated. At enrolment you will be required to complete a brief enrolment form, have your photograph taken for your security badge and, if applicable, make course payments. Once enrolled, notification of your results may be released to your sponsors.

Data protection: The University of Wales, Newport is registered under the Data Protection Act 1998 to process personal data for any purpose connected with a student's studies or any other legitimate reason in accordance with the Data Protection Act 1998. Our registration number is Y3460078. Details available from: www.dpr.gov.uk

Confidentiality: Some information on this form will be sent to the Higher Education Statistics Agency (HESA) for use in statistical analysis by HESA, government education departments, funding councils and other authorised users of the data. HESA is registered under the Data Protection Act (number N0291011).

Equal opportunities: We do not discriminate unfairly, either directly or indirectly against members of our community on the grounds of age, race, colour, nationality, ethnic or national origin, creed, sex, disability, health, proclivity or marital status because we value equal opportunities for all people and education without bias.

GUIDANCE NOTES

Please complete all the blank boxes in sections [A] to [H] in capital letters using a black or blue **ballpoint** pen. If you wish to apply for more than one course, please use additional forms.

[A] Course or module details

Name of course or module(s)

Please write in the name of the course you are applying for, including the level e.g. HND, BSc, BA, MSc, MA, PGCE. For teaching courses, please indicate the subject you wish to teach.

If you are applying for direct entry on to year 2 of a full-time degree, please show this by also adding "Year 2 direct entry".

Mode of attendance

Please tick either full-time or part-time. If you wish to study part-time, please check the modes of attendance in the prospectus and indicate your preferred attendance option – either one full day, evening(s) only, one day/evening. Please note options are subject to availability.

Have you previously studied at this institution?

Please tick yes if you have attended the University of Wales College, Newport or Gwent College of Higher Education. Other University of Wales Colleges are classed as separate institutions.

Intended start date

Please write the date that you intend to start (month and year) in the box. The majority of courses start in September/October but some start at other times – usually February.

Surname/ family name	<i>Jones</i>
Forename 1	<i>Catherine</i>
Forename 2	<i>Helen</i>

[B] Personal details

You should enter your surname/family name, forename 1, forename 2 in the order shown above, but please note that this example would appear on correspondence and certificates as "Catherine Helen Jones".

Disabilities

Please indicate if you have a disability or special requirement that we need to be aware of. If you have more than one disability, please tick the multiple disabilities option. Applicants who have ticked a box other than "no known disability or special requirements", please give details on a separate sheet.

Domicile

Non-UK residents, please indicate your country of residence. For UK residents, please specify Wales, England, Scotland, N Ireland.

Nationality

Non-UK residents, please indicate your country of legal nationality. UK residents, please write "UK".

Date of entry for non-EU applicants

Please give your date of entry into the UK immediately prior to enrolling.

[C] Education

Academic and professional qualifications – achieved

Please list all relevant qualifications starting with the highest. For qualifications other than A levels, please give a detailed breakdown of qualification achieved.

Academic and professional qualifications – pending

Please list qualifications for which you are currently studying.

[F] Referees

Suitable referees would include head teachers or appropriate teaching staff, principal of college, employer, training officer, careers officer or adult guidance officer, or a person of responsibility within the community. References from relatives are not acceptable.

[G] Criminal Convictions

You must tick the "Yes" box if you have a conviction, **not including:**

- a motoring offence that you received a fine or three penalty points for; or
- a spent sentence (as defined by the Rehabilitation of Offenders Act 1974), except for certain courses (see below).

If you have not been convicted of a criminal offence you must tick the "No" box.

If you tick the "Yes" box, this will not automatically exclude you from being considered for a place. You will be asked to send further details.

You may be assured that any information provided will be kept in the strictest confidence and passed only to university staff directly involved in determining the outcome of your application.

Please note that for teaching, counselling, community justice and community studies courses, and any other courses involving work with children or with vulnerable people, you **must** tell us about **any** criminal conviction, including spent sentences and cautions. If you are unsure if this applies to the course you wish to apply for, please do not hesitate to contact us.

If you do not tick either the "Yes" or "No" box, we will not process your form. We will contact you to obtain the information, but this will delay your application.

If you are convicted of a criminal offence after you have applied you must inform the Head of Admissions in writing.

[H] Declaration by applicant

IMPORTANT: Please ensure that you have signed and dated the form. Your application cannot be processed unless you sign and date the form. Please check before you sign that the information is accurate and complete.

APPLICATION FORM

[A] COURSE OR MODULE(S)

Name of course or module(s)

Mode of Attendance Full-time Part-time

If part-time: Evening(s) Day Day and evening

Have you previously studied at this institution? Yes No

Month

Year

[B] PERSONAL DETAILS

Title (Mr, Mrs, Ms, Miss, Dr etc)	<input type="checkbox"/> Male <input type="checkbox"/> Female
Surname/ family name	
Forename 1	
Forename 2	Date of birth / /
Applicant's home address	
Postcode	Home telephone no.
Daytime telephone no. (if different)	
Home email address	

DISABILITIES: By your own assessment, tick ONE box.

- 00 No known disability or special requirements
 01 Dyslexia
 02 Blind/partially sighted
 03 Deaf/hearing impairment
 04 Wheelchair user/mobility difficulties
 05 Require personal care support
 06 Mental health difficulties
 07 Unseen disability, asthma, epilepsy etc.
 08 Multiple disabilities
 09 Other – please specify

DOMICILE: Country of permanent home address prior to enrolment (e.g. Wales, England, Scotland, N Ireland, France).

NATIONALITY Country of legal nationality (e.g. UK, Ireland, France).

If you are not a citizen of a European Union member state, please give date of entry into UK.

/ /

[C] EDUCATION

ACADEMIC/PROFESSIONAL QUALIFICATIONS ACHIEVED. Please list all relevant qualifications to date, showing subjects/grades.

Awarding body / Institution	Qualification e.g. A-level, BTEC	Subject/unit/module/component	Year	Result/grade

ACADEMIC/PROFESSIONAL QUALIFICATIONS PENDING. Please list all relevant qualifications.

Awarding body	Qualification	Subject/unit/module/component e.g. A-level, BTEC	Month/year

[D] EMPLOYMENT HISTORY

JOB EXPERIENCE (part-time students only). Please describe your three most recent periods of continuous employment.

Dates from/to	Name of employer	Position/job description

[E] SUPPORTING INFORMATION: Please continue on a separate sheet if necessary

[F] REFEREES

To be completed by applicants for counselling, in-service teaching courses, and all full-time courses.

Name
Address
Postcode
Telephone no.

Name
Address
Postcode
Telephone no.

[G] CRIMINAL CONVICTIONS

Do you have a criminal conviction? Yes No

[H] DECLARATION BY APPLICANT – Your application cannot be processed if you do not sign here

I declare that to the best of my knowledge the information I have given on this form is correct. I agree to abide by the University regulations, and accept that on enrolment I will be personally responsible for the payment of my tuition and registration fees.

Signature

I agree to the University of Wales, Newport processing personal data contained in this form, or any other data which the University may obtain from me or other people. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason (in accordance with the Data Protection Act 1998). The University of Wales, Newport is registered under the Data Protection Act 1998, registration number Y3460078. Details available from: www.dpr.gov.uk

Date

PLEASE RETURN FORM TO:
Admissions, University of Wales, Newport, Caerleon Campus, PO BOX 101, Newport NP18 3YH, UK.

[I] APPLICATION AUTHORISATION: This section to be completed by academic

Accept/Reject	Authorisation signature	Name: please print	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>