

# Middlesex University Application Form



OFFICE USE ONLY

Regional ID/Agency Code:

MISIS Student Number:

This form is to be used for Direct applications only  
Full Time Undergraduate applications should be submitted through UCAS. PGCE applications must be submitted through the GTTR

## **Personal Details** (As it appears on your passport/driver's licence or other official ID)

Family Name: \_\_\_\_\_ Previous Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Date Of Birth: (DD/MM/YY) \_\_\_\_\_

Middle Name(s): \_\_\_\_\_ Gender: Male  Female

Title: (Mr/Ms etc) \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Correspondence Address: (If different from permanent)

Postcode: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_ Country: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

## **Course(s) Applied For**

Programme Title: \_\_\_\_\_

Level Of Study: Undergraduate  Postgraduate

Entry Point: Year 1  Year 2  Year 3

Mode Of Study: Full Time  Part Time  Other: (Specify) \_\_\_\_\_

Intake Year: \_\_\_\_\_ Month: Jan  Sept

Programme Title: \_\_\_\_\_

Level Of Study: Undergraduate  Postgraduate

Entry Point: Year 1  Year 2  Year 3

Mode Of Study: Full Time  Part Time  Other: (Specify) \_\_\_\_\_

Intake Year: \_\_\_\_\_ Month: Jan  Sept

## Disabilities/Special Needs

The University encourages you to disclose any disability/medical condition which could disadvantage your ability to study. All offers are made on academic grounds only and the information you submit will be used to help Middlesex University provide appropriate support. Please tick all that apply.

- |                                 |                            |                                  |                            |
|---------------------------------|----------------------------|----------------------------------|----------------------------|
| No Disability                   | <input type="checkbox"/> 0 | Learning Difficulty              | <input type="checkbox"/> 1 |
| Blind/Serious Visual Impairment | <input type="checkbox"/> 2 | Deaf/Serious Hearing Impairment  | <input type="checkbox"/> 3 |
| Wheelchair User/Mobility Issues | <input type="checkbox"/> 4 | Personal Care Support            | <input type="checkbox"/> 5 |
| Mental Health Condition         | <input type="checkbox"/> 6 | Unseen Disability: e.g. Diabetes | <input type="checkbox"/> 7 |
| Autistic Spectrum/Asperger's    | <input type="checkbox"/> T | Other disability not listed here | <input type="checkbox"/> 9 |

Please detail other disability or additional support needs:

## Residential Information/Visas

Please provide information relating to your nationality and residence. Attach copies of any pertinent Home Office documentation. Further information may be requested.

### **Country of permanent residence:**

If UK, please give County/Borough: \_\_\_\_\_

Country of birth: \_\_\_\_\_

Nationality (as on passport): \_\_\_\_\_

### **If you are a non EEA/UK national please answer the following questions:**

Passport number (include copy of photo page with ADP): \_\_\_\_\_

Have you ever lived outside the UK/EU? Yes  No

If Yes, please indicate date of entry to the UK/EU: \_\_\_\_\_

Do you currently have a UK Visa? Yes  No

If Yes, enter type, expiry date and Visa number: \_\_\_\_\_

Have you been granted indefinite leave to remain? If Yes, enter date: \_\_\_\_\_

Do you require a Tier 4 Visa to study in the UK? Yes  No

Have you ever studied in the UK on a Student Visa? Yes  No

If Yes, please give details:

## Fee Payment

Please provide details of how you intend to pay your tuition fees. Applicants may be asked to supply details of their financial position and their provision for the payment of fees.

Who will pay your tuition fees? Self-Funded: Yes   
Employer (please specify): \_\_\_\_\_  
Other (please specify): \_\_\_\_\_

If you intend to apply for a Middlesex University Scholarship/Award, please specify:

\_\_\_\_\_

## Highest Qualification

**If you previously studied at Middlesex, please enter Student ID:**

Please enter your highest level of education, e.g. BSc/MSc: \_\_\_\_\_

If this award was taken in the UK enter institution name: \_\_\_\_\_

If taken elsewhere please enter name and country: \_\_\_\_\_

## Academic Qualifications

**If you are a non EEA national you must give ALL details of previous study undertaken in the UK.**

Please list all qualifications in chronological order with the most recent first. Provide copies of certificates and transcripts where appropriate. If not accompanying this form, please ensure any documentation is submitted to the Admissions Office, clearly stating the programme you are applying for.

**Note:** Printouts from self-service/web portal systems will not be accepted. The documentation being submitted must be formally issued by the awarding institution/exam body.

International students must submit documentation both in the original language and as an officially endorsed English language translation.

Qualifications Pending				
Award Type & Subject	Award Date	Grade (Including Predicted)	Institution & Address	Dates From – To

<b>Qualifications Achieved Including Professional Qualifications</b>				
Award Type & Subject	Award Date	Grade Achieved	Institution & Address	Dates From – To

**English Language Qualifications**

Entry is conditional on the achievement of a standard level of English. If your first language is not English please give details of the most recent English Proficiency course you have taken.

If you require a Tier 4 Visa, please note that you must also be able to demonstrate English ability to the minimum level required by UKBA.

Qualification Name	Grade Achieved	Award Date

**GMAT – Graduate Management Admission Test**

Verbal	Quantitative	Analytical Writing	Total	Award Date

**Employment And Work Experience** (Most recent first)

Employer’s Name & Address	Role & Brief Description Of Duties	FT or PT	Dates Employed

Employer's Name & Address	Role & Brief Description Of Duties	FT or PT	Dates Employed

Number of years full time work experience\* (at 1 September prior to start of programme)

\*Please do not include part time work, internships or summer jobs.

## **Personal Statement**

You are advised to complete this section as fully as possible and with particular care. In many cases this may be the only contact you have with the admissions tutors and your statement will be assessed as part of the admissions process.

As a guide your personal statement should cover topics such as your reasons for applying to your desired programme(s), your previous educational and employment experiences, personal qualities, future goals and career aspirations.

Please attach a type written sheet or continue on a separate sheet if necessary.

## Declaration Of Criminal Record

In an effort to help the University reduce the risk of harm or injury to their staff and students caused by the criminal behaviour of other students we must know about any relevant criminal convictions an applicant has.

In this matter relevant criminal convictions are deemed only to be those convictions for offences against a 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 (**however, see next paragraph**).

**If you are applying for a programme in health or social work which may involve work with children or vulnerable adults, you MUST tell us about any criminal convictions, including spent sentences, cautions (including verbal cautions) and bind-over orders. Due to the nature of these programmes they are exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974.**

By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and the Child Act 1989, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. If you are offered a place on one of these courses and before you commence your studies, you will need an 'Enhanced Disclosure Document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service.

Have you been through the Criminal Records Bureau Enhanced Disclosure process in relation to your current employment?

Yes

If Yes, please state the date and reference number: \_\_\_\_\_

Do you have a relevant unspent criminal conviction?

Yes

Applicants who have a previous conviction will not be automatically excluded from the application process. However, if you have ticked **Yes**, please disclose details of your offence and conviction, including dates and courts convicted at. This information should be submitted along with your application form in a separate sealed envelope, clearly marked confidential with your name and date of birth on it. Any information disclosed will be handled and disposed of securely by Middlesex University in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation.

If you are convicted of a relevant criminal offence after your application has been submitted, you must notify us. The University may request further disclosure from you and your offence may affect your application.

## References

For **Undergraduate** applications please submit a single academic reference. For **Postgraduate** applications please submit two references. The first reference should be academic and the second character reference can be from an employer or other source. Any reference received must be signed and on headed paper.

If not accompanying this form, references should be submitted along with completed coversheets, on letter headed paper or otherwise officially endorsed.

**References from friends and family members will not be accepted**

### First Referee

### Second Referee

Full name: \_\_\_\_\_

Full name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Occupation: \_\_\_\_\_

Relationship: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email\*: \_\_\_\_\_

Email\*: \_\_\_\_\_

\*Private email address not acceptable

## Checklist

**Before submitting this application form**, please ensure that all sections of the form have been completed and where appropriate the following items have been attached. Failure to include these items may slow the processing of your application. Do not send original documentation at this stage. The University will not normally return documentation submitted and will not be held liable for original documentation which is lost or damaged in any manner. Please be prepared to present original copies of all documentation to the University at enrolment for verification.

- Copies of all academic documentation including transcripts, certificates, etc
- Syllabus of Higher Education level programme (for applicants requesting credit transfer/top up)
- Personal Statement
- References as applicable
- Photocopies of passport to include photograph and personal detail pages
- Resume/Curriculum Vitae if applicable
- Photocopies of IELTS/TOEFL or other approved English qualification if applicable
- CD Portfolio for Art & Design programmes

## Declaration

Any statements on this form which prove to be untrue or purposely misleading will render the application void. Furthermore if inaccuracies are highlighted at a later stage we retain the right to retract any offer made or expel the student with no refund of fees.

I accept and grant permission for my employer/sponsor to be informed of any relevant information relating to the progression of my programme, including any record of attendance.

I confirm that the information given on this form is true, complete and accurate. No information requested or other material has been omitted. I consent to the storage and processing of this data by Middlesex University under the provision of the 1998 Data Protection Act.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Marketing Monitoring

Please indicate how you heard about Middlesex University:

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> British Council/Education UK | <input type="checkbox"/> Direct Mail From Middlesex | <input type="checkbox"/> Employer                 | <input type="checkbox"/> MBA Fair                |
| <input type="checkbox"/> UCAS Website                 | <input type="checkbox"/> Middlesex Website          | <input type="checkbox"/> Middlesex Student/Alumni | <input type="checkbox"/> AMBA                    |
| <input type="checkbox"/> Middlesex Regional Office    | <input type="checkbox"/> Tube Station               | <input type="checkbox"/> Prospects.ac.uk          | <input type="checkbox"/> Social Networking Site  |
| <input type="checkbox"/> Google                       | <input type="checkbox"/> Careers Adviser/Tutor      | <input type="checkbox"/> Push                     | <input type="checkbox"/> Other: (please specify) |
| <input type="checkbox"/> Newspaper/Magazine           | <input type="checkbox"/> Friend/Family              | <input type="checkbox"/> Whatuni                  |  |

## **Ethnic Origin/Equal Opportunities Monitoring**

The University is committed to providing equal opportunities for all. To assist us with our monitoring please choose one selection from the bold options A–F to indicate your ethnic group. Then tick the appropriate box immediately after this grouping to indicate your cultural background.

This form will be separated from your application and the information supplied will be recorded on our computer system for statistical monitoring purposes. This information will not be considered as part of the admissions process.

<b>A) White</b>		<b>B) Black or Black British</b>		<b>C) Asian or Asian British</b>	
British	<input type="checkbox"/> 11	Caribbean	<input type="checkbox"/> 21	Indian	<input type="checkbox"/> 31
Irish	<input type="checkbox"/> 12	African	<input type="checkbox"/> 22	Pakistani	<input type="checkbox"/> 32
Scottish	<input type="checkbox"/> 13	Other Black Background	<input type="checkbox"/> 29	Bangladeshi	<input type="checkbox"/> 33
Welsh	<input type="checkbox"/> 14			Other Asian Background	<input type="checkbox"/> 39
Other White Background	<input type="checkbox"/> 19				

<b>D) Chinese</b>		<b>E) Mixed</b>		<b>F) Other Ethnic Background</b>	
Chinese	<input type="checkbox"/> 34	White & Black Caribbean	<input type="checkbox"/> 41	Not Known	<input type="checkbox"/> 90
		White & Black African	<input type="checkbox"/> 42	Information Refused	<input type="checkbox"/> 98
		White & Asian	<input type="checkbox"/> 43		
		Other Mixed Background	<input type="checkbox"/> 49		