

APPLICATION FORM FOR INTERNATIONAL STUDENTS

ARTS
UNIVERSITY
COLLEGE
BOURNEMOUTH

Student reference no. (Office use only)

Before filling in this form please refer to the guidance notes.

1. PERSONAL DETAILS

Family name

First name(s)

Date of birth day month year Male/Female

Correspondence address *(please note that we will send all letters to this address)*

Postcode

Country

Mobile phone

Telephone/Fax

Email (please print clearly)

Please note that we will mainly keep in contact by email, please ensure that the email address that you give is active.

Family home address

Postcode

Contact telephone

2. FEE STATUS

Country of birth

Nationality

Normal country of residence

Date first entered the UK

3. COURSE DETAILS

Course applied for

7. RELEVANT EMPLOYMENT: *Please supply details of previous or current relevant full or part-time employment.*

Name of employer	Position	Date(s)	Nature of work

8. PERSONAL STATEMENT

Please attach a personal statement (maximum of 500 words)

9. REFERENCES

Please send a letter of support from someone other than a close relative, who knows you or has known you in the past

e.g. teacher, employer.

10. MEDICAL CONDITION/DISABILITY/ADDITIONAL LEARNING NEEDS

Do you have a disability? No Yes If yes, please give details below as shown on guidance notes 10.

Letter	Description
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11. DISCLOSURE OF CRIMINAL CONVICTIONS

Please indicate if you have a relevant criminal conviction by ticking the box Yes

12. ETHNIC ORIGIN

Ethnic origin is not the same as nationality, place of birth or citizenship, but about your colour and broad ethnic group.

Please describe, as far as possible, your ethnic origin by ticking the appropriate box.

10	White	39	Other Asian background
14	Irish Traveller	41	Mixed – White & Black Caribbean
21	Black or Black British – Caribbean	42	Mixed – White & Black African
22	Black or Black British – African	43	Mixed – White & Asian
29	Other Black background	49	Other Mixed background
31	Asian or Asian British – Indian	80	Other Ethnic background
32	Asian or Asian British – Pakistani	90	Not known
33	Asian or Asian British – Bangladeshi	98	Information refused
34	Chinese		

13. STATEMENT OF PARENTAL/GUARDIAN SUPPORT

(Necessary where candidate is under 18 on 1st September the year the programme commences)

I consent to my son/daughter applying to The Arts University College at Bournemouth and, if accepted, taking part in any education visits, practical placements or community study. I understand that he/she will be subject to the University College's regulations.

Signature of parent/guardian

Date

If you would like to nominate a person/persons with whom your application may be discussed, please state their names here.

14. WHERE DID YOU HEAR ABOUT US? *(you may tick more than one)*

<input type="checkbox"/>	School or College (which)
<input type="checkbox"/>	Agent (which)
<input type="checkbox"/>	British Council or Embassy (which)
<input type="checkbox"/>	Media advertising (which)
<input type="checkbox"/>	Personal recommendation (from whom)
<input type="checkbox"/>	Website (which)
<input type="checkbox"/>	Open days (which)
<input type="checkbox"/>	Other (please state)
<input type="checkbox"/>	Overseas fair/exhibition (which)

15. ARE YOU APPLYING TO OTHER UK UNIVERSITIES OR COLLEGES? IF SO, WHERE? *(Optional see guidance notes section 15)*

16. DECLARATION

I confirm that the information given on this form is true, complete and accurate.

Date

Please return completed application, with any separate sheets securely attached to the form to:

The International Office, The Arts University College at Bournemouth, Wallisdown, Poole, Dorset,

BH12 5HH, United Kingdom

Telephone: +44(0)1202 363233 Facsimile: +44(0)1202 363378 Email: international@aucb.ac.uk

Before completing the form, please ensure that you read these notes for guidance carefully. You should also read the current University College directory and refer to the course information on our website for details about the course that you are applying for in order to ensure that you are familiar with the curriculum and entry requirements. Many courses are over subscribed and therefore it is important to check that there are still places available if you are making a late application.

Your application may be photocopied to send to a tutor therefore it is important that you write neatly using black ink or typescript.

SECTION 1. PERSONAL DETAILS

Complete this section in BLOCK CAPITALS

Surname/family name and first name(s): enter your full name as it appears in your passport or other official documentation.

Correspondence address: enter the address to which you expect all correspondence to be sent.

SECTION 2. FEE STATUS

State which country you were born – what is written in your passport.

Country of Residence:

If you live outside the UK, state the country (e.g. Japan) where you are living as your area of permanent residence.

If you live in the UK state your area of permanent residence (e.g. London or Essex etc) and when you first entered in the UK.

If we are unsure of your fee status from the information that you have provided, we will ask you to fill in a Fees Assessment Form.

SECTION 3. DETAILS OF COURSE TO WHICH YOU WISH TO APPLY

Please enter the full name of the course as shown in either the International Directory, the website or UCAS website.

SECTION 4. QUALIFICATIONS

Applicants with overseas qualifications should give details of the examinations taken as preparation for entry to Higher Education.

For example, High School Certificates, Baccalaureate, Studentereksamen, Norwegian Vitnemal etc.

Please enclose certified copies of certificates and transcripts awarded. If you have translated copies in English please send them as well as the original copies.

The Arts University College at Bournemouth welcomes mature applicants, including those who do not have conventional qualifications for admission to Higher Education. Full account is taken of relevant experience, other educational achievements and the portfolio of artwork.

SECTION 5. WHAT ARE YOU CURRENTLY STUDYING?

If you are currently working towards an award, A level, Baccalaureate, Foundation Diploma etc please give full details of the course title, where you are studying and when you will take the final examination/assessment.

SECTION 6. ENGLISH LANGUAGE

Please enclose certified copies of certificates and transcripts awarded. If you are currently studying English give further details on the course and when you will receive any certificates.

Details of our English Language entry levels can be found on the website in the International section.

SECTION 7. RELEVANT EMPLOYMENT

Please include all relevant work experience and training (if applicable to the application). Do not list unrelated employment or work experience.

SECTION 8. PERSONAL STATEMENT

Enter here any further information you may wish to offer in support of your application. You may find it best to type your statement and attach it to this application form. We would recommend that you do not write more than 500 words. Take time to read about the course that you are applying for especially the 'What We Look For' section on each course page on the website. Admissions Tutors will be interested in your reasons for choosing the course that you have applied for and your career aspirations for the future (if you know them at this point in time). You could include details on who has influenced your work, if you have a favourite artist or designer and what type of work you like to see. Do not overlook the fact that we wish to find out about you as an individual. Show your personal interest in art or design and show your enthusiasm for the subject. Also, if relevant, show your breadth of study and research, but most of all show your best endeavours.

SECTION 9. REFERENCES

Your referee should know you well enough to write about you and your suitability for continuing your studies. The reference should not be written by a family member, other relatives or friends. References are often provided by a responsible person who knows you; this could be an employer or a teacher from your current or previous school or college. If you have any difficulty in identifying a suitable referee you should seek the advice from the International Office.

SECTION 10. DISABILITY/ADDITIONAL LEARNING NEEDS

If you do not have a disability and you are not aware that you require any additional support for your studies or for your accommodation tick the box NO and then move on to section 11. If you do have a disability tick the box YES and then add one of the following categories in the space provided.

Disabilities/support required:

- A No disability
- B You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- C You are blind or have a serious visual impairment uncorrected by glasses
- D You are deaf or have a serious hearing impairment
- E You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- F You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- G You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- H You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- I You have a disability, impairment or medical condition that is not listed above
- J You have two or more impairments and/or disabling medical conditions

Information on disability will be shared with the Senior Disability Officer. The Arts University College at Bournemouth will use this information to assess any special arrangements or facilities that may be required. Unless special needs are made known, the University College will be unable to make appropriate provision for you. If you wish to contact the Senior Disability Officer directly please email disability@aucb.ac.uk

SECTION 11. DISCLOSURE OF CRIMINAL CONVICTIONS

The University College takes very seriously its duty of care to its existing staff and students. The decision on whether to accept a student with a criminal conviction should be based on whether the student is considered to be a risk to staff or students. Further details of relevant criminal convictions are stated on our Admissions Policy, which can be found on our website <http://www.aucb.ac.uk>

SECTION 12. ETHNIC ORIGIN

Please state your ethnic origin using the codes provided. This information is not used in the selection process but only used for statistical purposes.

SECTION 13. STATEMENT OF PARENTAL/GUARDIAN SUPPORT

You only need to fill in this section if you are under 18 years old.

SECTION 14. WHERE DID YOU HEAR ABOUT US?

Please tick the boxes to show where you heard about us. It may be from an advertisement, or from a search on the Web or from a friend. This section is optional but is very helpful to us for our marketing strategy.

SECTION 15. ARE YOU APPLYING TO OTHER UK UNIVERSITIES OR COLLEGES?

It is very useful to the Arts University College at Bournemouth to know who our main competitors are for each course. If you are applying elsewhere please list the name or names of the other universities or colleges. However, this section is completely optional and if you do not wish to disclose your other choices you can leave section 15 blank and move on to section 16.

SECTION 16. DECLARATION

When you sign the form, you agree to follow these conditions:

- (a) The information you have given is complete and accurate.
- (b) The University College tries to process applications and related decisions efficiently and accurately. However, we will not be liable for any mistakes or delays or any loss or damage caused by mistakes or delays.

DATA PROTECTION

The Arts University College at Bournemouth will use the information on your application form to create a student record and process data about you in accordance with the Data Protection Act 1998. The Data Protection Act requires us to maintain the confidentiality of students over the age of 18. This means that we are **not** allowed by law to discuss any aspect of a student's education/financial/personal life to any other person (including parents) without the student's written permission.

Please return your completed application form to:

The International Office

The Arts University College at Bournemouth

Wallisdown

Poole

Dorset

BH12 5HH

UK

WHAT HAPPENS TO MY APPLICATION?

Your application will be processed by the International Office. Within two working weeks you will receive an email and/or letter from the International Office stating whether you have been short-listed for interview. If you are overseas we will request a portfolio of work. However, you are free to request an interview if you would like to visit. When your interview has taken place or we have assessed your portfolio of art work we will let you know if you have been offered a place. If you are not thought to be ready for the course that you have applied for you may be offered a different course – such as year 0 or the Foundation Diploma. If you have applied to the Foundation Diploma and it is felt that you are not yet ready for this course you may be offered a place on the National Diploma.

For ease of communication during your application process we would recommend that you use email.

Further copies of this form can be downloaded from the website in the International section.

<http://www.aucb.ac.uk>