

Guidance Notes for English Language Development Applications

To apply for an English Language Development Programme, please complete the application form and save the document. You will then need to attach the saved document, along with your supporting documents (copy of passport, copy of qualifications and reference) to an email and send it to international@edgehill.ac.uk .

Please read these guidelines carefully before completing the form.

You should sign the completed form in black or blue ink, ensuring that all sections are legible.

Section 1 - Personal Information (Complete this section in BLOCK CAPITALS)

Nationality: State your nationality as given in your passport. If you have dual nationality, you may state both.

Country of Permanent Residence: Enter the name of the country where your permanent home is.

Country of Birth: Enter the name of the country in which you were born.

Section 2 - Contact Details

Permanent Address: If you are not at your term time address before the start of the course please give another address where we can contact you e.g. a parent or guardian's address. If you have used an agent and would like correspondence sent to your agent please insert their details here.

Term time address: If you live away from home during term time please state your current address.

Section 3 – Study Information

Home Institution: If you are currently studying at a University please state the Institution where you study.

Current Course of Study: If you are currently studying at a University please state your course.

Please indicated which course(s) you will be attending by marking the relevant box: Courses run according to a timetable which can be viewed [here](#). Please specify which time of the year you are hoping to study with us. You may mark more than one box if you wish to attend the course for a longer period of time.

Section 4 - Fee Payment Arrangements

You should use this section to let us know how you intend to pay your tuition fees. You must choose at least one of the options. You will be expected to provide documentary evidence of all forms of official financial support prior to enrolment. This will include Government Scholarships and employer sponsorship. Please note we may be required to provide details of your progress to sponsors if required.

Please visit our website for details of our fee payment requirements www.edgehill.ac.uk/international/fees/

Section 5 - Physical or other disability or medical condition needing special arrangements

(All applicants must complete this section)

If you have a disability or special need and may require extra support in your study, fieldwork or accommodation. To help us provide you with the best support for you it is important that we understand your disability and how it might affect your studies.

The information you provide will be treated confidentially and will not affect the judgement concerning your academic suitability for a course.

Please choose the code from the list below that is most appropriate to you and enter it in the box. If more than one code applies to you, please use code 8.

If you have no needs arising from your disability or special need, e.g. you are short-sighted but your vision is corrected by spectacles, use code 0.

Applicants with no disabilities or special needs should also use code 0.

- 0** You do not have a disability or special need or are not aware of any additional support requirements in study or accommodation.
- 1** You have dyslexia.
- 2** You are blind/partially sighted.
- 3** You are deaf/hard of hearing.
- 4** You are a wheelchair user/have mobility difficulties.
- 5** You need personal care or assistance.
- 6** You have mental health difficulties.
- 7** You have an unseen disability, e.g., diabetes, epilepsy, asthma, heart condition.
- 8** You have two or more of the above disabilities/special needs.
- 9** You have a disability or special need not listed above.
- T** You have an autistic disorder

If you do have a disability please give us as many details as possible in the space provided. You may include other documentation with your application if necessary, for example a doctor's assessment.

Section 6 - Previous English Language Study

Please provide full details of your highest English Language Qualification. If you are studying for a qualification and the results are not available yet, please write PENDING in the grade column and the level of exam sat (e.g. Cambridge First Certificate). If your qualification is not listed but is equivalent to those listed, please specify under 'equivalent qualification'. You will be required to provide evidence of all qualifications. Please attach a copy of the qualification with your application. If you do not have a formal qualification but have reached a certain level during class, please attach a transcript from your University stating the level achieved.

Section 7 - Statement of Purpose (All applicants must complete this section)

This section is very important as it is your opportunity to provide us with more information about you that might help us to make a decision about your application. If your course requires evidence of work experience you must include details in your statement.

Describe any additional skills or experience that you think are relevant. Explain the reasons for applying for the course. What are your future plans? Describe your hobbies and interests. Tell us all about yourself.

We would recommend that you write at least 200 words for each section. If you have further information you would like to tell us about in support of your application which the questions do not ask, please include this on a separate sheet.

Section 8 - Academic Reference

Make sure you choose a reliable referee who will respond quickly. They should be able to comment on your academic ability. **Please do not use a relative or family friend.** If it is not possible to obtain a recent educational reference, then a work related reference may be acceptable, but you should contact the International Office before proceeding. Please note any offer made will be subject to receipt of a satisfactory reference.

Section 9 - Criminal Convictions

Edge Hill must ensure a safe environment for its staff and students. Therefore, we ask that you indicate on the application form whether you have any criminal convictions.

You must tick either YES or NO in the box and failure to do so will delay your application. If you tick the YES box, you will be required to provide details of any convictions.

Important note: If you are applying for a degree course which needs further information (for example a teaching degree) we will need you to provide more information for security checks and will contact you as soon as possible.

Section 10 - Declaration

Before signing this form please read the following paragraphs carefully.

Any offer of a place you may receive is made on the understanding that the information provided by you is accurate and complete and that you have not omitted any mandatory information requested. By accepting the offer, you agree to abide by the rules and regulations of Edge Hill. By signing this form, you are confirming your agreement to this.

If Edge Hill University has reason to believe that you or any other person has given false information, omitted any information requested in the instructions or the application form, has made any misrepresentation therein or has omitted any material information, the Institution will take whatever steps it considers necessary to establish the accuracy and validity of this information. Edge Hill reserves the right at any stage to request that you provide further information relating to any aspect of the application form, e.g. proof of identification, academic qualifications, etc. If such further information is not provided within the time stipulated, or the information provided is subsequently found not to be accurate or complete, Edge Hill reserves the right to cancel your application and any offer of a place that may have been made.

The information provided on this form will be used by Edge Hill University for the administration of your application, for your academic record and for the purposes of student and welfare services. The University reserves the right to disclose this information to outside organisations including the Police, the Home Office, Local Authorities, the Department of Works and Pensions and its agencies, Examination Boards or Awarding Bodies to prevent or

detect fraud. The information supplied will also be used for research and the compilation of statistics. When used for this purpose, the data will not allow personal identification.

You are agreeing that Edge Hill University may hold and use the information which you supply to it, for the purposes to which this form relates Unless you tell us that you object, you are also agreeing that the Institution may retain such information for marketing purposes and may contact you by post, telephone, email and short messaging service with details of and relating to courses and of its other products and services. If you do not want to receive this information please enter an X in the box at section 10, the Declaration, of the application form.

Section 11 – Documentation Checklist

Please make sure that you have included the required documentation in with your application. At application stage only copies are needed. Failure to include the necessary documentation will delay your application and any offer being made.

Further Guidance

If you need any further help to complete this application form please contact:

Centre for International Education

- Email: international@edgehill.ac.uk
- Telephone: +44 (0) 1695 657122
- Office hours are Monday to Friday 8:45am to 5:00pm