

Guidance Notes for International Foundation Programmes Applications

To send the form to Edge Hill University, 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 Details (Complete this section in BLOCK CAPITALS)

Correspondence Address: If you are not at your home address before the start of the course please give another address where we can contact you. If you have used an agent and would like correspondence sent to your agent please insert their details here.

Section 2 - Further Details

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

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

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

Passport Number: Please insert your current valid passport number.

Place and Date of Issue: Please refer to your passport for the place of issue and date of issue **Have you been a student in the UK before?: Please tick NO if you have never studied in the UK; tick YES if you have studied in the UK previously, even if this was for a very short course. Please also then list the studies you took in the UK in section 6**

Residential category: Enter one code from the table below which best describes your residential category. Please note that this self-coding is only provisional. The UK Fee Status regulations are complex and Edge Hill may require further information from you to make an accurate fee status assessment. Supporting documentation may be required.

- A** You are a United Kingdom or European Union national who has always lived in the UK, EU or European Economic Area.
- O** You have never lived in the United Kingdom, European Union or European Economic Area.
- G** You are a UK or EU citizen who has lived outside of the European Economic Area in the last three years.
- B** You (or your parents/spouse) have been recognised by the UK Government as a refugee and lived in the UK ever since.

- E** You (or your parents/spouse) are currently seeking asylum in the UK and are waiting for a decision from the Home Office.
- C** You (or your parents/spouse) have been granted exceptional leave to enter or remain as a result of an asylum application and have lived in the UK ever since.
- F** You are not a UK/EU national but have been living in the UK for at least three years; you have permission to stay indefinitely in the UK and you did not come here as a student.
- D** You (or your parent/spouse) are an EEA national who has recently come to the UK to work.
- Z** None of the above

Section 3 - Subject area you are applying for

Please indicate the subject area you are applying for. For example, Business, Computing or Law.

Section 4 - Fee Payment

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 - School/College/University Qualifications

Please provide full details of all your educational qualifications, starting with the highest level and working down. You should include all examinations including those taken but not achieved at the relevant level. If you are studying for a qualification and the results are not available yet, please write PENDING in the grade column.

Please include any English Language qualifications you may have in this section 6 (c).

Continue on a separate sheet if necessary.

Section 7a - Personal Statement (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 here.

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 7b - Employment History (if applicable)

Please list your employment history with the most recent first. Please include their contact details, your job title and a sentence or two describing your job.

Section 8 - 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 9 - 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 Centre for International Education before proceeding.

Section 13 of the application form is provided for your referee to complete.

Please note any offer made will be subject to receipt of a satisfactory reference.

Section 10 – 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.

Section 11 - 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 12 - Planning Statistics

Edge Hill University uses this information to monitor our equal opportunities and widening participation policies. This information is only used for statistical purposes and is not given to anyone as part of the selection process. The box is covered before the application form is forwarded to the Admissions Tutor.

Please choose from the ethnic origin terms printed here the one which you feel most accurately describes your ethnic origin and write its code in the boxes

White:	Asian or Asian British	Black or Black British	Mixed
11 British	31 Indian	21 Caribbean	41 White and Black Caribbean
12 Irish	32 Pakistani	22 African	42 White and Black African
19 Other White background	33 Bangladeshi	29 Other Black background	43 White and Asian
	34 Chinese		49 Other mixed background
	39 Other Asian background		80 Other Ethnic background

Further Guidance

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

International Office

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