



Application form Notes for Guidance

This form should be used to apply for the any of the following courses:

- **Study Abroad Programme**
- **Erasmus**

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.

Personal Information

Please complete this section in BLOCK CAPITALS

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

Contact Details

Please ensure that you indicate (in the box provided) which address you would like correspondence to be sent to. This section will be the address we will register you at.

Study Information

Please indicate your current course and year of study.

Also please make sure that you specify the semester and year you wish to study at Edge Hill University,

Erasmus students –Learner Agreements will be submitted after application

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.

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 300-500 words.

Physical or other disability or medical condition needing special arrangements

(All applicants must complete this section)

Please note this information is required for your insurance package.

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.

If you do have a disability please give us as much detail as possible in the space provided.

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 course which needs further information (for example an educational fieldwork experience) we will need you to provide copies of police clearance with this application form.

Student Declaration

Before submitting 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 8, the Declaration, of the application form.

Further documents

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.

Please note any offer made will be subject to receipt of a satisfactory reference. Academic reference form can be found here -

<https://www.edgehill.ac.uk/international/erasmus/erasmus-incoming/>

Academic Transcript

Please provide an academic transcript of your studies so far at your home institution – this only needs to be at degree level nothing earlier – please have the document sent in English if possible.

Application Checklist

Please make sure you have completed all sections of the application form and that you have emailed the following additional documents as appropriate:

- An official transcript of your academic qualifications from your current studies (only for non-Edge Hill students)
- One passport photograph (1.5"x2") with your name on the back

Please email the additional documents to international@edgehill.ac.uk

For further guidance and to return completed application forms please contact as below:

<p>Incoming Erasmus students:</p>	<p>Dan Monaghan Centre for International Education Edge Hill University St Helens Road Ormskirk Nr Liverpool United Kingdom L39 4QP</p> <p>Email: erasmus@edgehill.ac.uk Telephone: 00 44 1695 657122</p> <p>Email application documents to international@edgehill.ac.uk</p>
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