

## Application form Notes for Guidance

This form should be used to apply for 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. Or type the form.

### **Section 1 - 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.

### **Section 2 - Contact Details**

Please ensure that you indicate (in the box provided) which address you would like correspondence to be sent to.

### **Section 3 - Study Information**

Please provide full information on your current course of study, the year you are in and when you are applying to take part in studies abroad. Please also choose the option you would like to apply for, you can find out more at [www.edgehill.ac.uk/international](http://www.edgehill.ac.uk/international)

### **Section 4 - Fee payment arrangements**

### **Section 5 - 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.

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 much detail as possible in the space provided.

### **Section 6 - 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 a maximum of 600 words.

### **Section 7 - 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.

### **Section 8 - Student 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.

Edge Hill University will process the data that you provide on this form responsibly and in full accordance with the Data Protection Act 1998 and the General Data Protection Regulation. We respect your privacy and your personal data will not be shared with any third party organisations for marketing purposes. As you have applied to study with us, we will continue to communicate with you via email, post, SMS and phone to ensure you do not miss any essential information due to your legitimate interest in the University. Read our full Privacy Notice for more information about how we responsibly and securely process your data.

### **Section 8a – 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

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

### **Section 9 - 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. This should ideally be an Edge Hill tutor.

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