



OFFICE USE ONLY

Application number: ..... Course code: ..... Agent code: .....
Offer: ..... Conditions: .....

This form can be used for applicants applying for:

- Undergraduate and Postgraduate Taught courses • Postgraduate Research

Applications for PGCE courses must be made through UCAS Teacher Training at www.ucas.com/ucas/teacher-training/

Please write neatly using BLOCK CAPITALS in black ink or typescript.

1. WHICH COURSE ARE YOU APPLYING FOR?

Course title: ..... Start date: ..... Year of entry: .....
Level of entry: (please tick) Undergraduate [ ] Postgraduate [ ] Research (MPhil/PhD/Prof) [ ]
Mode of study: Full-time [ ] Part-time [ ] Distance Learning [ ]
Location: Sunderland [ ] London [ ]

2. PERSONAL DETAILS

Title: (Mr/Mrs/Miss/Ms etc) ..... Gender: Male [ ] Female [ ]
First name(s): .....
Family name: .....
Date of birth: (dd/mm/yy) ..... Nationality: .....
Country of permanent residence: ..... Correspondence address: .....
Postcode: ..... Telephone: (incl. country code) .....
Mobile: ..... Email: .....
Country of birth: .....

3. PASSPORT DETAILS

Passport number: ..... Issue date: ..... Expiry date: .....

#### 4. EDUCATIONAL BACKGROUND (See section 4 of Notes for applicants)

**Examinations/Qualifications:** please provide course, examinations and qualifications completed and those awaiting results in date order. This includes any **English language qualifications**.

Please note, all applicants are required to be educated to a minimum of GCSE Grade C or above. International comparisons include IELTS/IGCSE.

Please ensure you enclose certified copies of certificates.

From Month/ Year	To Month/ Year	Qualification (i.e. GCSE, BTEC, Degree)	Subject/title	Institution name (Place of study)	Result and grade (eg. C or 60%)

#### 5. YOUR EMPLOYMENT BACKGROUND/WORK EXPERIENCE

Job title	Main responsibilities	Full/part-time	From (Month/Year)	To (Month/Year)

#### 6. PERSONAL STATEMENT (See section 6 of Notes for applicants)

Please attach a copy of your personal statement which outlines your reasons for choosing the course and any additional information that may be relevant to your application.

#### 7. REFERENCES

For undergraduate courses you are required to provide one reference from an academic (eg. teacher/college lecturer).

The reference may be sent together with the application form or directly from the referee to the admissions office.

For postgraduate courses you are required to provide two references – one from an academic i.e. teacher/college lecturer and one professional from an employer where you are relying on work experience to support your application.

#### 8. FEES

If you are living in the European Union (EU) but were born outside the EU, please state date of first entry to the EU and your reasons for being here.

Date of entry (dd/mm/yy) ..... Reason for being in the EU .....

**Payment of fees:** Who is expected to pay your fees?

Yourself    
  Family member    
  Sponsor    
  Employer    
  Other (please state) .....

**9. DISABILITY (See section 9 of Notes for applicants)**

Please enter the appropriate code in the box provided.

**YOU MUST COMPLETE THIS SECTION.**

**10. CRIMINAL CONVICTIONS (See section 10 of Notes for applicants)**

Do you have any relevant criminal convictions? Yes  No  (If Yes, please give details on a separate sheet)

**YOU MUST COMPLETE THIS SECTION.**

**11. EQUAL OPPORTUNITIES MONITORING INFORMATION (See section 11 of Notes for applicants)**

Please enter the appropriate code in the box provided which you feel most closely describes your ethnic origin.

**12. PhD, MPhil, PROFESSIONAL DOCTORATES AND RESEARCH APPLICANTS**

In order for us to assess your suitability to undertake postgraduate research, we need to know more about your proposed research topic. A general area covers much ground and you should be able to provide some evidence of your advanced knowledge in your chosen area.

Therefore we ask that you attach a 2 page outline of your proposed research, covering the following questions, to this application form (which can be uploaded at the document upload page of this online application form process):

Please indicate the subject area of your research (e.g. Pharmacy, Business, History) .....

What topic do you wish to research? What specific problems do you wish to explore regarding: (a) academic knowledge of the topic, (b) related organisational practice? Do you have a working title? Please view our [www.sunderland.ac.uk/research](http://www.sunderland.ac.uk/research) for more details on the range of research areas.

.....  
 What advanced knowledge do you already have of this subject area? .....

What sources of information do you expect to use and where are they available? If your research is field-based, how much access do you require to participants or organisations, and how you expect to obtain it?

.....  
 What methods will you use to collect/analyse data, and what is your current level of familiarity with them?

.....  
 If you have already been in contact with a prospective supervisor in the faculty, please write the name of the supervisor and faculty below.

Name of Supervisor ..... Name of Faculty.....

**13. IMMIGRATION HISTORY**

Will you be applying for a Visa inside or outside of the UK?

Inside the UK  Outside the UK In my home country  Outside the UK NOT in my home country

Do you have a current UK visa? Yes  No

If yes, what type of visa do you have? for example, Tier 4, short term study visa) .....

Have you ever been Refused a UK visa application? Yes  No

If yes, when were you last refused a visa for the UK? .....

If you have ever been refused a visa, what were the grounds for refusal? (If possible please send a copy of the refusal notice)

.....  
 .....  
 .....

#### 14. PREVIOUS STUDY IN THE UK

Have you studied in the United Kingdom before? Yes  No

If Yes, please complete the details below. If No, please proceed to section 15

Visa dates and type:			Name of UK Educational Institution and full title of course studied (please include English language courses)	Award obtained
Visa type	Start date	End date		

#### 15. USE OF AGENT

Have you used an educational agent during your application process? Yes  No

If Yes, please complete the details below. If No, please proceed to section 16

Agent: ..... Agent email: .....

Agent number: .....

#### 16. HOW DID YOU HEAR ABOUT US?

Please indicate how you heard about the University of Sunderland (please tick)

Agent  Exhibition  Family  Internet  Other (please specify) .....

#### 17. CHECKLIST

I have ensured my personal details are correct

I have enclosed all certified copies of certificates

#### 18. DECLARATION (See section 18 of Notes for applicants)

I confirm that, to the best of my knowledge, the information in this form is correct and complete. I agree that the personal information I have provided, including information about disability and criminal convictions (if any) may be used as set out in the Notes below. I also give consent for the University to contact the United Kingdom Visas and Immigration (UKVI) on any immigration matter that may impact on my application or student status.

Applicant's signature: ..... Date: .....

If you are completing this form electronically, you can use this box below instead of a signature.

Checking this box constitutes a legal signature confirming that I acknowledge and agree to the above disclaimer.

Please send this form, as well as all relevant supporting documentation, to: [admissions@sunderland.ac.uk](mailto:admissions@sunderland.ac.uk).

If you are applying to study a course located in London, please email: [admission-london@sunderland.ac.uk](mailto:admission-london@sunderland.ac.uk)

## NOTES FOR APPLICANTS

- The completion of the form is a means of conveying information about yourself, your potential and your motivation.
- Before you start to complete it, read it through.
- Complete in block capitals. Continue on an additional sheet if necessary and attach it to your completed form.

### Section 4 – Educational background

Note: This is a very important section and it is important that you do not overlook anything relating to your study background. ‘Qualifications’ include O and A Levels, CSE and GCSEs, HNDs, Foundation Degrees and Degrees. They also include Access courses at Colleges of Further Education, Open University credits, international qualifications and any vocational and in-service achievements. If you have any doubt about the relevance of a qualification, include it.

Include all courses whether passed or failed. If the latter, indicate the elements you did pass (if any).

Admissions tutors may sometimes be able to waive some of the usual entry requirements if they are satisfied with your potential and motivation.

### Section 6 – Personal statement

The nature and variety of your personal interests may give some idea to the admissions tutor as to your motivation and the suitability of the course for you. You may, for example, have considerable personal experience in voluntary work or concentrate your reading in some relevant specialist area.

You will also need to have considered at some length why you wish to study this course and how it will be of value to you in terms of personal or career development. Please include any such information. If you have visited the University or already spoken to a member of staff about the course you are applying for, please mention this.

### Section 9 – Disability

Physical or other disability or medical condition including any which might necessitate special arrangements or facilities. Disabilities/support required:

#### Disability code Disability description

- 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, ADHD or ADD
- 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

If you have any disability or medical condition which may mean that you need special arrangements for your studies, please contact our Disability Support Team (tel: +44 (0)191 515 2933), before completing the application form to ensure that your needs can be considered.

### Section 10 – Criminal convictions

All applicants must answer this question. A ‘relevant’ criminal conviction is defined as criminal offences involving any kind of violence, offences concerning the intention to harm or resulting in actual bodily harm, the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking, offences involving firearms, arson or those listed in the Sex Offences Act 2003 or the Terrorism Act 2006. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant. Certain professions or occupations such as (but not limited to) teaching, medicine, dentistry, law, accountancy, actuarial, insolvency, healthcare, social work, veterinary medicine, veterinary science, pharmacy, osteopathy, chiropractic, optometry and professions or occupations involving work with children or vulnerable adults, including the elderly or sick people, are exempt from the Rehabilitation of Offenders Act (1974) i.e. no convictions are spent.

### Serving Prisoners

If you are currently serving a prison sentence you must show the prison address for correspondence in Section 2 of your application form, and in addition you must complete the YES box in Section 10.

### Rehabilitation of Offenders Act 1974

Applicants with criminal convictions should be aware of the provisions of the Rehabilitation of Offenders Act 1974.

### Section 11 – Equal opportunities monitoring information

The information requested on the form is required for statistical purposes only. You do not need to complete it if you do not wish to. However, the development of the equal opportunities policy of the University will be assisted by the availability of relevant data.

#### Ethnic Origin

White	10	Asian-Pakistani	32
Black-Caribbean	21	Asian-Bangladeshi	33
Black-African	22	Chinese	34
Black Other	29	Other Asian Background	39
Asian-Indian	31	Other Ethnic Background	80

### Section 18 – Declaration

Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the University and by signing this form you are confirming your agreement to this.

By signing this form you are saying that the information you have provided is accurate and complete. Any offer of a place you may receive is made on the understanding that, in accepting it, you agree to abide by the rules and regulations of the institution.

The University reserves the right to disclose information given in your application form to outside agencies, eg. Police, Home Office, Local Authorities, Examining Boards, Department of Social Security, the Student Loans Company – under the provisions of the Data Protection Act 1998.

If the University has reason to believe that you or any other person has omitted any mandatory information requested in the instructions or the application form, has made any misrepresentation or given false information, the institution will take whatever steps it considers necessary to establish whether the information given in your application is correct. The institution reserves the right at any time to request that you, your referee or your employer provide further information relating to any part of your application form, eg. proof of identification, status, academic qualifications or employment history. If such information is not provided within the time limit set or if that information is not satisfactory, the institution reserves the right to cancel your application.

### DATA PROTECTION ACT, 1998

The University will need to create and maintain computer and paper records relating to the personal data of its students, both during their course of study and after leaving university. This information may also include sensitive personal data. All such data will be held and used by the University in compliance with the data protection principles laid down by the Data Protection Act, 1998, and in accordance with the University’s registration/notification recorded with the Information Commissioner. This data is required for academic and administrative purposes connected with students’ studies and career at the University; it may be used in order to fulfil the University’s obligation to return data to the government and its funding and other agencies, such as the Higher Education Statistics Agency, and to bodies such as the Student Loans Company, local education authorities in connection with grant, loan and other bursary administration, or in order to provide references to employers and other organisations, or to confirm the validity of qualifications awarded by the University; it should also be noted that, in accordance with tradition, in many cases examination results are published openly within this University. By applying to enrol on a course of study with the University, students consent to the processing of personal data in the way described above and also in terms of the right to privacy under the Human Rights Act, 1998. Students who wish to see copies of their personal data held by the University should apply in writing to the University’s data protection officer. There is a small statutory charge for this service.