**PART TIME**

**APPLICATION FORM**

**Academic year: 2020/21**

## You can complete and submit this form together with relevant copies of educational certificates, references and other supporting evidence as follows;

## Print the form and complete by hand, then submit by post or in person to University Centre Peterborough, Park Crescent Campus, Peterborough, PE1 4DZ

## Download the document and save it to your desktop or personal folders. Complete the form by typing into the boxes, then re-save and email the file as a PDF attachment to [admissions@ucp.ac.uk](mailto:admissions@ucp.ac.uk)

## **1: PERSONAL DETAILS**

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| --- | --- | --- | --- | --- |
| Surname/Family Name: |  | | | |
|  | | | | |
| First/Given Names: |  | | | |
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| Date of Birth: (dd/mm/yyyy) |  | |  | |
|  | | | | |
|  | | | | |
| Home Address: |  | | | |
| Postcode/Zip Code: |  |
|  | | | | |
|  | | | | |
| Correspondence Address:  (If different from above) |  | | | |
| Postcode/Zip Code: |  |
|  | | | | |
|  | | | | |
| Personal Email Address: |  | | |  |
|  | | | | |
| Mobile Telephone Number: |  | | |  |
|  |  | | |  |
| Daytime Telephone Number: |  | | |  |
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| If you have a relevant criminal conviction, enter a X in the box (see application guidance notes) | | | | |
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| If you have a disability, a medical condition or a learning difficuly please enter a X in the box (see application guidance notes) | | | | |
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## **2: COURSE DETAILS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  |  | | --- | --- | --- | | Title of course(s) you wish to apply for:  (List in order of preference) | 1 |  | |  |  | | 2 |  | |  |  | | 3 |  | |  | |  | | Start Date: | | September  January | |  | |  | |  | | | |

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## **3: FURTHER DETAILS**

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|  | | | | | | | |
| Country of birth: |  | | | | Nationality(citizenship): | |  |
|  |  | | | |  | |  |
| Country of permanent residence: | | |  | | | | |
|  | |  | | | | | |
| Have you lived in the UK/EU for the whole of your life up to the present day? Yes  No  GDPR:20-004 | | | | | | | |
| If no, please state date of first entry into the UK/EU: | | | | | |  | |
|  | | | | | | | |
| Have you previously studied in the UK on a Tier 4 visa? Yes  No | | | | | | | |
|  | | | | | | | |
| Have you been in care or looked after for three months or more? Yes  No | | | | | | | |
|  | | | | | | | |
| Who is paying your tuition fees:  (e.g. employer, self-funding, tuition fee loan) | | | |  | | | |

## **4: EDUCATION AND QUALIFICATIONS**

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| Please list all subjects taken in chronological order. If you are waiting for results of any examination recently taken, please write PENDING in the grade column. Continue on a separate sheet if necessary.  **ENGLISH LANGUAGE PROFICIENCY**  Normally, English Language, GCSE grade C or above, or an equivalent QCF level 2 qualification is required for entry to all courses. | | | | | | | | | | | | | | | | | | | | | | | |
| **Qualification** | |  | **Subject** | | |  | **Grade** | | | | | | |  | **Date Achieved (mm/yy)** | | | |  | | **Establishment of Study** | | |
| GCSE | |  | English Language | | |  |  | | | | | | |  |  | | | |  | |  | | |
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| GCSE | |  | English Literature | | |  |  | | | | | | |  |  | | | |  | |  | | |
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| IELTS | |  | - | | |  |  | | | | | | |  |  | | | |  | |  | | |
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| Functional Skills  Level 2 | |  | English | | |  |  | | | | | | |  |  | | | |  | |  | | |
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| **RELEVANT LEVEL 2 QUALIFICATIONS** | | | | | | | | | | | | | | | | | | | | | | | |
| Please provide details about any level 2 or higher qualifications you hold in Maths and Science subjects. | | | | | | | | | | | | | | | | | | | | | | | |
| **Qualification** | |  | **Subject** | | |  | **Grade** | | | | | | |  | **Date Achieved (mm/yy)** | | | |  | | **Establishment of Study** | | |
| GCSE | |  | Maths | | |  |  | | | | | | |  |  | | | |  | |  | | |
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| GCSE | |  | Science/Additional Science | | |  |  | | | | | | |  |  | | | |  | |  | | |
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| **RELEVANT LEVEL 3 QUALIFICATIONS**  Please provide details about any level 3 qualifications you hold. | | | | | | | | | | | | | | | | | | | | | | | |
| **Qualification** | |  | **Subject** | | |  | **Grade** | | | | | | |  | **Date Achieved (mm/yy)** | | | |  | | **Establishment of Study** | | |
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| GDPR:20-004  **RELEVANT LEVEL 4 QUALIFICATIONS**  Please provide details about any level 4, 5, 6 or 7 qualifications you hold. If you wish to apply for any relevant credits from a previously achieved course to be applied to a UCP degree you must tick here to enable the Admission with Prior Credited Learning (APCL) process to take place prior to the start of teaching: | | | | | | | | | | | | | | | | | | | | | | | |
| **Qualification** | |  | **Subject** | | |  | **Grade** | | | | | | |  | **Date Achieved (mm/yy)** | | | |  | | **Establishment of Study** | | |
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## **5: RELEVANT EXPERIENCE**

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| If the course you are applying for requires professional/work experience as part of the entry criteria, please provide details of your employment. Your application will be considered on the basis of your work and other relevant experience. You should therefore give full and accurate details of all your relevant previous work experience in this section: | | | | | | | | | | | | |
|  |  | | | | | | | | | | | |
| **Name of Organisation** | | | |  | **Job title and brief summary of responsibilities/achievements** | | |  | **From**  **(mm/yy)** |  | **To**  **(mm/yy)** | |
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## GDPR:20-004

## **6: PERSONAL STATEMENT**

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| Please use a minimum of 250 words in English detailing your reasons for applying, explaining your choice of course at UCP, what you hope to do in your future career and how the course is relevant to your plans. You may prefer to attach a separate statement. |
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## **7: REFERENCES**

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| Please give the names and contact details of two people who can comment on your suitability for this course, which could include a teacher, an academic tutor, current employer or work-experience co-ordinator (not a friend or family member).They should have known you for at least the last two years.  You will need to supply references from both the referees given with your application, which should be on their organisation’s headed paper and dated within the last month, or emailed directly from your referee to: [admissions@ucp.ac.uk](mailto:admissions@ucp.ac.uk) . The reference should be completed by the referee, not the applicant, and be signed and dated by the referee and should comment on the following:   |  |  | | --- | --- | | 1. Academic Skills  2. Communication skills  3. Confidence  4. Health and Attendance | 5. Motivation  6. Reliability  7. Career aspirations  8. Other attributes | | |
| **REFERENCE 1:** | |
| Name: |  |
| 3 | |
| Organisation: |  |
|  | |
| Telephone Number: |  |
|  | |
| Email Address: |  |
|  | |
| Relationship to applicant: |  |
|  | |
| I confirm that a reference is attached: | |
| GDPR:20-004  **REFERENCE 2:** | |
| Name: |  |
| 3 | |
| Organisation: |  |
|  | |
| Telephone Number: |  |
|  | |
| Email Address: |  |
|  | |
| Relationship to applicant: |  |
|  | |
| I confirm that a reference is attached: | |
|  | |

## **9: DECLARATION**

* I confirm that the information I have given on this form is correct and complete and that I have completed the form myself. I accept that UCP will cancel my application if it is found that I have provided false or inaccurate information.
* I consent to the use of this data in accordance with the privacy notice below.
* I have read the UCP Terms and Conditions found at [www.ucp.ac.uk/policies](http://www.ucp.ac.uk/policies) I understand them and I agree to abide by them.
* I grant permission to UCP to verify my qualifications with the relevant exam board and/or institution and/or UK NARIC, if necessary.
* I grant permission for UCP to contact any referees nominated by me during the application process to request or verify a reference.
* If I am an international student, by submitting this form I am agreeing to allow UCP to contact UK visa and immigration departments about my immigration status, if required.
* By submitting my information on this form I consent to my data being processed by UCP for the purpose of handling my enquiry and application to study at UCP.

**Privacy Notice:** University Centre Peterborough (UCP) is a subsidiary or Peterborough Regional College (PRC). The information you supply on this form will be used by UCP and PRC in accordance with the Data Protection Act 1998 the EU's General Data Protection Regulation (GDPR). Physical copies of this form are also stored securely on the premises. Access to this data is limited to Admission, Management Information System and UCP Administrative staff. Data is retained and securely held for 7 years and then destroyed in line with our GDPR policy. UCP will use the information to process your application and to provide any relevant further information by post, email or text.

Please tick if you wish to receive further information by Post Text  Email  Phone

If at any time you change your mind and you would like UCP to stop sending such information, please contact [hello@ucp.ac.uk](mailto:hello@ucp.ac.uk)

The information from your application form will be used to:

* To enable your application for entry to be considered;
* To enable us to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person will be published;
* To enable us to set up a student record on UCP’s student information system.

Where required this information may be shared with the government or their respective agents to check the accuracy of personal information provided by students against external data sources such as the Higher Education Statistics Agency (HESA), or the Search Results Education and Skills Funding Agency (ESFA), returns. UCP may also contact other institutions to confirm previous qualifications obtained.

In order to prevent and detect fraud and comply with regulations for international students we reserve the right to, or may be required to, share this information with external organisations such as the police, the Home Office, the Foreign and Commonwealth Office, the UK Visa’s and Immigration and local authorities. A copy of PRC’s data protection policy is available from PRC Reception.

**Please see our Privacy Policy to understand more about our legitimate interests in using your data for this purpose** [**www.ucp.ac.uk/privacy-and-cookies**](http://www.ucp.ac.uk/privacy-and-cookies)

|  |  |  |
| --- | --- | --- |
| **Applicants Signature:** |  | |
|  |  |
| **Date**: |  |