

Application form – Notes for guidance

General

Before completing the form, please read these notes carefully. You should also read the current University prospectus and course booklet(s) relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements. Your application form may be photocopied, therefore it is important that you write neatly using black ink or typescript. Many courses have a deadline by which applications should be received. Please consult course literature or the department concerned.

Mature Applicants

The University of Hertfordshire (UH) welcomes mature students, including those who do not have conventional qualifications, for admission to higher education. Full account is taken of relevant experience and other educational achievements.

The Data Protection Act 1998

UH maintains records relating to its students in both manual and computerised forms. These include correspondence with and relating to students, both current and potential; computerised records for applicants created from information supplied by applicants and/or UCAS and other agencies; and information on current students collected at initial registration or added as a result of subsequent processing. The information collected and held is necessary for the administration of UH's courses and examinations and the quality assurance processes that support them, and permits the University to make statistical returns required by the Government, the Higher Education Funding Council for England, and other statutory agencies. In completing the declaration on the Registration Form students are deemed to consent to the collection, recording and use of this information in the ways described above, and set out in more detail within the University's Data Protection Act registration.

Referees

Send part B, "The Reference", to your referee(s), having completed the personal details on the first side. It is your responsibility to ensure that UH receives your reference.

Section 3 Finance and Fee status

If you live in the UK, state your area of permanent residence. This might be district (Sefton), borough, (Enfield), metropolitan area (Gt Manchester), or county (Hertfordshire). If you live outside the UK state the country (Italy, France etc) where you are living as your area of permanent residence. Please give details of who you expect to pay your fees for the proposed course. If not known, please indicate this.

Section 7 Academic Qualifications achieved

Applicants with overseas qualifications should give details of the examinations taken as preparation for entry to higher education. Example are Higher School Certificates, Apolytirion, Baccalaureate, Diploma di Maturita, Examen Artium and Studentereksamen. Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form. Applicants holding a BTEC (SCOTVEC) award, such as an ND or GNVQ (GSVQ) or NVQ (SVQ), should attach a certificate of achievement/unit credit giving details of the award title, level if applicable, and all units, modules and components.

Section 8 Academic Qualifications pending

If you are working towards an award, NVQ (SVQ) or GNVQ (GSVQ) please give full details of course title, level, units, modules and components on a separate sheet.

Section 11 Further Information

Enter any information to support your application. Admissions Tutors will be interested in your reasons for choosing the course(s), your career aspirations, relevant experience and information concerning your intellectual, social, sporting or other interests. You should give details of any non-examined subjects you are studying. If you have been out of education, please outline any relevant experience that may be considered in lieu of formal qualifications, either at home or in voluntary or paid work. You should explain any gaps or breaks in your career. If you are applying for deferred entry (a year beyond the next academic year) please explain your reasons.

Section 12 References

Please consult course literature to see if any particular type or number of referees is required. (You should send Part B to your first named referee.) Some departments may contact referees directly after receipt of your form. Normally, your referee would be one of the following: The Head of your present or last school; Principal of your College of Further Education; Course Tutor of your present or last course of studies. If you have been out of education for some time, you may wish to consider one of the following: your current or last employer, or training officer, or careers advisor; if you belong to a relevant organisation, voluntary or not an officer of that organisation, Access Course Tutor. If you have any difficulty in identifying a suitable referee you should seek the advice of the University Admissions Service.

Section 13 Disabilities/Special Needs

(Physical or other disability or medical condition including any which might necessitate special arrangements or facilities) Information on disability will be shared with the disabled student co-ordinator. Unless special needs are made known, the University will be unable to make appropriate provision for you.

Important Note

The University of Hertfordshire (UH) undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of UH interfere with its ability to provide such services, UH undertakes to use all reasonable steps to minimize the resultant disruption to educational services. UH does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein. Should you become a student of UH, this notice shall be a term of any contract between you and UH. Any offer of a place made to you by UH is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract and that you agree to abide by the rules and regulations of the University of Hertfordshire.

Application Form Please print clearly in black ink and BLOCK CAPITALS

1 Personal details

Family name <i>as appears in passport</i>	<input type="text"/>		
First name(s) <i>as appears in passport</i>	<input type="text"/>		
Title <i>(Mr/Mrs/Miss/etc)</i>	<input type="text"/>	Previous family name	<input type="text"/>
Date of Birth	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>	Male	<input type="checkbox"/> Female <input type="checkbox"/>
Correspondence address	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>	Home address <i>(if different)</i>	<input type="text"/>
Country	<input type="text"/>		<input type="text"/>
Tel No	<input type="text"/>		<input type="text"/>
Mobile	<input type="text"/>		<input type="text"/>
Email	<input type="text"/>		<input type="text"/>

2 Course(s) applied for

First choice	<input type="text"/>	Associate College Campus <i>(if applicable)</i>	<input type="text"/>
Year of entry	<input type="text"/>	Nursing Branch <i>(if applying for nursing, please state preferred branch)</i>	<input type="text"/>
Mode of study	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Distance <input type="checkbox"/>		
Level of study	Undergraduate <input type="checkbox"/> Postgraduate (taught) <input type="checkbox"/> Research <input type="checkbox"/> NVQs <input type="checkbox"/>		
Starting date	Month <input type="text"/>	Year	<input type="text"/>
Second choice	<input type="text"/>	Associate College Campus <i>(if applicable)</i>	<input type="text"/>
Year of entry	<input type="text"/>	Nursing Branch <i>(if applying for nursing, please state preferred branch)</i>	<input type="text"/>
Mode of study	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Distance <input type="checkbox"/>		
Level of study	Undergraduate <input type="checkbox"/> Postgraduate (taught) <input type="checkbox"/> Research <input type="checkbox"/> NVQs <input type="checkbox"/>		
Starting date	Month <input type="text"/>	Year	<input type="text"/>

For Official use only

Applicant No.	<input type="text"/>
UCAS Course code	<input type="text"/>
Pathway	<input type="text"/>
Programme code	<input type="text"/>
Pathway point	<input type="text"/>

Academic Decision: Unconditional Conditional Reject

Course title	<input type="text"/>
Conditions	<input type="text"/>
Signed	<input type="text"/>
Date	<input type="text"/>

3 Finance and fee status

All students offered registration will be asked to supply details of their financial position, letters of guarantee from sponsors etc, to ensure that they can complete the course without financial hardship.

Who will be paying your fees?

Self	<input type="checkbox"/>	LEA	<input type="checkbox"/>	CDL	<input type="checkbox"/>
NHS	<input type="checkbox"/>	Socrates / Erasmus / Franchise	<input type="checkbox"/>		
Employer	<input type="checkbox"/>	Please give details	<input type="text"/>		
Other	<input type="checkbox"/>	Please give details	<input type="text"/>		

Nationality (if dual please give both)

Country of birth

Country of permanent residence (if UK, give County/Borough)

Entry date to UK

 - -

Please give details of any scholarship grant application giving name, value and duration

Already awarded	<input type="checkbox"/>	Please give details	<input type="text"/>
Application made	<input type="checkbox"/>	Please give details	<input type="text"/>

4 Declaration of a criminal conviction

To help the University reduce the risk of harm or injury to their students caused by the criminal behaviour of other students, they must know about any relevant criminal convictions that an applicant has.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or a sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see next paragraph).

If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions. Including spent sentences and cautions (including verbal cautions) and bind-over orders. If you are offered a place on one of these courses, and before you commence your studies, you will need an 'Enhanced Disclosure Document' from the Criminal Records Bureau. The University will provide you with the information on how to do this.

Courses in teaching, health, social work and courses involving work with children or vulnerable adults.

For these courses, you must answer 'Yes' if any of the following statements apply to you.

- a) I have a criminal conviction.
- b) I have a spent criminal conviction.
- c) I have a caution (including a verbal caution).
- d) I have a bind-over order.
- e) I am serving a prison sentence for a criminal conviction.

If statement **e)** applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

All other courses

For those course you must answer 'Yes' if any of the following statements apply to you.

- a) I have a relevant criminal conviction that is not spent.
- b) I am serving a prison sentence for a relevant criminal conviction.

If statement **b)** applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

Please indicate if you have a relevant criminal conviction by ticking in the box **Yes**

Applicants who answer 'Yes' will not be automatically excluded from the application process. However, the University may ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. The University may then ask you for more details.

5 Have you ever studied previously in the UK?

Yes

No

At which School/College/University

If you have been a student at the University of Hertfordshire or one of its associate colleges before, please give your student ID number.

Student ID number

Attended from

to

How did you hear about this University?

And this course?

6 Previous and present education

Please list details of all institutions attended since age 11.

Name and address of institution	From (mm/yy)	To (mm/yy)	Study mode PT/FT/SW/DL*

*PT = part-time, FT = full-time, SW = sandwich, DL = distance learning

7 Academic qualifications – examinations achieved

Please list all qualifications taken, whatever the result, in chronological order. Documentary evidence of known results should be sent with this form. Only certified photocopies are acceptable.

Exam Date (mm/yy)	Awarding body	Subject	Qualification	Results achieved

8 Academic qualifications – examinations pending

Complete this section **only** if you are awaiting the result of any examination taken recently.

Exam Date (mm/yy)	Awarding body	Subject	Qualification

9 English language (for overseas applicants)

Entry is conditional on the attainment of the required proficiency in the English Language (see prospectus).

Were any of the previous qualifications taught in English?

Yes No If yes, which

Please give full details, including dates, of any English tests taken/to be taken:

Level	Where studied	University/College/Awarding Body	Date taken (mm/yy)	Results

10 Work experience

Please give details of work experience, training and employment.

Dates from (mm/yy)	Dates to (mm/yy)	FT/PT*	Post held	Organisation name and address	Brief description of duties

*FT = full-time, PT = part-time

11 Further information

Please provide any information you feel would support your application.
(if the space is not adequate please continue on a separate sheet)

12 References

Referee 1		Referee 2	
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Postcode	<input type="text"/>	Postcode	<input type="text"/>
Tel	<input type="text"/>	Tel	<input type="text"/>
Fax	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Capacity in which applicant is known to the referee	<input type="text"/>	Capacity in which applicant is known to the referee	<input type="text"/>
For how long	<input type="text"/>	For how long	<input type="text"/>

Please note, references should not be provided by close family members or friends

13 Disabilities/special needs

Please tick the appropriate box(es) and in the space at the bottom of this section indicate any additional support or facilities that you may need at the University. This information will initially be passed to the Faculty Disabled Students Co-ordinators who support applicants through the admissions process.

No known disability	<input type="checkbox"/> 0	Specific Learning Difficulty (e.g. Dyslexia)	<input type="checkbox"/> 1
Blind/partially sighted	<input type="checkbox"/> 2	Deaf/have a hearing impairment	<input type="checkbox"/> 3
Wheelchair user/mobility difficulties	<input type="checkbox"/> 4	Autistic Spectrum Disorder or Asperger Syndrome	<input type="checkbox"/> T
Mental health difficulties	<input type="checkbox"/> 6	Unseen disability eg diabetes, epilepsy, asthma or a heart condition	<input type="checkbox"/> 7
Two or more of the above disabilities/special needs	<input type="checkbox"/> 8	A disability not listed	<input type="checkbox"/> 9

I am in receipt of the Disabled Students' Allowance Yes No

I am applying for or intend to apply for the Disabled Students' Allowance Yes No

Please detail below any additional support or facilities you may need.

Declaration

I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted.

Signed Date

Please return completed applications to:
The University Admissions Service, University of Hertfordshire, College Lane, Hatfield, Hertfordshire, AL10 9AB

Equal opportunities monitoring form

In completing this form you are helping the University to monitor the fairness of its admissions processes and to ensure equal treatment for all applicants. This form will be separated from your application and will not be available to the Admissions Tutor. The information supplied will be recorded on our computer system during the application process and the form will be destroyed as confidential waste. Please tick the box/boxes that best describe you.

I am Male Female

My age today is Under 18 18-21 22-24
 25-29 30-39 40 or over

A White

British 11
Irish 12
Any other White background, please detail 19

D Mixed

White and Black Caribbean 41
White and Black African 42
White and Asian 43
Any other Mixed background, please detail 49

B Black or Black British

Caribbean 21
African 22
Any other Black background, please detail 29

E Chinese or other ethnic group

Chinese 34
Any other Chinese background, please detail 80

C Asian or Asian British

Indian 31
Pakistani 32
Bangladeshi 33
Any other Asian background, please detail 39

F Information refused

 98

I indicated on my application that I have a disability Yes No

Part B – Statement by referee

University of
Hertfordshire



To be completed by applicant

Applicant's full name

Course *(see prospectus for title)*

Date of Birth

 - -

Male

Female

Name and address to which reference is to be sent *(ie your address)*

Postcode

Country

Email address

Notes for the guidance of referees

The referee's report is an integral and important part of the selection process, and the information you give will help to guide admissions tutors in making their decisions.

When you write personal comments about an applicant, please remember that under the Data Protection Act, the applicant can ask for a copy of the reference and any other personal information that we have about them.

In order that the University can evaluate an applicant's academic and intellectual capacity, your reference should if possible cover:

- 1 Suitability for the course(s) applied for
- 2 Intellectual qualities including:
 - (a) development to date and previous examination performance with special reference to any factors which may in your opinion have adversely influenced the result;
 - (b) present performance;
 - (c) potential, including an assessment of the probable results of any pending examinations.
- 3 Personal qualities
- 4 Career aspirations
- 5 Health and other personal circumstances relevant to the application
- 6 Athletic, social and other interests

Mature applicants

Referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience, and in these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3, 4, 5 and 6 opposite.

Despatch arrangements

Having supplied the reference, please return it to the applicant. Seal the envelope, sign across the seal and cover your signature with clear tape before returning it to the applicant

To be completed by the referee

This form may be photocopied: please type if possible, or write in black ink. Please affix official stamp, where appropriate, at the end of the statement.

Name of referee

Post/Occupation/Relationship

How long have you known applicant

Name of School/College/Organisation

Address

Postcode

Country

Telephone No

Fax No

Email address

Name of applicant *(block capitals or type)*

Signed

Date

Part B – Statement by referee

University of
Hertfordshire



To be completed by applicant

Applicant's full name

Course *(see prospectus for title)*

Date of Birth

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Male

Female

Name and address to which reference is to be sent *(ie your address)*

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Name of referee

Post/Occupation/Relationship

How long have you known applicant

Name of School/College/Organisation

Address

Postcode Country

Telephone No Fax No

Email address

Name of applicant *(block capitals or type)*

Signed

Date