**Application for Undergraduate Programme**

Instructions for use

* Please TYPE your responses and email to admissions@leedstrinity.ac.uk
* You should also keep a copy of the completed application

# Section 1

## Programme of Study and provider details

|  |  |
| --- | --- |
| **Title of Programme**  |  |
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|  |  |
| --- | --- |
| **Mode of Study (Full or Part Time?)** |  |
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|  |  |
| --- | --- |
| **Entry Level (Level 4/5/6?)** |  |
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| --- | --- |
| **Proposed Date of Entry**  |  |
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# Section 2

## Personal Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** (Mr/Mrs/Miss etc.) |  | **Forename** (First Name)  |  | **Surname/Family Name**  |
|  |  |  |
| **Date of Birth**Day / Month /Year |  | **Gender** |  |  **Previous Name(s), if changed** |
|  |  |  |  |  |
| **Home Address** |  | **Contact address if different for correspondence** |
|  |  |
| Postcode:  | Postcode: |
| Telephone:  | Telephone: |
| E-Mail:  | E-Mail: |
| **Country of Domicile:** |  |
| **Country of birth:** |  |
| **Nationality (as on passport):** |  |
| **Have you been a UK resident for three years or more?** |  |
| **National Insurance number:** |  |
| **Date of entry to the UK (if not from birth):** |  |
| **Tier 4 Visa required?** |  |
| **If you require a Tier 4 Visa will you be applying from the UK or overseas?** |  |

|  |  |
| --- | --- |
| **Are you a member of Leeds Trinity University Staff?** |  |
| **Have you previously studied at Leeds Trinity? If so, please give your student ID number.**  |  |

# Section 3

## Qualifications to Date

Please give details of all academic and professional qualifications you have taken in this section (attach an additional sheet if required). Begin with the most recent. Attach copies of certificates/transcripts. For non UK qualifications, you should attach both the original language and official (certified) English translations, you should also provide evidence of the UK equivalence of your qualification, you can get this through NARIC www.naric.org.uk Do not send original certificates.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **School/College/University****/Institution****Name and Address** | **Start** **Date** | **Award Date** | **Qualification type****Degree, Diploma, Certificate, A Level, Professional Qualification etc.** | **Subject(s)** | **Results -****Grade/ Division/****Class etc.** | **Copy attached?** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# Section 4

## Personal Statement

Please indicate the reasons why you are applying for this course and why you are suitable for the course, your academic achievements and interests, any work experience and what you think you have learned from it, and your interests outside school work, etc

# Section 5

## Disabilities/Special Requirements

At Leeds Trinity we provide a wide range of additional support to address individual needs. Please let us know if you have a disability such as visual impairment, mental health difficulty, a medical condition such as epilepsy, ME, or if you are hard of hearing, have dyslexia or you are a wheelchair user, for example.

We would be pleased to arrange an informal meeting with you to discuss any individual support requirements to enable you to participate in the course.

1. **– No Disability F - You have a mental health condition**
2. **- You have a social/communication impairment G - have a learning difficulty such as dyslexia**
3. **- You are blind or have a serious visual impairment H - You have physical impairment or mobility issues**
4. **- You are deaf or have a serious hearing impairment I - Disability, impairment etc. not listed**
5. **- You have a long standing illness\health condition J - You have two or more impairments**

If you would like to give any additional information to assist us in considering your additional support needs, please do so in the space below.

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| **Further Information** |
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# Section 6

**Referees**

Name at least one person from whom reference may be obtained. The referee should be qualified to comment on your educational background and potential for your chosen study. If work experience is used to support your application, then please submit a further reference.  **You should attach the reference letter(s) to this application form or it can be emailed (by the referee) direct to** **admissions@leedstrinity.ac.uk****.** References attached to this form should be on headed paper and signed by the referee, whose official contact details should be provided here, we may contact the referees to verify details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Referee 1 – Name:** | **Address:** | **Referee 2 – Name:** | **Email:** |
| **Occupation:** |  | **Occupation:** |  |
| **Address:** |  | **Address:** |  |
| **Telephone:** |  | **Telephone:** |  |
| **Email:** |  | **Email:** |  |

# Section 7

**For Non-European Economic Area (EEA) Applicants ONLY:**

|  |  |  |  |
| --- | --- | --- | --- |
| Passport No. |  | Country of Birth |  |
| **Your immigration history (yes/no) – if yes, please provide details below - to comply with UKBA rules, you must answer each of the following questions even if the answer is “No” or “None”:** |
| Have you ever been rejected/ refused or overstayed a UK visa or withdrawn by a UK institution? If yes, please provide the dates and reasons here: |
| Do you have a current UK visa? If yes, please provide us with your visa category, expiry date and the name and address of your current sponsor:  |
| Have you ever studied in the UK previously? If yes, please provide details of the visa categories, the levels of programmes studied and the total length of study periods in the UK: |

# Section 8

**Declaration:**

Application forms which are incorrectly completed will delay the decision making process. All applicants must carefully review the completed form, in particular checking that all required information has been completed in full, with certificates/transcripts and references attached.

I confirm that the information given in this application is true, complete and accurate: no information requested or other material information has been omitted. I consent to the processing of this data by Leeds Trinity University for educational purposes under GDPR.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature**This can be typed if you do not have an electronic signature |  |  | **Date of completion** Day / Month /Year |
|  |  |  |

**Version update September 2018**

**Admission Decision (FOR OFFICE USE ONLY)**

|  |
| --- |
| **Accept Notes** (i.e. record  outcome of  interview etc.)**Reject****Conditions (i.e. certs, reference etc.)****Start Date Qualification and** **Programme Title** **Day Month Year****Signature of Admissions Tutor Date** |

**Document checklist for international students**

Please ensure that you have included **ALL** of the following documents before sending your application to Admissions (admissions@leedstrinity.ac.uk):

* Certificates and transcripts
* English language certificate (IELTS must be dated within the last 2 years)
* Passport photo page
* Academic reference from your last place of study on letterheaded paper
* Fully completed personal statement indicating why you wish to study your chosen course
* If your fees will be paid by a sponsor, please include a letter of sponsorship

If you have previously studied in the UK:

* Any CAS’s you have previously been issued
* Photos of all visa vignettes
* Photos of all BRP cards
* Details of any visa refusals (all visas including Tier 4), curtailments etc.

Failure to include all documents will result in a delay in processing your application as we will need to request them from you.