

Application Form for International Students

Internal use only
Student ID:



Please read the Terms and Conditions at the back before completing this form.

This form is **ONLY** for applications to be handled by the College directly. For full-time undergraduate study, you will be required to register your application with the Universities and Colleges Admissions Service (UCAS) at www.ucas.com

01 Applicant Details

Please detail your family name and first name as it appears on your passport.

Title* (Mr/Mrs/Miss/Ms etc)	Date of Birth* (dd/mm/yyyy)
Family Name*	Male/Female*
First Name(s)*	Email* (required for offer)
Home Address*	
Country*	Postcode*
Skype ID	
Telephone* (including international code)	Mobile (including international code)
Country of Birth*	Nationality*
Country of Permanent Residence*	

02 Passport, Visa and Residency

Section A or B must be completed. Full UK Visa copy must be attached

Passport Number* (attach a copy) _____	Passport issue date* (dd/mm/yyyy) _____
	Passport expiry date* (dd/mm/yyyy) _____
Section A* - Fill in this section if you have studied in the UK	Section B* - Fill in this section if you have never studied in the UK
I have studied in the UK before	I have never studied in the UK
My Current/most recent Visa type _____	I have never had a Tier 4 student Visa
My Visa is valid from (dd/mm/yyyy) _____	I have visited the UK (Enter Visa type in the space below)
My Visa is valid until (dd/mm/yyyy) _____	_____

Have you ever been refused entry into the UK? (if yes attach a copy of your visa refusal document) Yes No

Are you, your parents or spouse/civil partner currently living in the UK, EEA or Switzerland? Yes No

If yes, what date did you/he/she arrive in the UK, EEA or Switzerland? _____

Have you/he/she been continuously resident in the UK, EEA or Switzerland since arrival? Yes No

Has anyone in your family ever made an asylum, refugee or humanitarian protection claim in the UK? Yes No

Do you have any criminal convictions? Yes No If yes, provide details of any convictions in the space below

03 Fee Status

Who will pay for your course?*

Yourselves
Family Member (Full name and relationship) _____
Other (Full name and relationship) _____
I am a sponsored student (please supply evidence)

04 Details of course(s) for which you wish to apply (in order of preference)

Course Title	Month/Year of Entry	Length of study

05 Academic Qualifications - Full details of educational establishments attended, including any establishments in the UK

Applicants should list all subjects taken, with results/grades from your last two establishments attended.

Any study or attendance at a UK education institution in the UK must be detailed, even if the study was not completed. Please attach evidence of all known results in addition to completing the table.

Programme of study/subject	From (mm/yyyy)	To (mm/yyyy)	Name of institution	Country	Qualification and result

06 English Language Qualifications

Do you have any of the following English language qualifications? (Please tick where appropriate and attach a copy of the certificate)

IELTS Academic TOEFL iBT TOEIC PEARSON Academic None Other (please State) _____

Grade / Score _____	Date achieved (dd/mm/yyyy) _____
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07 Work Experience and Training

Job title and nature of work/training	Name of organisation	From (mm/yyyy)	To (mm/yyyy)	Full or part-time

08 Disability, Medical Condition or Specific Learning Difficulty

Do you have a disability, medical condition or specific learning difficulty which may affect your studies or for which you may require additional support and assistance?

Yes No

If yes, please provide full details of the nature of your disability, medical condition or specific learning difficulty on a separate sheet of paper and submit this with your application.

09 Personal statement

Please provide a statement which details your reasons for choosing the course, relevant experience, career plans and any other supporting information. Your statement should be no more than 400 words.

10 Check List

I have ensured the information given in this form is correct and complete.

I have attached:

- Copy of passport
- Copy of full UK visa(s) or Biometric Residence Permit (BRP), if applicable
- Copy of academic qualification(s), both certificate(s) and transcript(s)
- Copy of English language qualification(s), for example, IELTS certificate, etc.
- Portfolio, if applicable
- Academic reference, if applicable

11 Declaration

I confirm that the information given on this form is true, complete and accurate. I accept that if this is not the case, the College shall have the right to reject or withdraw the application/offer made or take disciplinary action. I shall have no claim against the College and other educational establishments in relation thereto. I acknowledge that the information on this form will be used in accordance with the Data Protection Act 1998 for the purposes set out in the Terms and Conditions. I have read and understood the Terms and Conditions. I give my consent to the processing of my data by the College and other educational establishments. I also accept that by signing/electronically submitting this form I agree to abide by the conditions set out therein and by the rules and regulations of the College.

Signature of applicant _____ Date (dd/mm/yyyy) _____

Important note

South Essex College will take all reasonable steps to provide the educational service set out in its prospectuses. Should industrial action or other circumstances beyond the control of South Essex College interfere with its ability to provide such a service, South Essex College will take reasonable steps to minimise the resultant disruption but will not be liable for any loss or damage of whatever nature suffered by applicants in such circumstances. Information contained within the Prospectuses is to be used as a guide only and, whilst the College makes every effort to check the factual content at the time of publication, such information may be subject to change or variation. The College does not make any warranty about the accuracy of the information contained in the prospectuses in particular whether it is complete, accurate or up to date. South Essex College does not undertake any absolute obligation whatsoever to provide an educational service in the manner specified in its prospectuses or in any other document supplied by the College, nor does it undertake any other obligation in respect of the provision of an educational service which is more demanding than the obligations set out therein.

Should you become a student of South Essex College, this notice and the terms and conditions overleaf shall be incorporated into any contract between yourself and the College. Any offer of a place made to you by South Essex College is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a condition of your enrolment.

Terms and Conditions

The term 'College' refers to 'South Essex College' and 'you' or 'your' refers to the applicant submitting the application form to the College.

1. Non-EU or Swiss Nationals must come to the College and get enrolled onto your course before the latest date for registration as stated on your offer letter to comply with student visa restrictions. The College will refuse admission to anybody who arrives later than this date and will inform the UK Visas and Immigration of students failing to enrol by this date.

2. Upon enrolment you must agree and abide by College regulations. These are available to view on the College website and/or upon request. You will also be required to produce original translated (if required) documentary evidence of all prior qualifications and immigration status.

3. The College will use all reasonable endeavours to deliver courses as advertised in the prospectuses, website and by other media. However, in certain circumstances it may be necessary for the College, at short notice, to withdraw certain courses or make variations to the courses offered. Variations or withdrawal may be necessary as a result of lack of demand, lack of key personnel, timetable considerations and change in Government policy, this list is not exhaustive. Where this is necessary the College does not accept liability for any loss of whatever nature caused as a result of such withdrawal and/or variation.

4. Whilst the College makes every effort to ensure that information provided is accurate and up to date at the time of publication, it can accept no responsibility for any errors or omissions of course details and any other information.

5. South Essex College has used the information supplied by you to issue you your offer letter and your CAS which will be used to support your VISA application. South Essex College does not accept any responsibility, financial or otherwise, should you not be granted a visa, whether as a result of your letter, CAS or for any other reason.

6. Published tuition and other fees stated are correct at the time of going to press but subject to inflation and other price fluctuations. The College reserves the right to alter fees from the prices stated.

7. Estimated living expenses have been compiled after consultation with international students and are offered only as a guideline to assist students in planning their budget. The costs on which they are based depend on local economic factors which are subject to change as well as an individual's own circumstances and requirements.

8. Non-EU or Swiss students are required to pay a tuition deposit, as detailed in your offer letter. Details of payment options are available on the International pages of the College website and in the arrival information sent to you. You are required to keep to any agreed payment schedule in order to maintain your place at the College.

9. You must pay your tuition fees by the due date agreed in your payment schedule. If you do not, your access to College facilities such as the Library and Computing will be blocked. If you still do not pay after this blocking within a reasonable timeframe set by the College at its sole discretion, you will be excluded from the College, which means that you are no longer a student. This information will be passed onto your sponsors and the UK Visas and Immigration and you may lose your right to occupy College arranged Accommodation. You will not be able to return to your studies or receive your award until you have paid all sums due as agreed by the College and subject to compliance with the UK Visas and Immigration regulations.

10. Tuition fees quoted are subject to change in the years following your initial enrolment. Should it be necessary for you to repeat the year or re-sit an exam in a different year, the College reserves the right to apply the rate applicable for new enrolling students in that academic year.

11. Tuition deposits are NOT refundable unless a student visa is rejected. In such case, the College will refund the received tuition deposit less 5% of the annual tuition fees or £200 (Whichever is greater) as administration fees upon the receipt of original visa refusal letter.

12. Before commencing your proposed course you are responsible for ensuring that you have sufficient funds or income to cover both tuition fees and living expenses as indicated in your offer letter. South Essex College reserves the right to withdraw an offer of a place on a course if it turns out that you enrolled knowing that you had insufficient funds for your proposed course of study and living expenses.

13. If using an agent, you are required to advise us in writing if you wish to change agent during the course of your application.

14. To the extent permitted by law the College shall not accept any liability for any loss or damage of whatever nature which may be suffered by other parties as a direct or indirect result of your application process.

15. All contracts and agreements are governed by English law and are within the jurisdiction of the English courts.

ON OFFER LETTER

If you have previously studied in the UK prior to joining South Essex College, you must provide details of any study undertaken, including results and copies of visas held. You should also inform us of any courses you have failed or failed to complete for any reason. Failure to disclose this will result in visa refusal or withdrawal of our sponsorship of your study in the UK. Any offer of a place which you may receive is made on the understanding that in accepting it you have read and understood the rules and regulations of South Essex College and by signing/submitting this form you are confirming your agreement to them. Any false information provided, misrepresentation or omission in information may lead to the withdrawal of any offer made by the College.

DATA PROTECTION ACT 1998

The information which you give on your form will be used for the following purposes:

- To determine your eligibility for entry to South Essex College
- To enable South Essex College to compile statistical reports.
- To enable South Essex College to set up your student record.
- To share information with government departments including, but not limited to, the Home Office (UK Visas and Immigration), UK Embassies, local authorities and other bodies in connection with VISA applications, fraud prevention, and to enable them to carry out their statutory functions.

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Agent name (if applicable)			
Decision made by	Decision:- Unconditional Conditional Pending		
Highest academic qualification	Refer to faculty date and whom _____		
Highest English qualification	Reject Reason _____		

Conditional upon	Yes	No	Conditional upon	Yes	No
Academic/Work/Both reference			Interview		
Academic transcripts			Portfolio		
English qualification			Financial support		
Deposit			Sponsor letter		

Other (please state) or give reasons for *Reject _____

Is the applicant eligible for scholarships? Yes No Specify type:

Grounds for award

Decision made by _____ Date _____ Notes _____

All conditions met with proofs Yes No Checked by: _____ Date _____

CAS/Unconditional offer issued by _____ Date _____ (attach copy of CAS/Unconditional offer)