

Application Form: Notes for Guidance

General

Before completing the form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY. You should also read the current University literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements.

Exclusions

You should **NOT** normally use this form when applying for entry to courses leading to the following qualifications:
First degree, DipHE and HND courses - apply through UCAS.
Postgraduate Certificate in Education leading to Qualified Teacher status - apply through GTTR.
Common Professional Examination (Postgraduate Diploma in Law) and Legal Practice (Postgraduate Diploma in Legal Practice) - apply through the Central Applications Board.

Further details on applying to the above National Clearing houses can be found in the University's prospectus and course literature.

Mature applicants

The University 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 1984

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

1. To enable your application for entry to be considered.
2. To enable the University 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.
3. To enable the University to initiate your student record.

Your application form will be photocopied before it is sent to admissions tutors and it is therefore important that you write neatly using black ink or typescript. PLEASE COMPLETE ALL SECTIONS.

Section 1 Personal details

Complete this section in **BLOCK CAPITALS**.

Previous surname: If you have changed your name by marriage or otherwise, state your previous surname/family name.

Correspondence address: Enter the address to which you expect all correspondence to be sent.

Section 2 Fee status

If you live in the UK state your area of permanent residence: for Scotland, the District or Islands Area (eg Clackmannan); for Greater London, the London Borough (eg Enfield); for former Metropolitan counties give the District (eg Sefton); for the rest of the UK, the County (eg Dyfed). If you live outside the UK state the country (eg Italy) 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 3 Details of course(s) to which you wish to apply

If you wish to indicate an order of preference for your course choices, you may do so. If you do not indicate any order of preference, the University will assume that you wish to be considered for all the courses listed on the form at the same time.

Section 5 Academic examinations

Enter the exact subject name used by the examining board or group in the relevant column.

Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry to higher education. Some examples are: School and Higher School Certificates, Apolytirion, Baccalaureate, Diploma di Maturita, Reifezeugnis, Avgangsbetyg. Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form.

Applicants holding a BTEC or SCOTVEC award should attach a transcript of their qualifications, giving details of the title and all units, modules and components. Please give full details of course title and units/modules/components involved in any BTEC or SCOTVEC course you are currently taking on an attached sheet.

Section 7 Work experience

Please include all your work experience and training, paid or unpaid, full or part-time, in your home or outside. This is particularly helpful in enabling admissions staff to assess the information provided in Section 8.

Section 8 Further information

Enter here any further information you may wish to offer in support of your application. Admissions Tutors will be interested in your reasons for choosing the course(s) listed in Section 3, your career aspirations, and relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details here of any non-examined subjects you are studying. If you have been out of education for some time, please outline any relevant experience that may be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work. It may also be helpful to explain any breaks in your career. If you are applying for deferred entry (ie a year beyond the next academic year), please give your reasons for so doing.

Section 9 Name and address of referee(s)

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 contact the University for advice.

Section 10 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.

Equal Opportunities monitoring form

Please complete the information requested, using the tick boxes provided.

This information will be kept separately from your application and be held purely for statistical use in connection with monitoring.

When you have completed your application form please send to:

**Admissions and Records Office
The University of Huddersfield
Queensgate
Huddersfield
HD1 3DH**

Should you have any queries regarding any part of the application process then please contact the Admissions and Records office on 01484 473969 or e-mail: admissionsandrecords@hud.ac.uk