

International Office Application Form



Please return this form to:
International Office, Coventry University
Priory Street, Coventry, CV1 5FB
United Kingdom
Telephone: +44 (0) 24 7615 2152
Fax: +44 (0) 24 7615 2175

For applications to Coventry Campus
Email: applications.io@coventry.ac.uk

For applications to London Campus
Email: londoncampus.io@coventry.ac.uk

Please read the guidance notes at the back before completing this form. It is important that you write neatly using BLOCK CAPITALS in black ink or typescript. **Incomplete application forms submitted without ALL the supporting documents will delay the decision process.** If any documents submitted in support of your application are found to be fraudulent, the University reserves the right to reject or withdraw the application/offer made.

1. Personal details (Name as it appears on your passport)

Title (Mr/Mrs/Miss/Ms etc)	Male/Female	Date of Birth* (dd/mm/yy)	Age
Family Name	First Name(s)		
Agent Address (if applicable)	Applicant Address		
Postcode	Postcode		
Passport Number (please attach copy of passport)	Passport Expiry Date		
Mobile (including international code)	Mobile (including international code)		
Telephone (including international code)	Telephone (including international code)		
Agent Email	Applicant Email		

*Students must supply a date of birth otherwise online enrolment will not be possible

Do you have any criminal convictions? Yes No
(Your enquiry cannot be processed if you do not complete this section - see Notes for Guidance)

2. Disability/special needs

Do you have a disability? Yes No
If yes, please provide full details in Section 9.

3. Fee Status

Country of Birth	Nationality
Country of domicile or area of permanent residence	
Date of first entry to the United Kingdom	
Who is expected to pay for your fees? (e.g. Government, employer, family, other – evidence must be provided if sponsored)	

4. Details of course(s) for which you wish to apply - In preference of order

London Campus Coventry Campus Both

Course Title	Course Stage/Year	Month/Year of Entry

Do you wish to complete a professional placement (Sandwich course) as part of your studies? Yes No

For Coventry University, Coventry Campus Undergraduate Courses only

Please indicate how you heard about these courses (Please tick)

Agent Exhibition Family Internet Private Visit Other please specify

5. Academic Qualifications - last two educational establishments attended

Applicants should list all subjects taken, with results/grades from your last two establishments attended. If you are awaiting the results of any examination or are about to take an examination, write PENDING in the result column.

Please attach evidence of all known results.

Level	Programme of Study/Subject	From Date (mm/yy)	To Date (mm/yy)	Name of Institution	City	Qualification and Result

6. English Language Requirements

Please complete this section as it is vitally important in determining your English level and whether you meet our English entry criteria.

Do you have any of the following English Language Qualifications? (Please tick where appropriate)

IELTS TOEFL CAMBRIDGE GCSE PEARSON TEST

Other (please state) _____

Grade/Score _____

Date achieved _____

7. Work experience

Please give details of work experience, training and employment. Continue on a separate sheet if necessary.

Job title and nature of work/training	Name of Organisation	From (mm/yy)	To (mm/yy)	Full or Part-time

8. Personal statement

On a separate sheet please state your reasons for choosing the course, relevant experience, career plans and then attach to this application form.

9. Physical or other disability or medical condition

Please enter the appropriate code in the box provided if you have a physical or sensory disability which might in some way affect your studies at Coventry University or may require special facilities or treatment and provide full details below. (See Notes for guidance.)

Code

10. References on official headed paper

References should be sent on official headed paper and within its own sealed envelope. Please see guidance note Section 10. MBA applicants should supply evidence of any work experience, post graduation.

11. Declaration

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read the Notes for guidance, in particular those relating to this section. I understand these instructions and I agree to abide by the conditions set out there.

Signature of Applicant _____ Date _____

Please note that due to the Data Protection Act 1998 we can only talk or correspond with you/your agent about your application. If someone else calls or contacts the University on your behalf we require your written permission before we can respond (e.g. Parent, relative, sponsor, etc.)

If your application for a taught course at Coventry University is unsuccessful and you are eligible, we would like to forward your application for consideration on a Masters Qualifying Programme or Foundation course to FoundationCampus, Coventry. If you do not want us to do so, please tick this box

IMPORTANT NOTE

Coventry University 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 Coventry University interfere with its ability to provide such a service, Coventry University will take reasonable steps to minimise the resultant disruption. Coventry University does not undertake any absolute obligation whatsoever to provide an educational service in the manner specified in its prospectuses or in any other document, nor does it undertake any other obligation in respect of the provision of an educational service which is more onerous than the obligations set out therein.

Should you become a student of Coventry University, this notice shall be a term of any contract between yourself and the University. Any offer of a place made to you by Coventry University 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.

Notes for guidance

General

Before completing the form, **please ensure that you read these notes carefully**. You should also read the current Coventry University literature relating to the course(s) in which you are interested.

Mature students

Coventry University welcomes applications from mature students, including those who do not have conventional qualifications for admission to higher education in the UK. Full account is taken of relevant experience and other educational achievements.

The 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 Coventry University
- To enable Coventry University to compile statistical reports
- To enable Coventry University to initiate your student record
- To share information with other government departments (e.g. immigration office), local authorities and other bodies to prevent possible fraud and to enable them to carry out their functions

Section 1 Personal details

Complete this section in BLOCK CAPITALS.

Criminal convictions

Your application cannot be processed if you do not complete this section. If you enter 'yes' in the box you may be asked to send in further information.

Section 2 and Section 9

Disability/special needs

Please enter in the box the code from the list of statements below which is most appropriate to you. Describe your condition in Section 9 and where it is not obvious, indicate whether you have special needs.

Disabilities/support required:

- A No disability.
- B You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder.
- C You are blind or have a serious visual impairment uncorrected by glasses.
- D You are deaf or have a serious hearing impairment
- E You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.
- F You have a mental health condition, such as depression, schizophrenia or anxiety disorder.
- G You have a specific learning disability such as dyslexia, dyspraxia or AD(H)D.
- H You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- I You have a disability, impairment or medical condition that is not listed above.
- J You have two or more impairments and/or disabling medical conditions.

Section 3 Fee status

Please state your country of permanent residence and give details of who you expect to pay your fees for the proposed course.

Section 4 Details of course(s) for 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 an order of preference then it will be assumed that you have none.

Section 5 Examinations

Enter the exact subject name used by the examining body and the name of the examining body in full. If you have qualifications obtained outside the UK, you should give details of all examinations taken as preparation for entry to higher education (e.g. School and Higher School Certificate, Apolytiron, Baccalaureat). Applicants with qualifications obtained in a language other than English, must attach a certified English transcript to the form.

Section 6 English Language Requirements

Please complete this section as it is vitally important in determining your English level and whether you meet our English entry criteria. You should include a copy of any English qualifications.

Section 7 Work experience

Please include all your work experience and training, paid or unpaid, full or part-time. This information will be used by admissions staff in assessing the information provided in Section 8.

Section 8 Personal statement

Enter here any information you may wish to offer in support of your application. Admissions tutors will be interested in your reasons for choosing the course(s), your career aspirations and relevant experience.

Section 10 References

One academic reference must be sent.

If you are applying for an MBA course within the Coventry Campus, Faculty of Business, Environment and Society, you will need to submit one academic reference and one work reference. Referees must comment on your likely ability to follow and succeed in the course.

Section 11 Declaration

Any offer of a place which you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of Coventry University and by signing this form you are confirming your agreement to this. Any false information provided or misrepresentation can mean withdrawal of any offer made. If your application is rejected because you do not meet the University entry requirements for the course applied for, we would like to pass your application onto our collaborating institution (FoundationCampus) for consideration. If you do not want your application to be forwarded please opt out by ticking the box provided.

Official use not to be completed by the applicants

Agent name (if applicable)	
Decision made by:	Coventry campus Yes/No
Highest academic qualification	London campus Yes/No
Highest English qualification	Decision:- UO <input type="checkbox"/> CO <input type="checkbox"/> Reject <input type="checkbox"/> Refer to faculty <input type="checkbox"/>
	Pending <input type="checkbox"/> Refer to CEG <input type="checkbox"/>

Conditional upon	Yes	No		Conditional upon	Yes	No
Academic/Work/Both reference	<input type="checkbox"/>	<input type="checkbox"/>		Interview or portfolio	<input type="checkbox"/>	<input type="checkbox"/>
Academic transcripts	<input type="checkbox"/>	<input type="checkbox"/>		Passport	<input type="checkbox"/>	<input type="checkbox"/>
English qualification	<input type="checkbox"/>	<input type="checkbox"/>		Personal statement	<input type="checkbox"/>	<input type="checkbox"/>
Deposit	<input type="checkbox"/>	<input type="checkbox"/>		Sponsor letter	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state) or give reasons for *Reject						
Is the applicant eligible for scholarships? Yes <input type="checkbox"/> No <input type="checkbox"/> Specify type:						
Type of scholarship Merit PG <input type="checkbox"/> Merit UG <input type="checkbox"/> Alumni discount <input type="checkbox"/> Other:						
Grounds for award						
Decision made by					Date	
Notes						