

# International Office Application Form



Submit your completed application form to:

For applications to **Coventry Campus** – Email: [applications.io@coventry.ac.uk](mailto:applications.io@coventry.ac.uk)

For applications to **London Campus** – Email: [londoncampus.io@coventry.ac.uk](mailto:londoncampus.io@coventry.ac.uk)

Please read the terms and conditions at the back before completing this form. It is important that you write neatly using **BLOCK CAPITALS** in **black ink** or typescript. **Mandatory fields\*** are required to be completed in order to process your application. **Incomplete application forms submitted without ALL the supporting documents will delay the decision process.** If there are any omissions of key information or 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.

**Applicant Signature\*:**

By signing this box you are providing your permission for us to store and process the information you supply contained within this Application Form, including all personal information, in accordance with the Data Protection Act 1998 for the purposes set out in the Terms and Conditions overleaf. Without your express permission we cannot process your application meaning we will be unable to assess or respond to your application.

## 1. 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/yy)	
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)	
Do you have any criminal convictions?*		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Country of Birth*		Nationality*	
Country of Permanent Residence*			
Passport Number* (attach a copy)		Passport Expiry Date* (attach a copy)	

## 2. Visa and previous UK studies declaration

**Section A or B must be completed, failing to do so will result in an invalid submission and a delay to your application. (If you are a European Union student you do not need to complete section 2).**

Have you ever been refused entry into the UK? (If yes attach a copy of your visa refusal document)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Section A*</b> – Fill in this section if you have studied in the UK		<b>Section B*</b> – Fill in this section if you have never studied in the UK	
<input type="checkbox"/> I have studied in the UK before		<input type="checkbox"/> I have never studied in the UK	
I have a valid visa (insert visa type) _____		<input type="checkbox"/> I have never had a Tier 4 student visa	
My visa expires on (dd/mm/yy) _____		<input type="checkbox"/> I have visited the UK (insert visa type and attach a copy)	
My visa has now expired (dd/mm/yy) _____		_____	

## 3. Fee status

How will you pay for your course?*
<input type="checkbox"/> I have personal finance available
<input type="checkbox"/> I will secure personal finance
<input type="checkbox"/> I am a sponsored student (evidence will need to be provided)
<input type="checkbox"/> I have not yet made finance arrangements

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

We will offer you the most preferred course that you meet the entry requirement for.

London Campus  Coventry Campus  Both

Course Title	Course Stage/Year	Month/Year of Entry
1.		
2.		
3.		

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

#### 5. 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. If you are awaiting the results of any examination or are about to take an examination, write PENDING in the result column. **(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 Date (mm/yy)*	To Date (mm/yy)*	Name of Institution*	City*	Qualification and Result*

**Please note:** All applicants are required to provide one academic reference with their application form or shortly after. Referees must comment on your likely ability to follow and succeed in the course.

#### 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 will be required to provide evidence of your English level.

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

IELTS  TOEFL  CAMBRIDGE  GCSE  PEARSON TEST  NONE

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

MBA courses at our Coventry campus in the Faculty of Business, Environment and Society are required to provide evidence for a minimum of 2 years work experience.

#### 8. Personal statement

All applicants are required to submit a personal statement as part of the application process. On a separate sheet 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 less than 500 words and should be submitted with your application.

## 9. Physical or other disability or medical condition

Do you have a physical or sensory disability which may affect your studies or for which you may require additional support and assistance? Yes  No

If yes, please enter the appropriate code in the box provided

Code

- |   |  |   |  |
|---|--|---|--|
| A | No disability  | F | You have a mental health condition   |
| B | You have a social/communication impairment           | G | You have a specific learning disability  |
| C | You are blind or have a serious visual impairment    | H | You have physical impairment or mobility issues                                  |
| D | You are deaf or have a serious hearing impairment    | I | You have a disability, impairment or medical condition that is not listed above. |
| E | You have a long standing illness or health condition | J | You have two or more impairments and/or disabling medical conditions.            |

Please provide full details of the nature of your disability and any support and facilities on a separate sheet and submit this with your application.

## 10. How did you hear about Coventry University?

Please indicate how you heard about Coventry University

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Website                        | <input type="checkbox"/> Advertising                 | <input type="checkbox"/> Search Engine |
| <input type="checkbox"/> Recommendation (family/friend) | <input type="checkbox"/> Web Listing                 | <input type="checkbox"/> Social Media  |
| <input type="checkbox"/> Alumni                         | <input type="checkbox"/> Colleague                   | <input type="checkbox"/> Exhibition    |
| <input type="checkbox"/> In country office              | <input type="checkbox"/> Other, please specify _____ |  |

From a third party:

- |   |  |
|---|--|
| <input type="checkbox"/> Sponsor        | <input type="checkbox"/> Partner Institution |
| <input type="checkbox"/> School/College | <input type="checkbox"/> Agent               |

If you were made aware of Coventry University from a third party please complete their details below\*

Organisation Name*	Email*
Contact Name*	Telephone*
Address*	
Country*	Postcode

## 11. Declaration

I confirm that, the information given in this form is correct and complete. I have read and understood the terms and conditions and I agree to abide by the conditions set out therein.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Please note that in order to protect your personal information and for the University to comply with 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 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 University makes every effort to check the factual content at the time of publication, such information may be subject to change or variation. The University 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. 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 supplied by the University, 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 and the terms and conditions overleaf shall be incorporated into 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 condition of your enrolment.

## Terms and Conditions

The term 'University' refers to 'Coventry University' and 'you' or 'your' refers to the applicant submitting the application form to the University.

1. Non-EU Nationals must enrol within 10 days of the start date of your course as stated on your offer letter to comply with student visa restrictions. The University will refuse admission to anybody who arrives later than this date and will inform the UK Border Agency of students failing to enrol by this date.
2. EU Nationals must enrol within 2 weeks of the start date of your course as indicated on your offer letter as student visa restrictions do not apply. The University reserves the right to refuse admission to anybody who arrives later than this date.
3. Upon enrolment you must agree and abide by University regulations. These are available to view on the Academic Registry pages of the University web site and/or upon request. You will also be required to produce original translated (if required) documentary evidence of all prior qualifications and immigration status.
4. The University 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 University, 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 University does not accept liability for any loss of whatever nature caused as a result of such withdrawal and/or variation.
5. Whilst the University 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.
6. Coventry University has used the information supplied by you to issue your offer letter and your CAS which will be used to support your VISA application. Coventry University 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.
7. Published tuition and other fees stated are correct at the time of going to press but subject to inflation and other price fluctuations. The University reserves the right to alter fees from the prices stated.
8. 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.
9. Non-EU students are required to pay a tuition deposit, as detailed in your offer letter. EU students are required to pay fees upon receipt of invoice (30 days after enrolment). Details of payment options are available on the International pages of the University web site 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 University.
10. You must pay your tuition fees by the due date agreed in your payment schedule. If you do not your access to University 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 University at its sole discretion, you will be excluded from the University, which means that you are no longer a student. This information will be passed onto your sponsors and the UK Border Agency and you may lose your right to occupy University 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 University and subject to compliance with the UK Border Agency regulations.

11. 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 university reserves the right to apply the rate applicable for new enrolling students in that academic year.

12. Refunds are subject to the terms and conditions within the current (academic year) International Students Refund Policy, these are available to view on the Academic Registry pages of the University web site and may be subject to changes, variations and updates from time to time.

13. 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. Coventry University reserves the right to rescind an offer of a place on a course if it transpires that you enrolled knowing that you had insufficient funds for your proposed course of study and living expenses.

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

15. To the extent permitted by law neither the University or its subsidiaries shall 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.

### ON OFFER LETTER

If you have previously studied in the UK prior to joining Coventry University, 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 Coventry University and by signing 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 University.

### 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 and/or its subsidiary or partner institutions, including Coventry FoundationCampus Limited.
- To enable Coventry University and/or its subsidiaries to compile statistical reports.
- To enable Coventry University and/or its subsidiaries to initiate your student record.
- To share information with government departments including, but not limited to, the Home Office, UK Border Agency, UK Embassies, local authorities and other bodies in connection with VISA applications, fraud prevention, and to enable them to carry out their statutory functions.

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 (Coventry FoundationCampus Limited) for consideration. If you do not want your application to be forwarded please opt out by ticking the box provided.

## Internal Use Only (to be completed by Coventry University)

<b>Agent name (if applicable)</b>	
<b>Decision made by:</b>	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"/>

<b>Other (please state) or give reasons for *Reject</b>	
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	