

The following notes relate to the numbered sections in the application form and are intended to help you complete the form. Please ensure that you have read them thoroughly before completing your application. Please complete your application form in black ink using BLOCK CAPITAL LETTERS.

## Section 1 Personal details

### Name

Please enter your title, surname and forename(s) exactly as they appear on official documents such as examination certificates, passport or driving licence.

### Preferred name

If you have a different name you would rather be known by, please enter it here. For example, your proper name is Andrew but you are known as Andy.

### Previous surname/family name

If you have changed your name since your 16th birthday, please enter your previous surname or family name. If not, please leave this section blank. This will help the University when checking your educational records.

### Address

Your Home/permanent address is the address where you usually live. If you would prefer correspondence to be sent to a different address, please complete the section 'Correspondence address'. It is essential that you inform the University if your correspondence address changes.

### Email address

Please enter your personal email address. If we are able to contact you by email any queries we have about your application can be resolved faster. Please keep the University informed of any change to your current email address.

### Name of home university/institution

Provide the name of the university, college or institution that you are currently attending.

## Section 2 Programme of study

### Title of course

Please enter the exact course name and code as specified in the University prospectus or website. Several courses have similar names and if we need to clarify these details at a later stage, your application could be delayed.

### Proposed length of study

Tick the box indicating the length of time you intend to study. Semesters run from September to January or February to June. For further details on semester dates, please go to [www.port.ac.uk/aboutus/TermsSemesterdates](http://www.port.ac.uk/aboutus/TermsSemesterdates).

### Proposed year of study whilst abroad

Please enter the year of entry for which you are applying, e.g. Year 1. If applying for a postgraduate course, please tick 'postgraduate'.

## Section 3 Residence

### Nationality

Please enter your nationality as stated in your passport. If you have dual nationality, please enter both.

### Area of permanent residence

Please enter the country in which you consider to be your permanent home address.

### Residential category

Using the category definitions and notes below, please select the residential category which you think applies to you and enter the code in the box provided. The category that you choose is *provisional*. The University will make the final decision on your category and may request additional information from you if there is a query about the information you have provided.

- 1 UK Citizen or EU national:** You are a UK or EU national, or are the child or grandchild, or the spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education.
- 2 EEA or Swiss national:** EITHER: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education.  
OR: You are the child of a Swiss national and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education.
- 3 Child of a Turkish worker:** You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.
- 4 Refugee:** You have been recognised as a refugee by the British government or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.
- 5 Humanitarian Protection or similar:** You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.
- 6 Settled in the UK:** You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education.
- 9 Other:** You do not fit into any of the above categories.

## Notes

1. The **European Union (EU)** includes the following 27 countries: Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark (not including the Faroe Islands and Greenland), Estonia, Finland, France (including the French overseas departments of Guadeloupe, Martinique, French Guyana, Reunion, Saint-Pierre et Miquelon), Germany (including Heligoland), Greece, Hungary, Republic of Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain (including Ceuta, Melilla, the Balearic Islands and the Canaries), Sweden, and the United Kingdom (with Gibraltar).
2. The **European Economic Area (EEA)** consists of the countries of the EU plus Iceland, Liechtenstein and Norway.
3. If your category code is '9', but you are granted British citizenship or Indefinite Leave to Remain after the date of your application, please contact [feeassessment@port.ac.uk](mailto:feeassessment@port.ac.uk) immediately as your residential category may be reconsidered.
4. If your category code is '9', but you, your spouse or civil partner or either of your parents are later granted refugee status, Humanitarian Protection or Discretionary Leave, please contact [feeassessment@port.ac.uk](mailto:feeassessment@port.ac.uk) immediately as your residential category may be reconsidered.
5. If your category code is '9', but you, your spouse, your civil partner or either of your parents are later granted EU citizenship, please contact [feeassessment@port.ac.uk](mailto:feeassessment@port.ac.uk) immediately as your residential category may be reconsidered.
6. **Further Education courses** – In addition to the categories above, we will charge home fees to certain other categories of student depending on the circumstances.

## Section 4 Equal opportunities monitoring

This information will be used by the University for statistical purposes only and will not affect the decision on your application. The University is required to release this information to the Higher Education Statistics Agency to whom all UK universities are legally obliged to report data.

### Ethnic origin

Please read the list below and enter the code that best describes your ethnic origin.

- |  |  |                                   |
|--|--|-----------------------------------|
| <b>10</b> White                              | <b>32</b> Asian or Asian British – Pakistani   | <b>43</b> Mixed – White and Asian |
| <b>14</b> Irish Traveller                    | <b>33</b> Asian or Asian British – Bangladeshi | <b>49</b> Other Mixed background  |
| <b>21</b> Black or Black British – Caribbean | <b>34</b> Chinese                              | <b>80</b> Other Ethnic background |
| <b>22</b> Black or Black British – African   | <b>39</b> Other Asian background               | <b>90</b> Not known               |
| <b>29</b> Other Black background             | <b>41</b> Mixed – White and Black Caribbean    | <b>98</b> I prefer not to say     |
| <b>31</b> Asian or Asian British – Indian    | <b>42</b> Mixed – White and Black African      |                                   |

### Disability/special needs

If you have a disability, special needs (including dyslexia or another specific learning difficulty) or a medical condition, please tick the 'Yes' box and select the most appropriate code from the list below. If you do not have a disability, special needs or a medical condition, please tick 'No'. The information you provide in this section will not influence the assessment of your application.

- 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 difficulty 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.

### Care

If you have not spent time in care please tick the 'No' box. If you have spent any time in local authority care, including if you have been in public care and had lived in one or more of foster care, semi-independent living or residential care homes, please tick the 'Yes' box and indicate how long you were in care:

- |                                   |                                   |                              |
|-----------------------------------|-----------------------------------|------------------------------|
| <b>A</b> Less than one week       | <b>C</b> Three months to one year | <b>E</b> Three years or more |
| <b>B</b> One week to three months | <b>D</b> One year to three years  |                              |

### Socio-economic background

Please read the list below. If you are under 21, please enter the code that best describes the socio-economic background of the highest-earning family member of the household in which you live. If he or she is retired or unemployed, use their most recent occupation. If you are 21 or over, please enter the code that best describes your own socio-economic background. This information will be used to help monitor participation in higher education across all parts of society.

- |   |  |
|---|--|
| <b>1</b> Higher managerial and professional occupations | <b>6</b> Semi-routine occupations              |
| <b>2</b> Lower managerial and professional occupations  | <b>7</b> Routine occupations                   |
| <b>3</b> Intermediate occupations                       | <b>8</b> Never worked and long-time unemployed |
| <b>4</b> Small employers and own account workers        | <b>9</b> Not classified                        |
| <b>5</b> Lower supervisory and technical occupations    |  |

### Parental education

Please indicate whether or not any of your parents, step-parents or guardians have themselves undertaken a course at higher education level, such as a degree, diploma or certificate of higher education.

### Previous qualification

Please enter the appropriate code to indicate the highest academic qualification you have achieved.

- |  |  |  |
|--|--|--|
| <b>01</b> Higher degree of UK institution  | <b>24</b> HNC or HND (including BTEC and SQA equivalents)  | <b>44</b> Access course (QAA recognised)   |
| <b>02</b> Postgraduate diploma or certificate, excluding PGCE  | <b>25</b> Diploma in Higher Education  | <b>45</b> Access course (not QAA recognised)   |
| <b>03</b> PGCE with QTS/GTC registration   | <b>26</b> GNVQ/GSVQ level 4  | <b>47</b> Baccalaureate  |
| <b>04</b> PGCE without QTS/GTC registration  | <b>27</b> NVQ/SVQ level 4  | <b>55</b> GCSE/'O' level qualifications only; SQA 'O' grades and Standard grades   |
| <b>05</b> Postgraduate equivalent qualification not elsewhere specified                                  | <b>28</b> Professional qualifications  | <b>56</b> Other non-advanced qualification   |
| <b>10</b> Undergraduate qualifications with QTS  | <b>29</b> Foundation course at HE level  | <b>57</b> NVQ/SVQ level 2  |
| <b>11</b> First degree of UK institution   | <b>30</b> Other HE qualification of less than degree standard  | <b>72</b> Diploma in Foundation Studies (Art and Design)   |
| <b>12</b> Graduate of EU institution   | <b>31</b> Foundation degree  | <b>92</b> Accreditation of Prior (Experiential) Learning (APEL/APL)  |
| <b>13</b> Graduate of other overseas institution   | <b>37</b> GNVQ/GSVQ level 3  | <b>93</b> Mature student admitted on basis of previous experience (without formal APEL/APL) and/or institution's own entrance examinations |
| <b>14</b> GNVQ/GSVQ level 5  | <b>38</b> NVQ/SVQ level 3  | <b>94</b> Advanced Modern Apprenticeships  |
| <b>15</b> NVQ/SVQ level 5  | <b>39</b> A Level equivalent qualification not elsewhere specified   | <b>97</b> Other non-UK qualification, level not known  |
| <b>16</b> Graduate equivalent qualification not elsewhere specified                                      | <b>40</b> Any combinations of GCE 'A'/SQA 'Higher'/SQA 'Advanced Higher' and GNVQ/GSVQ or NVQ/SVQ at level 3 | <b>98</b> Student has no formal qualification  |
| <b>21</b> Open University credit(s)  | <b>41</b> ONC or OND (including BTEC and SQA equivalents)  | <b>99</b> Not known  |
| <b>22</b> Other credits from UK HE institution   | <b>43</b> Foundation course at FE level  |  |
| <b>23</b> Certificate or diploma of education (i.e. non-graduate initial teacher training qualification) |  |  |

### Section 5 Current education

Please use this section to provide details of the course you are currently studying.

### Section 6 Subjects/Modules

Please list the subjects you are currently studying and the date you are expected to complete each subject.

### Section 7 English language proficiency

If your first language is not English, the University will require you to achieve a satisfactory score in an approved English Language qualification. In general, only qualifications achieved in the last two years will be accepted as evidence of current language proficiency. If you have already taken or are planning to take an English language test please give details in the spaces provided.

Please provide original or certified copies of your English language certificates with your application form.

### Section 8 Reference

The University requires one reference in support of your application to help assess your suitability for your chosen course. Your reference should be given by one of your teachers/tutors or by someone who is able to comment on your academic ability as well as your potential to succeed on your chosen programme of study. If you are not in full-time education, you should ask a responsible person who knows you to provide your reference. This could be an employer, training officer, careers adviser, a teacher on a recent relevant further education course, or a senior colleague in employment or voluntary work. Your referee should know you well enough to write about you and to comment whether you are suitable for higher education. Please list the name and contact details for your referee in the spaces provided. We are unable to accept references from family, other relatives or friends.

A separate reference request sheet is included with the application form. Please send your referee this sheet as soon as possible. The reference should be returned to you in a sealed envelope which you should forward (unopened) to International Office **with your application**.

Please note that it is your responsibility to contact your referee. We are unable to make a decision about your application until we receive your reference.

### Section 9 Additional information

This information helps us improve our admissions process and will not be used in the assessment of your application.

### Section 10 Personal statement

Please write a statement to support your application to study on this course. You may continue on a separate sheet if necessary. We suggest you include some or all of the following points:

- Your reasons for choosing the course.
- What interests you about your chosen subject.
- Any job, work experience, placement or voluntary work you have done, particularly if it is relevant to your subject. You may want to include the skills and experience you have gained from these activities.
- How your programme choice fits with your future career plans.
- Your social, sports or leisure interests.
- Why you wish to study in the UK.
- What evidence you have to show that you can complete a higher education course that is taught in English. Please say if some of your studies have been assessed in English.

## Section 11 Criminal convictions

To help us ensure that the interests and safety of all members of the University community are safeguarded, we must know about any relevant criminal convictions that an applicant may have. If you have a **relevant** criminal conviction, please tick the box. The information that you provide will not affect the academic assessment of your application. However the University may want to consider the application further or ask for more information before making a decision.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and need not be disclosed **except** in the circumstances set out below.

**You must tick the box if either of the following statements applies to you:**

- **You have a relevant criminal conviction that is not spent.**
- **You are serving a prison sentence for a relevant criminal conviction.**

You should be aware that **for courses in teaching, health, social work or courses involving work with children or vulnerable adults, any criminal convictions, cautions (including verbal cautions), reprimands, final warnings and bind-over orders are exempt from the Rehabilitation of Offenders Act 1974.** If you are applying for these courses, the University will ask you to agree to have a criminal record check. You may also need an 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. This means that if the criminal record check identifies that you have had a conviction, caution, reprimand, final warning or bind-over, this information will be made available to the University. The University will send you the appropriate documents to complete.

**If you are convicted of a relevant criminal offence after you have applied, you must tell us.** Do not send details of the offence; simply tell us that you have a relevant criminal conviction. The University will then ask you for more details.

## Section 12 Declaration

Please read the declaration carefully, then sign and date the form.

### Submitting your application

When you have completed your application form please return it, together with evidence of your academic qualifications and your reference to:

**Exchange Unit  
International Office  
University of Portsmouth  
First Floor  
Nuffield Centre  
St Michael's Road  
Portsmouth PO1 2ED  
United Kingdom**

Telephone: +44 (0)23 9284 3149

Fax: +44 (0)23 9284 3538

Email (Erasmus): erasmus@port.ac.uk

Email (non-Erasmus): studyabroad@port.ac.uk

Web: www.port.ac.uk

The University will acknowledge receipt of your application by email. Your application will then be passed to the appropriate department for consideration. We usually aim to make a decision on your application within four weeks. Please note that if you have not submitted all the required documentation, your application will be delayed until all your documents have been received. If you have any questions about the status of your application please contact the relevant faculty admissions office. Contact details are available at [www.port.ac.uk/undergradadmissions](http://www.port.ac.uk/undergradadmissions). If your application is unsuccessful we will provide feedback on request.