



Application Form

NOTES FOR COMPLETING THIS APPLICATION FORM

Please ensure that you complete all of the compulsory questions marked *

Please complete this form electronically by typing in the boxes provided or by writing clearly in black ink.

If you have any problems completing this form email study@bcoe.co.uk or call +44 (0)20 7336 7776

Please tick the level of study you wish to apply for by double-clicking on the box and selecting "CHECKED" in the default value option:

1. Programme applied for

Please note applicants requiring a Student Visa can only study full-time.

* Level of study (please tick ONE only) Undergraduate Postgraduate Other (Please specify)

* Full programme title e.g. ABP- Post Graduate Diploma in Business Management

* Mode of study

(Please tick ONE only)

Full-time

Full-time

* Start month

(Please tick ONE only)

April

September

* Start year

(Please tick ONE only)

2010

2010

2. Personal Details

* Title (e.g. Mr, Mrs, Miss, Ms, Dr etc)

* Surname / Family Name (BLOCK CAPITALS)

* First / Given Name (BLOCK CAPITALS)

* Date of Birth (DD/MM/YY - e.g.: 04/DEC/1984)

* Have previously studied at or applied to BCOE? (Tick only ONE)

Yes

No

If you have been issued with a ten digit Unique Learner Number (ULN) please enter it here

If you are applying through a BCOE Advisor please give the company name

* Gender (Tick ONE only) Male Female

3. Correspondence Address

* Address Line 1 (BLOCK CAPITALS)

* Address Line 2

* Town

County

* Postcode

* Country

Home Telephone number (including country dialling codes)

Mobile number (including country dialling codes)

Alternative number (including country dialling codes)

E-mail address

4 Permanent Address (This could be your parents' address or your address in your home country)

* Address Line 1 (BLOCK CAPITALS)

Home Telephone number (including country dialling codes)

* Address Line 2

Mobile number (including country dialling codes)

* Town

Alternative number (including country dialling codes)

County

E-mail address

* Postcode

* Country

* Country of Birth

* Nationality as it appears / would appear on your passport

* Country that you normally live in

If you are currently living in UK/European Union (EU) or European Economic Area (EAA) and this is not your country of residence, please state the date of your first entry to the UK/EU/EAA

D	D	M	M	Y	Y
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Have you been living in the UK/EU/EAA continuously since this date

Yes

No

What was your main purpose for coming to the UK/EU/EAA?

Did you require a student visa for entry to the UK? Yes

No

Will you require a student visa for study in the UK? Yes

No

5. English Language Qualifications

Please provide details of any English Language qualifications (e.g. GCSE/GCE 'O' level/IELTS/TOEFL/BCOE) that you have completed or expect to complete. Please note you will be asked to provide evidence of these qualifications.

Qualification and awarding body	Results (all components)	Month MMM / Year YY completed / expected to complete

6. Education / Qualifications

Qualifications gained outside the UK should be entered as they were awarded and not translated into UK equivalents. Please note you will be asked to provide evidence of qualifications.

* Qualifications (Please list below in date order starting with the most recent)

University / College / School	Qualification and awarding body	Subject(s)	Results in full	Month MMM / Year YY completed or expected to complete	What language was this assessed /examined in?

7. Employment

* Employment history (complete if applicable in date order starting with the most recent) & Volunteer Experience (if any)

Employer and type business	Position held / Job title	Brief description of role / duties / responsibilities	Start date (Month MM / Year YY)	End date (Month MM/ Year YY)

8. Personal Statement

The statement should be approximately 250 words and we will take into account your use of English including spelling, grammar, punctuation, sentence and paragraph structure. Please give the following information in support of your application:

- Why you are applying for this particular programme
- What you hope to achieve through studying this programme
- How you feel your past / current studies / experience support your application
- How this programme is relevant to your future career / academic goals
- If applying for a programme that requires work experience, you must make reference to how you meet this requirement
- Any additional information that you feel is relevant
- If you are applying for advanced standing (i.e. to years 2 and 3) / entry please give details and attach transcripts.

When writing your personal statement, you are advised to refer to the full programme specification which can be found at www.bcoe.co.uk/courses as this contains details of course content, entry requirements and career opportunities on successful completion of the programme.

Please enter your Personal Statement here

9. References

Please provide details of two referees one, at least, must be an academic referee.

Name	Company/ Organisation	Relationship to you	Address	Telephone number and e-mail (including country codes if not in UK)

11. Criminal Conviction

We need to know about criminal convictions in two situations:

1. In circumstances where that information may help us to reduce the risk of harm or injury to our students and staff:

A relevant criminal conviction in this context is one for offences against the person, whether of a violent or sexual nature, or for offences that concern 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 do not have to be revealed

If you do have a relevant criminal conviction that is not spent you must answer yes to this question

Your application will still be considered if you answer yes and we will send you our decision on your academic suitability for the programme. If an offer for the programme is made, we will then request further details of the offence in order to assess your suitability to register with the BCOE. Please note that the declaration of a criminal conviction is not in itself a bar to registration. As an inclusive college, fair consideration will be given in tandem with the nature of the offence, the time of conviction and if any sentence has been spent.

If you are convicted of a relevant criminal offence after you have made your application, you must tell us and we may then ask you for further details.

2. Where it is a consideration because of the nature of the programme of study chosen:

Programmes involving work with children or vulnerable adults, or in teaching, health, social work or veterinary subjects are exempt from the Rehabilitation of Offenders Act 1974. This means that any criminal convictions including sentences and cautions (including verbal cautions), reprimands, final warnings and bind-over orders, must be declared and are never spent for this purpose

If you are applying for such a programme, we will require an enhanced disclosure certificate from Criminal Records Bureau or its equivalent if you are applying from outside the UK. The college will assess the information disclosed and determine whether or not it is relevant. The appropriate forms and instructions will be sent to you should you be offered a place on the programme.

If you wish to check whether your chosen programme requires a criminal records check or you would like confidential advice regarding this section, please call the Applicant Checks Officer on +44 (0) 207 336 7776. If you are convicted of any criminal offence after you have made your application for one of these programmes you must tell us and we may then ask you for further details.

* Do you have a relevant criminal conviction?

(Please tick the research degree you wish to apply for by double-clicking on the box and selecting "CHECKED" in the default value option)

YES

NO

12. Submission

We expect you to submit a complete and comprehensive application at the point of first submission. This will enable us to assess properly your suitability for the programme. It is therefore in your best interests to provide us with accurate information and to ensure that you are fully informed about the programme you are applying for and the commitments you would be making if you become a student here. **By signing / electronically submitting your application you are confirming that the information provided on this form is complete and correct. Omissions or false statements may lead to disciplinary action for students resulting in expulsion from the College.**

You will be asked to supply proof of the information submitted, or to otherwise confirm the details of this application, in person, at a later date. This will include providing proof of identity.

* Signature / Date

13. How we will use the information that you provide on this form

- We will not share this information with third parties unless required to do so by the Data Protection Act 1988
- We will use the information provided to make an academic judgement on your suitability for the programme
- We will contact you with information relevant to your application and studying at BCOE only

Please return this form to the Admissions Office. You can send this form as an e-mail attachment, or you can print it out and send it by surface mail or fax. We aim to respond to all applications within four weeks of receipt.

Admissions Office
Britannia College of Excellence
13-27, Brunswick Place
London N1 6DX
United Kingdom

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