

## UA92 Digital Upskill: Application Form

Please read the Guidelines for Applicants, which can be found at the back of the application form.

1. Personal Details (Please complete in BLOCK CAPITALS where handwritten)		
Title:		Gender:
Surname/Family Name:		Previous surname (if applicable):
First Name(s)/Given Name:		
Date of Birth:		Age on 11 <sup>th</sup> January 2021:
Addresses	Correspondence (This address will be used for all correspondence)	Home (if different from correspondence address)
	Postcode	Postcode
Email:		
Telephone numbers (please include full country and area codes)		
Mobile:		Other contact number:

2. Nationality and residence details	
Country of birth:	Country of permanent residence:
Nationality:	
Applicants not born in the United Kingdom, please answer the following questions (Tick the box if your answer to the question is yes.)	
<p>Are you a non-EU citizen currently resident in the UK?</p> <input type="checkbox"/> <p>If you have checked the box, please provide the following information in order to assist us in assessing your tuition fee status.</p> <p>Date of first entry to the UK:</p> <p>Date of most recent entry to the UK:</p>	<p>Do you need a visa to study in the UK? <input type="checkbox"/></p> <p>If you have checked the box, please provide your passport number:</p> <p>If you did not check the box, under what immigration category will you enter the UK:</p> <p>Have you previously been granted a visa to study in the UK?</p>

<p>(excluding holidays)</p> <p>Have you been granted Indefinite Leave to Enter/ Remain in the UK? If yes, please provide a copy of your ILR status as evidence. <input type="checkbox"/></p>	<p>If yes, please attach a copy of any such visas to your application form. <input type="checkbox"/></p>
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### 3. Course Details

**Which programme do you wish to apply for? Please include full title of programme including qualification level (Degree, Certificate in Higher Education (CertHE))**

UA92 Digital Upskill (Cert HE in Software Development)

**Start date of course (month and year):** January 2021

**Financial information: Who will pay your fees?**  
(e.g. Student Finance England, self-funding, sponsor etc.)

**Applicants not born in the United Kingdom, please answer the following questions** (Tick the box if your answer to the question is yes.)

<p><b>Are you a non-EU citizen currently resident in the UK?</b> <input type="checkbox"/></p> <p>If you have checked the box, please provide the following information in order to assist us in making an assessment of your tuition fee status.</p> <p>Date of first entry to the UK:</p> <p>Date of most recent entry to the UK: (excluding holidays)</p> <p>Have you been granted Indefinite Leave to Enter/ Remain in the UK? If yes, please provide a copy of your ILR status as evidence. <input type="checkbox"/></p>	<p><b>Do you need a visa to study in the UK?</b> <input type="checkbox"/></p> <p>If you have checked the box, please provide your passport number:</p> <p>If you did not check the box, under what immigration category will you enter the UK:</p> <p>Have you previously been granted a visa to study in the UK? If yes, please attach a copy of any such visas to your application form. <input type="checkbox"/></p>
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### 4. English language – For applicants who require an English Language Qualification (please check Guidelines for Applicants exempt countries).

**UK Students are not required to complete this section.**

**All applicants must provide evidence that they meet the minimum English Language requirements for their chosen course.**

Do you hold any English language qualifications?

Do you intend to sit an English language qualification before coming to study at UA92?

**Please confirm below which English Language qualification you have completed or will be sitting. Attach copies of the certificate(s) for completed qualifications.**

Please note, if you require a Tier 4 visa to study in the UK, you will need to complete a Secure English Language Test (SELT). Under the UKVI regulations for evidence of English Language, GCSE English Language is not accepted for courses below degree level. Please refer to the UK Home Office website for their list of SELTs:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/349051/Approved\\_secure\\_English\\_language\\_tests.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/349051/Approved_secure_English_language_tests.pdf)

Name of English language qualification Type of test taken	Awarding body/College/University	Date qualification obtained/date you are taking the qualification	Result

### 5. Qualifications held

Please list all subjects taken, whatever the result, in chronological order. Continue on a separate sheet if necessary. Please provide copies of certificates/transcripts for the most recently completed qualification.

Level	Subject	Date completed	Name of Institution	Result


## 6. Personal statement

Please provide a personal statement that sets out your reasons for undertaking the UA92 Digital Upskill course. Your personal statement should ideally be no more than 1 side of A4.

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**7. Referee (please note that it is your responsibility to contact your referee and ensure your reference reaches UA92)**

Name	Institution/organisation	Relationship to you

**8. DECLARATION**

I declare that the information on this form is correct.

I understand that any offer of a place is subject to my acceptance of the UA92's terms and conditions. Please consult our Admissions Policy at [ua92.ac.uk/student-regulations-policies](http://ua92.ac.uk/student-regulations-policies)

I accept that if I do not fully comply with these requirements UA92 reserves the right to cancel my application.

I agree that UA92 may record and process the information contained in this form and the Self-declaration form for statistical and administrative reasons in accordance with the General Data Protection Regulation.

<b>Applicant's signature:</b>	<b>Date:</b>
(if you are completing the application form electronically, please type your full name into the signature space)	

**Application checklist**

- Please check that you have included the following with your application form:
- Personal Statement
  - Reference or have arranged for it to be sent separately
  - Self-declaration form (section 9)
  - Copies of your qualifications
  - Copy of your English Language qualification if you have already taken it and if needed.

**9. Self-declaration form**

This section of the application form will **not** be used for selection purposes.

### 10.1 Disability / Special Needs

Please enter the appropriate code if you have a disability, which may in some way affect your studies or may require special facilities or treatment.

08 Two or more impairments and/or medical conditions

51 A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

53 A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder

54 A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

55 A mental health condition, such as depression, schizophrenia or anxiety disorder

56 A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches

57 Deaf or a serious hearing impairment

58 Blind or a serious visual impairment uncorrected by glasses

96 A disability, impairment or medical condition that is not listed above

### 10.2 Criminal Convictions

**Please read the Guidelines for Applicants before replying to this question.**

If you have a relevant conviction that is not spent please tick the box, otherwise leave it blank.

### 10.3 Ethnic Origin

Complete this section only if you have shown in section 3 of the form that your country of permanent residence is in the UK.

Please enter the code from the list of ethnic origin terms below which you feel most closely describes your ethnic origin.

10 White

15 Gypsy Traveller

21 Black or Black British – Caribbean

22 Black or Black British – African

29 Other Black background

31 Asian or Asian British – Indian

32 Asian or Asian British – Pakistani

33 Asian or Asian British - Bangladeshi

34 Chinese

39 Other Asian background

42 Mixed – White & Black African

43 Mixed – White & Asian

49 Other Mixed background

50 Arab

80 Other Ethnic background

90 Ethnicity not known

98 Prefer not to say

## Reference

Please read the following **Notes of Guidance** for referees before completing this form.

The reference is an integral and important part of the selection process and all the information you give will help to guide admissions tutors in making their decisions.

In order that an applicant's academic and intellectual capacity can be evaluated your reference should, if possible, cover:

1. Suitability for the course applied for
2. Personal qualities
3. Career aspirations

### **Mature Applicants**

Referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience. In these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3 and 4.

### **Providing a reference by other methods**

UA92 is happy to accept references emailed directly by the referee (from a company/institutional email address) to [admissions@ua92.ac.uk](mailto:admissions@ua92.ac.uk) – the email must clearly display the applicant's name.

References can also be provided on the official notepaper of the referee, with the applicant's name clearly displayed on the letter, and sent to: [admissions@ua92.ac.uk](mailto:admissions@ua92.ac.uk)

**Applicant's full name:**

**Course applied for:**

**Name of referee:**

**Post/occupation/relationship to applicant:**

**Address:**

**Telephone number:**

**Email address:**

**Confidential statement by the referee**

Signature:

Date:

## Guidelines for Applicants

Please read this section carefully. We aim to process your application quickly and efficiently. Most delays can be avoided by following the information given below.

The information you give us on your application form will be used in accordance with the UA92's Data Protection Policy

### 1. Personal details

#### Previous surname

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

#### Correspondence address

This address and your email address will be used for all correspondence unless an alternative is provided.

#### Permanent home address

If different from Correspondence address.

### 2. Nationality/Residence/Visa details

Please complete this section as fully as possible to help us assess your tuition fee status.

#### Visa requirement

In order to support the processing of documentation required for visa applications, applicants requiring a visa to study in the UK should indicate by ticking the appropriate box. If you are entering the UK under a different visa please indicate under which Tier you are entering the UK.

### 3. English language

If English is not your first language you will need to enter details of your English language qualification. You should also enclose a copy of your certificate / test report with your application.

Countries exempt from requiring a SELT: Antigua & Barbuda, Australia, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts & Nevis, St Lucia, St Vincent and The Grenadines, Trinidad & Tobago, USA.

### 4&5. Entry qualifications

Please provide details of your completed qualifications, for example GCSEs or Functional Skills.

Please provide details of your A Level or equivalent qualifications. If taking A Levels, please indicate your AS grade and predicted A2 grade in the boxes provided.

### 6. Work history

Please include all your work experience and training, paid or unpaid, full-time or part-time. This is particularly

helpful in enabling us to assess the information provided in your personal statement.

### 7. Personal statement

Enter here any further information you may wish to offer in support of your application. Admissions tutors will be interested in the reasons for your choice of course(s), your career aspirations, and relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details 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.

### 8. Reference

Your application should be forwarded to us complete with a reference. This should be from someone who can comment on your academic suitability for the course.

Please note that it is your responsibility to contact your referee and ensure that the reference reaches UA92.

Please note that we will accept references on the reference form, by email direct from the referee or on headed paper from the referee. All references sent separately must be clearly marked with the name of the applicant.

### 9. 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 UA92 and by signing this form you are confirming your agreement.

Should you become a student of UA92, this notice shall be the term of any contract between you and UA92. Any offer of a place made to you by UA92 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.



## 10. Self-declaration form

This section of the application form will **not** be used for selection purposes.

### 10a. Disability, special needs or medical condition codes

We aim to create an environment that enables all students to participate fully in university life. To help us make any reasonable adjustments that may be necessary, please use the codes listed in section 11a to indicate your specific needs.

### 10b. Declaration of a criminal conviction

To help us reduce the risk of harm or injury to our students and staff caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has. Please read the following carefully.

**If you have a relevant criminal conviction that is not spent, you should tick the box, otherwise leave it blank.**

If you tick the box, you will not be automatically excluded from the application process.

#### What does 'spent' mean?

If a person does not re-offend during their rehabilitation period, their conviction becomes 'spent' (as defined by The Rehabilitation of Offenders Act 1974). Convictions that are spent are not considered to be relevant and you should not reveal them. You should note that certain offences are never spent.

You should be aware that certain professions or occupations such as (but not limited to) teaching, healthcare, law, accountancy, social work and courses involving work with children or vulnerable adults, including the elderly or sick people, are exempt from the Rehabilitation of Offenders Act 1974 and different rules apply with regard to the disclosure of information about criminal convictions.

More information on offences and rehabilitation periods can be found at

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

#### What is a relevant criminal conviction?

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:

- Any kind of violence (including but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- Offences listed in the Sex Offences Act 2003.

- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
- Offences involving firearms.
- Offences involving arson.
- Offences listed in the Terrorism Act 2006.

If your conviction involved an offence similar to those set out above, but was made by a court outside of Great Britain, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, you should tick the box.

Warning, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless you have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.

#### How will the UA92 handle my application if I declare a relevant criminal conviction?

If you tick the box you will not be automatically excluded from the application process.

The information concerning criminal convictions will be passed to the appointed persons at UA92. In line with best admission practice, they will consider your application separately from your academic and achievement merits. During this consideration, UA92 may ask you to provide further information about your conviction. If UA92 is satisfied, your application will proceed in the normal way although it may add certain conditions to any offer it makes. Otherwise UA92 will notify you of its decision.

Failure to declare a relevant criminal conviction may result in expulsion from UA92.

All information concerning criminal convictions will be treated sensitively, confidentially and managed in accordance with the General Data Protection Regulation.

#### What if I receive a relevant criminal conviction after I have applied?

If you are convicted of a relevant criminal offence after you have applied, you must tell UA92 by contacting the Admissions Office.

### 10c. Ethnicity

Complete this section only if you have shown in section 3 of the form that your country of permanent residence is in the UK.