

Pen Green Research, Training and Development Base

Undergraduate and Postgraduate Degree Course Application

Application form – Notes for guidance

General

Before completing the form, please read these notes carefully. You should also consult the specific course pages on the Pen Green website (www.pengreen.org) to ensure that you are familiar with the course structure and entry requirements. Your application form may be photocopied, therefore it is important that you write neatly using black ink or typescript. You can also submit the application online. Many courses have a deadline by which applications should be received. Please consult course literature or the department concerned.

General Data Protection Regulation (GDPR) 2018

In completing and submitting your application form, you will be providing Pen Green and the University of Hertfordshire with personal data, including in some cases sensitive personal data, as defined in the Data Protection Act 1998 and General Data Protection Regulation (GDPR) 2018. The University will use this data for the purposes of processing your application and for other administrative purposes relating to your application. The University will process this data in accordance with the provisions of the General Data Protection Regulation (GDPR) 2018 and with its own policies on data protection (which can be found on its main Data Protection web page at <http://www.herts.ac.uk/about-us/freedom-of-information-data-protection/data-protection.cfm> and in the other documents and web pages which are referred to on, and linked to from, this main web page). This personal data may also be shared with and used by third parties in connection with the above purposes, for example in order to verify your identity, qualifications, work experience and other information that you provide, or so that the University can comply with its obligations to supply certain information to the Higher Education Statistics Agency. Some of these third parties may be located outside the UK (including outside the European Economic Area). By submitting your application, you will be deemed to be giving your consent to the processing and use of your personal data as set out in this paragraph.

Section 5 Academic Qualifications

Applicants with overseas qualifications should give details of the examinations taken as preparation for entry to higher education (for example Higher School Certificates, Apolytirion, Baccalaureate). Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form.

Section 7 Additional Needs

Information on disability will be shared with the relevant course tutors. Unless special needs are made known, Pen Green will be unable to make appropriate provision for you.

Section 8 Personal statement/further information

Enter information to support your application. Admissions Tutors will be interested in your reasons for choosing the course(s), your career aspirations, relevant experience and information concerning your intellectual, social, sporting or other interests. You should give details of any non-examined subjects you are studying. If you have been out of education, please outline any relevant experience that may be considered in lieu of formal qualifications, either at home or in voluntary or paid work. You should explain any gaps or breaks in your career. If you are applying for deferred entry (a year beyond the next academic year) please explain your reasons.

Guidance and Assistance

If you require any help in completing this form or any guidance regarding entry requirements, please contact us and speak to our admissions team who will be happy to assist you

Overseas Applicants

Please complete the additional section on the final page.

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Section 1 Personal Details

First name(s)

Family name

Title (Mr/Mrs/Miss/etc)

Previous family name (if applicable)

Date of Birth

Male

Female

Home/permanent address

Correspondence address (if different)

Postcode

Postcode

Country

Country

Tel No

Tel No

Mobile

Mobile

Email

Email

Do you have any convictions, cautions, reprimands or final warnings that are not 'protected' / spent as defined by the Rehabilitation of Offenders Act 1972 (Exceptions Order 1975 (as amended in 2013)?

Yes

No

Country of Birth

Nationality

Applicants not born in the European Union please state:

Date of first entry to the EU:

Date of most recent
entry to the EU:

Date from which you have been granted permanent residence in the EU:

Please attach a copy of your current passport and, where applicable, any Home Office documentation/visa

Section 2 Course applied for

Name of Course (please select)

Foundation Degree

BA (Hons) Top-Up

Masters Degree

Point of entry (i.e. year 1, 2 or 3)

Course location

Start date

Month

Year

Section 3 Finance and fee status

All students offered a place on the course will be asked to supply details of their financial position specified below – letters of guarantee from sponsors, confirmation of student finance et, to ensure that they can complete the course without financial hardship. Students will also be asked to sign a finance contract.

Who will be paying your fees?

Self Employer Student Loan

Other (Please give details)

Section 4 Previous and Present Education

Please give the names and addresses of the last two educational establishments that you attended:

Name and address of Institution	From (mm/yy)	To (mm/yy)	Full or part time

Section 5 Academic Qualifications

Please list all relevant qualifications, including those pending, in chronological order (continue on additional sheet if needed). Please attach photocopies of your certificates or transcripts.

[illegible]

Section 6 Work Experience

Please give details of work experience, training and employment

Post Held	Organisation Name	FT/PT	From (mm/yy)	To (mm/yy)

Section 7 Additional Needs

Please tick the appropriate box(es)

No Disability	Autistic Spectrum	Visual Impairment	Hearing Impairment
Long standing illness or health	Mental Health	Specific Learning Difficulty (i.e. Dyslexia)	Wheelchair user/ mobility difficulties
Multiple disabilities	Other disability not listed		

Please give further details of any support, adjustments or changes you may need:

I am in receipt of the Disabled Student's Allowance	Yes	No
I am applying for or intend to apply for the Disabled Students' Allowance	Yes	No

Section 8 Personal Statement/Further Information

Please use this section to tell us about yourself and your reasons for wanting to study this course.
Please continue on a separate sheet if necessary

Declaration

I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted.

Signed

Date

Please return completed applications to: studentsupport@pengreen.org

Overseas Applicants Only

Previous Study in the UK (for non EU applicants)

The Home Office has introduced a limit to the time that international students on a Tier 4 Student Visa can spend studying at degree level. There will be a general limit of 5 years on study time but this will not apply to those studying for Master's degrees following successful completion of an undergraduate degree where the undergraduate course duration was 4 or 5 years. In these cases the limit will be set at 6 years. We also have to ensure that any study you are proposing to undertake represents academic progression from any previous studies in the UK.

In view of this new policy it is essential that you answer the following question:

Have you ever studied previously in the UK? Yes No

If yes, please list below any previous study (regardless of the level) undertaken in the UK. We will also require copies of all visas held during those periods of study.

Institution	Course studies and level (i.e. Foundation/degree etc.)	Start and completion of the course	Type of visa held during period of study

Do you require a tier 4 visa to study with us? Yes No

Please provide us with a copy of any current visa you hold relating to your stay in the UK.

English Language

Entry is conditional on the attainment of the required proficiency in the English Language (see website: www.herts.ac.uk). Please give full details, including dates, of any English tests taken/to be taken:

Level	Where Studied	University/College/ Awarding Body	Date Taken (mm/yy)	Results