

## INTERNATIONAL APPLICATION FORM FOR FULL-TIME PROGRAMMES

### TO THE APPLICANT

1. Please complete the form in BLACK ink in BLOCK CAPITALS
2. Surname or family name. Please give the name you wish for correspondence and by which you wish to be known should you register at the Kelvin Business School.
3. Completed application forms should be emailed to: [sac@kbs.org.uk](mailto:sac@kbs.org.uk) or by post to: **Department of Student Admissions, Kelvin Business School, Central Campus, 53 Maree Drive, Glasgow, G67 4LW, UK.** Or by Fax: 0044-20-7900-2778
4. To enable your application to be considered, personal data provided on your application will be entered onto the computer records of Kelvin Business School. At all times use of this data will be strictly in accordance with the principles laid down by the Data Protection Act 1998.

### NAME AND ADDRESS

FAMILY NAME		<b>PERSONAL DETAILS</b>	Male – M	
FORENAMES			Female - F	
TITLE(Mr/Mrs/Miss/Ms)				
CORRESPONDENCE ADDRESS		Date of Birth (Day/Month/Year)		
		Country of Birth		
		Nationality		
Postcode/Zip Code		If you live/are resident in the UK, how long has this been?		
Telephone Number		(insert life if appropriate)		Years

### PERMANENT HOME ADDRESS – AS SHOWN ON YOUR PASSPORT OR DRIVERS LICENCE

Postcode		Telephone No.	
Email Address			

### ENGLISH LANGUAGE PROGRAMME (ESOL) i.e. you do not have a English Language Qualification

How much time do you think you will need to reach IELTS score 6.0? Please tick one of the following:

1 month		3 months		6 months		9 months		12 months		24 months
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What would you like to study during or after you study English at Kelvin Business School?

### FULL TIME HNC OR HND PROGRAMME DETAILS

Direct Entry onto chosen subject. Please list up to three courses in order of preference with 1 being your first choice

Title of Programme or Preferred Subject:	Level of Programme or Course:
e.g. HND Business Administration	HND
1.	
2.	
3.	
Application for entry in the academic year 20	

### PROFICIENCY IN ENGLISH

Is English your first language	Yes		No		If NO then Please state level of English achieved:	
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### ACADEMIC QUALIFICATIONS – SCE/GCE other School Qualifications and FE Qualifications

Subject and Level	Examining Body	Exam Date	Results/Pending	Grades or Bands

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**HIGHER EDUCATION: PROGRAMME CONTENT**

Please give details of any programme undertaken in Higher Education including those where no award was achieved.

University/College	Programme/Content/Subject/Grades	From		To	
		Month	Year	Month	Year

**PROFESSIONAL AND OTHER QUALIFICATIONS**

Name of Awarding Institution/Body	Subject(s) in which award obtained	Qualification obtained <small>(give details and whether obtained by examination/exemption)</small>

**ADDITIONAL INFORMATION**

Give any other information you wish in support of your application, including information offered in lieu of formal academic qualifications eg relevant experience for mature students. Include a list of your publications (if applicable). Continue on a separate sheet if necessary

Professional qualification:

**RESIDENCE**

Where is your permanent home?(Please tick appropriate)  UK  EEC  Other

How long have you been resident in the UK? Insert 'Life' if appropriate

Date of first entry to the UK/Month/Year

**EMPLOYMENT AND EXPERIENCE**

Give details of your work experience (if any) and of any previous employment, including name and address of employer(s), position held, type of work undertaken and duties. Continue on a separate sheet if necessary.

**SPECIAL NEEDS FOR APPLICANTS WITH DISABILITIES AND/OR MEDICAL CONDITIONS**

Kelvin Business School will not discriminate against those with disabilities and any information you provide will be used to assist Kelvin Business School in providing you with appropriate support. Please do not hesitate to contact the Student Services where a specialist employee will be pleased to discuss any specific support needs you may have. Examples of disabilities and/or medical conditions may include dyslexia, hearing impairment, visual impairment, physical disability, and health issues (including pregnancy) and allergies.

Please tick box if you have any special needs so that we can contact you for interview to discuss them

**SOURCE OF FINANCE**

Please state how you intend to finance your proposed study. Give details of any application(s) for grant/scholarship/sponsorship that you have made. If a grant/scholarship/sponsorship has already been awarded, please attach a copy of your award letter.

Generally, if you are an International applicant you will be SELF FINANCED  YES / NO

**GUIDANCE AND STUDENT SERVICES**

Kelvin Business School is committed to helping you achieve your goals and have developed a wide range of guidance facilities to support you. If you would like to talk to someone about a specific issue, please tick the relevant box(es).

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|---|--|
| <input type="checkbox"/> Learning Support Services  | <input type="checkbox"/> List of accommodation in the area                         |
| <input type="checkbox"/> Personal Guidance Services | <input type="checkbox"/> Immigration Issues  |
| <input type="checkbox"/> How to manage your money   | <input type="checkbox"/> Careers, Employment and Enterprise Advice and Information |

## DECLARATION

I certify that the answers and other information given in this application are correct and complete. I understand that the information I have provided will be held and used by Kelvin Business School in connection with the administration of my course, which may include disclosure to a third party. If I am admitted to the course I undertake to observe the regulations of Kelvin Business School and to ensure payment of fees and other liabilities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

NOW PLEASE SEND OR FAX THIS FORM TO: Department of Student Admissions, Kelvin Business School, Central Campus, 53 Maree Drive, Glasgow G67 4LW, UK. Tel: 0044-20-7900-2778

Please write your home address in your own language in this space (for correspondence):