

Overseas Application Form

Please complete all sections in **BLOCK CAPITALS** and **BLACK INK** (Tick where appropriate)

1 Personal Details

Surname/Family Name

First Name

Second Name

Title

Mr / Mrs / Miss / Ms / Other

Postal Address of normal residence

Address in home country (if different)

Phone no:

Mobile:

Email:

Daytime Phone no:

Day Month Year

Date of Birth

Male

Female

Country of Birth

Country of Normal
Residence (if not UK)Have you normally lived outside the UK
other than for study during the last 4 years?

Yes

No

If you are currently in the UK,
please state date of entry to UK:

*Please attach photocopy of passport details plus entry / visa stamp

Have you applied for
asylum/refugee status?

Yes

No

2 Courses Applied for

Please state the course title and level as written in the prospectus eg: Engineering GNVQ Foundation, Law A Level, Fashion Design National Diploma.

Course Title (eg. International Foundation Science)

Course Level

How long do you wish to study?

When do you wish to start?
(eg. 09/2008)

2 0

7 Equal Opportunities Monitoring

This question doesn't refer to nationality, it is how you would describe yourself
(for statistical purposes only):

I would describe myself as:

| | | | | | | | |
|------------------|--------------------------|------------------|--------------------------|--------------------|--------------------------|-------------------|--------------------------|
| 01 Bangladeshi | <input type="checkbox"/> | 98 Other | <input type="checkbox"/> | 08 White | <input type="checkbox"/> | 06 Indian White | <input type="checkbox"/> |
| 04 Black - other | <input type="checkbox"/> | 02 Black African | <input type="checkbox"/> | 99 Not Known | <input type="checkbox"/> | 09 Other Asian | <input type="checkbox"/> |
| 07 Pakistani | <input type="checkbox"/> | 05 Chinese | <input type="checkbox"/> | 03 Black Caribbean | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |

8 Marketing Survey

Where did you find out about the courses and the college? (Tick as many boxes as you wish)

| | | | | | | | |
|-----------------|--------------------------|-----------------|--------------------------|------------------------|--------------------------|------------------|--------------------------|
| Prospectus | <input type="checkbox"/> | Education Agent | <input type="checkbox"/> | School Teacher | <input type="checkbox"/> | College Speaker | <input type="checkbox"/> |
| British Council | <input type="checkbox"/> | Friend/Family | <input type="checkbox"/> | Visit to College | <input type="checkbox"/> | News or Magazine | <input type="checkbox"/> |
| Website | <input type="checkbox"/> | Exhibition | <input type="checkbox"/> | Other (please specify) | | | |

Have you attended a course at this college before? YES NO

9 References

- A reference is required for all applicants. Please give Section 10 to someone who can write personally about your school work and character. This will normally be your Head Teacher or someone who has taught you.
- Your completed application form should be returned to the International Office, York College, Sim Balk Lane, York YO23 2BB.
- Please note that for child care courses in order to comply with Child Protection Legislation, a 2nd referee is required. This must not be a relative.

2nd referee (B) for Child Care courses only

A Name:

B Name:

Address:

Address:

Postcode:

Postcode:

Telephone:

Telephone:

Position:

Position:

I confirm that the above information is correct: Signature of applicant: Date:

FOR COMPLETION BY PARENT OR GUARDIAN OF APPLICANT IF AGED UNDER 18 ON 1 SEPTEMBER BEFORE THE COURSE STARTS

The application by my daughter/son has my full support. I am prepared to enter into an undertaking to be responsible for all fees and items on loan from the college if she/he is accepted.

Signature of Parent/Guardian: Date:

Please return the completed form to:

The International Office, York College, Sim Balk Lane, York YO23 2BB, United Kingdom with copies of all examination certificates and examples of art work if appropriate.

Data Protection Act 1998

The information you provide on this form will be kept securely and will not be given to anyone outside the college without your permission unless we are required by law to do this (for example, to the British Government Home Office).

Please complete all sections in BLOCK CAPITALS and BLACK INK (Tick where appropriate)



| | |
|-------------------|--|
| Name of applicant | |
|-------------------|--|

| | |
|---------------------------|--|
| Chosen course applied for | |
|---------------------------|--|

10 Reference

To the referee

The college would be pleased if you could complete this section outlining your confidential view of the appropriateness of the applicant for the course chosen. When complete, please return to **The International Office, York College, Sim Balk Lane, York YO23 2BB.**

General comments (eg: character and personality, general health, individual and team contributions, suitability for the course, any additional support which the applicant has been receiving etc.)

| | | |
|--|------------------------------|-----------------------------|
| The content of this reference may be disclosed to the student: | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
|--|------------------------------|-----------------------------|

| | | | | | | | |
|--|-------------------------------|----------------------------------|-------------------------------|-------------------|-------------------------------|----------------------------------|-------------------------------|
| Assessment of potential (complete where appropriate): | | | General behaviour | | | | |
| Motivation | Good <input type="checkbox"/> | Average <input type="checkbox"/> | Poor <input type="checkbox"/> | General behaviour | Good <input type="checkbox"/> | Average <input type="checkbox"/> | Poor <input type="checkbox"/> |
| Attitude to learning | Good <input type="checkbox"/> | Average <input type="checkbox"/> | Poor <input type="checkbox"/> | Punctuality | Good <input type="checkbox"/> | Average <input type="checkbox"/> | Poor <input type="checkbox"/> |
| | | | | Attendance | Good <input type="checkbox"/> | Average <input type="checkbox"/> | Poor <input type="checkbox"/> |

Referee name: _____

Referee signature: _____

Address: _____

Telephone: _____ Date: _____

| | |
|------------------------|----------------------|
| OFFICE USE ONLY | Applicant Ref: _____ |
|------------------------|----------------------|

11 Personal Statement

Please provide a brief statement about how the course(s) for which you are applying will help you achieve your aims. The following headings may also help you complete this section

What do you want to do after you have finished your course?

I am interested in the course and the College because...

Please add any information you wish...

| OFFICE USE ONLY | | Applicant Ref: | |
|---------------------------------------|--|--|--|
| Date Rec'd in International Office: | <input type="text"/> | Ref required: | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Date interview sent: (if appropriate) | 1 <input type="text"/> 2 <input type="text"/> | Ref request sent: | <input type="text"/> |
| Interview Dates/Times | Did not attend | Ref returned: | <input type="text"/> |
| 1 | | Firm offer: | YES <input type="checkbox"/> NO <input type="checkbox"/> Date offer sent: <input type="text"/> |
| 2 | | Conditional offer: | YES <input type="checkbox"/> NO <input type="checkbox"/> Date offer sent: <input type="text"/> |
| | | If yes, please specify: | <input type="text"/> |
| | | Interviewer's signature: (if applicable) | <input type="text"/> |
| | | Acceptance confirmed: | Date acceptance sent: <input type="text"/> |

| RECOMMENDATION/COMMENTS: (Please initial and date) | Course Title: | Code: |
|--|---------------|-------|
| | | |
| | | |
| | | |

Dear Sir / Madam

Please find on the reverse side of this letter a pro-forma to be completed to support the named applicant who has applied to attend a programme of study at York College in the United Kingdom.

We would be grateful if you could complete the sections outlining your confidential view of the appropriateness of the applicant for the course chosen.

When completed, please return to:

**International Office
York College
Sim Balk Lane
York YO23 2BB
United Kingdom**

Many thanks for taking the time to complete this request on behalf of the applicant.

Yours faithfully



Paul Guilfoyle
Head of Central Learner Services