

# Application Form for International Students



You should use this form if you are applying for a full-time undergraduate course for example BA/BSc, or for a taught postgraduate programme for example MA/MSc. Do not use this form if you have already applied to UCAS or to the University directly. If it is your intention to undertake a **research degree, please do not use this form, but email the Graduate Research School at [graduateresearchschool@tees.ac.uk](mailto:graduateresearchschool@tees.ac.uk)**. Applicants are reminded that they can also apply on-line at [www.tees.ac.uk](http://www.tees.ac.uk), please check your chosen course on our website for details or contact one of our regional offices or sole representatives where appropriate.

Event Code/Agents Stamp

## IMPORTANT

**It is important that you complete ALL sections and give as much information as possible. Your application may be delayed if the form is incomplete. Remember to attach all relevant additional information to your application.**

**Please complete in black ink. USE BLOCK CAPITALS.**

## 1. COURSE DETAILS

Full title of course [eg BA (Hons) Business Studies/MSc Petroleum Technology] – please refer to list of courses in *Prospectus* or on [www.tees.ac.uk](http://www.tees.ac.uk).

1st choice	STARTING
2nd choice	Month:                      Year:
3rd choice	Year of Entry to Course    1 / 2 / 3

## 2. PERSONAL DETAILS

Your name should appear as it does in your passport. Please do not use abbreviations.

Family Name:  Forenames:

Mr/Mrs/Miss/ Ms/Other:  Passport Number and Expiry Date:  Male/ Female:  Date of Birth:  /  /

Correspondence Address:          Telephone No:	Home Address:          Telephone No:
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Mobile No:  Fax No:  Email:

Country of Birth:  Country of Permanent Residence:  Nationality:

## Disability/Special Needs

Do you have a disability or specific learning difficulty?    Yes                       No

Please tick the appropriate box to which your disability/special need applies

- |   |  |
|---|--|
| 0 None <input type="checkbox"/>   | 6 Mental health difficulties <input type="checkbox"/>  |
| 1 Specific learning difficulty (eg dyslexia) <input type="checkbox"/>   | 7 Unseen disability eg asthma, diabetes, epilepsy, heart condition, etc <input type="checkbox"/> |
| 2 Blind/visually impaired <input type="checkbox"/>                      | 8 More than one of the above <input type="checkbox"/>  |
| 3 Deaf/hearing impaired <input type="checkbox"/>                        | 9 Not listed above – please provide details below <input type="checkbox"/>                       |
| 4 Wheelchair/mobility-related disability <input type="checkbox"/>       |  |
| 5 Autistic Spectrum Disorder/Asperger Syndrome <input type="checkbox"/> |  |

## Payment of Fees

Who is expected to pay your fees? Yourself/family member/employer/sponsor/other:

Please provide contact details

Name:

Address:

### 3. QUALIFICATIONS

List your relevant qualifications and enclose certified copies. You will be required to produce the original documents at registration.

#### Qualifications held

Date of Examination Month and Year	Title of Qualification	Subjects (For example, Mathematics)	Result/Grade

#### Examination to be taken/awaiting results

Date of Examination Month and Year	Title of Qualification	Subjects (For example, Mathematics)	Date of Result/Grade

### 4. LAST TWO EDUCATION ESTABLISHMENTS ATTENDED

(For example School and College/University)

Name and Address of Last Two Educational Establishments	From Month and Year	To Month and Year	Did you Study Full or Part time?

### 5. ENGLISH LANGUAGE ABILITY

Is English your first language? Yes  No

If no, please provide evidence of your English language ability below. You must enclose photocopies of your certificates. Indicate if you are awaiting test results.

Name of Test/Examination	Date of Test	Result

### 6. CRIMINAL CONVICTIONS

Please tick this box if you have any criminal convictions which will be unspent at the time of your admission to the University. You should not include any motoring offences for which the penalty was no greater than a fine and/or three penalty points. If you tick yes, the University may ask you for further details.

Yes

**Please note that if you are convicted of a criminal offence while your application is being processed, you should notify the University immediately.**

## 7. STUDENT VISA

If you currently hold a **student** visa, please state which institution it is for:

The expiry date of your visa:

## 8. WORK EXPERIENCE

Give details of work experience, training and employment if relevant. (This information will be taken into account for particular programmes, for example MBA). Continue on a separate sheet if necessary.

Employer's Name	Job Title	Full or Part time	Job Description and Main Responsibilities	Date From	Date To

## 9. FURTHER INFORMATION

Please give your reasons for choosing the course and any additional information that may be relevant to your application.

*Continue on a separate sheet if necessary.*

## REFERENCE

You will need to provide a reference, for example from a teacher, college lecturer or employer. References from family members or friends are not acceptable. Your referee must either complete section 10 of this form or provide a separate statement. If your referee is providing a separate statement, it must include your name as printed on this form and the name of the course for which you are applying.

## CHECKLIST – HAVE YOU?

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Enclosed certificates, mark sheets and transcripts | <input type="checkbox"/> Evidence of English language level/ability | <input type="checkbox"/> Attached reference |
| <input type="checkbox"/> Answered YES/NO on disability                      | <input type="checkbox"/> Answered all the questions on the form     |   |

## 10. DECLARATION

**Please read this declaration carefully before signing.**

**I confirm that, to the best of my knowledge, the information given on this form is correct and complete.**

**If you apply directly to Teesside University your details may be passed to the University agent in your country to assist you in processing your application. There will be no charge for this service. If you do NOT wish your details to be shared with our agent please tick this box**

**The University is registered under the Data Protection Act 1998 and information given on this form will only be used in accordance with the terms of their registration. If you are applying via a third party for example an agent or one of our collaborative partners, it will be necessary to share information regarding your application. In addition it may be necessary to pass information to official UK bodies such as the Home Office to assist them in their duties.**

**Applicant's signature** ..... **Date** .....

## 11. STATEMENT BY REFEREE

Name of Referee:

Job Title/Occupation and Relationship to the Applicant:

Address:

Telephone No:  Fax No:

Please affix an official stamp at the end of the statement Email:

Referee's Signature ..... Date .....

**Please send your completed application form to:**

Academic Registry  
(International Admissions)  
Teesside University  
Middlesbrough  
Tees Valley  
TS1 3BA  
United Kingdom

Email: [international.admissions@tees.ac.uk](mailto:international.admissions@tees.ac.uk)

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### Teesside University

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TS1 3BA UK [www.tees.ac.uk](http://www.tees.ac.uk)

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