

Overseas Student Application Form

Please answer all questions in full, using capital letters and black ink.



Section A: Personal Data

Personal details:

Last/Family Name:	_____
First/Given Name:	_____
Address:	_____ _____ _____
Title: (Please circle)	Mr/Mrs/Miss/Ms
Home Phone:	_____
Mobile Phone:	_____
Email address 1:	_____
Email address 2:	_____
Fax:	_____
Date of Birth:	_____
Age:	_____
Nationality:	_____
Gender (Please tick):	Male <input type="checkbox"/> Female <input type="checkbox"/>
Country of Permanent Residence:	_____
Language Spoken at home:	_____
Passport Number:	_____

Please attach a recent photograph of yourself here

Residency:

Are you currently living in the UK? (Please tick):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you permanently lived in the UK for the past 3 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you permanently lived in the EU/EEA* for the past 3 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any restriction on the time you may stay in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you need to apply for a student visa? (If yes please specify)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please give dates of previous visits to the UK: _____		

*EEA (European Economic Area – comprising of 27 member states of EU plus Iceland, Liechtenstein and Norway. Bilateral agreements between the EU and Switzerland mean that Switzerland is treated as if it were part of EEA)

Parent/Guardian's details:

Name:	_____	Title: Mr/Mrs/Miss/Ms
Address:	_____	

Phone Number:	_____	Mobile: _____
Fax:	_____	
Email address:	_____	

Next of Kin details/Sponsor: (If different from above)

Name:	_____	Title: Mr/Mrs/Miss/Ms
Address:	_____	

Phone Number:	_____	Mobile: _____
Fax:	_____	
Email Address:	_____	

How long will you be able to study full-time in the UK? _____ years

Section B: Academic

Academic background:

Name & address of present School/College/Employer: (Include dates)

Please include all Schools/Colleges attended since age 11, and employers since age 16, (most recent first.).				
School/College/Employer	Address	Telephone	From	To
Present occupation (if applicable): _____				

Academic background: (continued)

Please list details of examinations taken: Subject/Course	Grades achieved:	Dates taken:

Head Teacher's Reference (Confidential)

Please comment on the attendance and suitability of the applicant for College study, suitability of the course(s) chosen, and any other factors we should be aware of. **Please also confirm that the applicants address and date of birth match school records.**

Name of Applicant: _____	Applicants address and date of birth match School records (please circle): Yes/No	
Position: _____	Signature: _____	Date: _____

Please specify which language you studied, and took examinations, in: _____

Is English your First Language? (The language you use at home) (Please tick): Yes No

Please specify level of English (Please tick)	Writing	Speaking	Reading
Beginner	_____	_____	_____
Intermediate	_____	_____	_____
Advanced	_____	_____	_____

Do you speak any other language? (Please specify): _____

Do you need any extra language support? (Please Circle) Yes No

Should your level of English be deemed unsatisfactory for the course applied for, the college reserves the right to transfer you on to a more satisfactory course of study.

Interests & achievements (include positions of responsibility, part time employment and other relevant information)

Section C: Financial

Who will pay your fees and be responsible for making money available to you in the UK?

Name:	_____
Address:	_____ _____ _____
Phone Number:	_____
Email address:	_____
How much money will be made available to you each month?	_____

Payment

How will you pay your deposit?	By Credit/Debit card <input type="checkbox"/>	To local agent <input type="checkbox"/>
	By bank transfer <input type="checkbox"/>	By bank draft <input type="checkbox"/>
How will you pay the balance of your fees?	By Credit/Debit card <input type="checkbox"/>	To local agent <input type="checkbox"/>
	By bank transfer <input type="checkbox"/>	By bank draft <input type="checkbox"/>
If by Credit/Debit card, please give details	Maestro <input type="checkbox"/>	Delta <input type="checkbox"/>
	MasterCard <input type="checkbox"/>	Electron <input type="checkbox"/>
	Other <input type="checkbox"/>	Visa <input type="checkbox"/>
	Please specify: _____	

How did you hear about us?

Advertising <input type="checkbox"/>	Careers Advisor/Teacher <input type="checkbox"/>	Internet <input type="checkbox"/>	Job Centre <input type="checkbox"/>
Relation/Friend <input type="checkbox"/>	Previous course <input type="checkbox"/>	Visit to College <input type="checkbox"/>	Library <input type="checkbox"/>
Agent <input type="checkbox"/>	British Council <input type="checkbox"/>	Other (Please Specify) _____	

Section D: Additional Information

If you are already in the UK:

- Date you arrived in the UK (dd/mm/yy) _____
- What is your current immigration status? (For example, student, visitor) _____

Please give details of any changes or extensions. _____

- Date of expiry of current Leave to Remain ("visa") (dd/mm/yy) _____
- Current immigration status of your husband/wife: _____
- Current immigration status of your parents: _____
- Where you live/have lived:
 - General _____
 - Past three years/three years before course start date _____
 - Main reason for, and purpose of, residency _____

- Where your family lives/has lived (General) _____
- Main reasons for, and purpose of, residency _____

If you are applying for a Further Education Course:

Have you applied for asylum in the UK? Yes No

If Yes: (a) Has a decision been made yet? Yes No

(Result?) _____

Learning Support:

We provide a range of support for learners with disabilities and learning difficulties, including mobility difficulties, visual and hearing impairments, mental health difficulties, medical conditions such as epilepsy, and specific learning difficulties such as dyslexia.

Would like a confidential interview to discuss support? Yes No

Declaration/Consent to Process (Data Protection Act 1998)

I understand that I have a responsibility to provide accurate information, and that the information I have given is correct to the best of my knowledge. I will update the College if any of my personal details (e.g. address) change. I consent for the personal information about me provided on the application and reference forms to be held, recorded and processed by Havering College. This will include information of a sensitive nature, e.g. ethnicity and medical condition. I understand that the information will be treated in confidence and used internally for specific purposes as laid out in the College's Data Protection Policy. My consent is conditional upon Havering College complying with its obligations and duties under the Data Protection Act 1998.

I confirm that the information provided on this form is correct to the best of my knowledge, and consent to this data being used as above:

Signature of Applicant: _____ **Date:** _____

Parent/Guardian: (Signature): _____ (Name): _____
If the Applicant is under 18:

I agree with this application to the College, and will ensure compliance with the College Regulations: **Date:** _____

If you have any queries or would like a copy of the Data Protection Policy write to: Havering College of Further and Higher Education, Ardleigh Green Road, Hornchurch, Essex, RM11 2LL, UK

Once you have completed this form please return it, with evidence and a list of supporting documents, to:
**Higher Education & Overseas Admissions Team, Threshold Services,
Havering College of Further and Higher Education,
Ardleigh Green Road,
Hornchurch, Essex,
RM11 2LL, UK**

Tel: +44 (0) 1708 462793 Fax: +44 (0) 1708 462736
e-mail: HE@havering-college.ac.uk

Supporting Documentation Check List:

- Proof of qualifications – certified copies.
- Proof of identity – certified copy of passport, ID card or birth certificate.
- Proof of financial status – (bank statement of 3-6 months previous from date of application.)
- Proof of good conduct – police check
- Reference from Head Teacher/Lecturer
- Guarantors Declaration + bank statement
(if possible - this is not a requirement but increases the chances of offering you a place on a course.)
- Any other documentation (please specify below)

