



Notes for Guidance: Application for Undergraduate Study at the University of Leeds

General

Please either type or complete this form in black ink throughout. Complete all sections of the application as fully as possible. If the section does not apply to you please indicate this with N/A. Do not refer to attachments e.g. CV or résumé. Provided that you complete all sections of the form, you may supply additional detail (on A4 paper).

1. Personal details

Please include your Family Name (Surname) and Given Names (First Names) as they are written in your passport or birth certificate. Do not use informal or nicknames on your application. If you have ever had a previous name, please give details to confirm that certificates or transcripts using your previous name refer to you.

Residential code

The University is required to make a decision about your fee status. To help us do this, please choose a category from the list below. Most UK/EU applicants will be category A. The code you choose is provisional and the University will make the final decision using DfES (Department for Education and Skills) and UKCISA (Council for International Education) guidelines. If there is any doubt regarding your fee status, the University will ask you to complete an assessment form. Choose from the following categories:

- A** You are a UK or EU¹ national, or are the child of a UK or EU¹ national, and have lived in the EEA² or Switzerland (or both) for three years - but not just for full-time education. If you are a UK national, you may also have lived in the Channel Islands or the Isle of Man (or both) during these three years.
- B** You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education.
- C** You are a refugee, or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in the UK following an application for asylum, and you have lived in the UK the Channel Islands or the Isle of Man since that status was recognised or granted, or you are such a person's husband, wife or child.
- D** You are an EEA² or Swiss national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife or child), and you have lived in the EEA² or Switzerland (or both) for three years, but not just for full-time education.
- G** You would otherwise meet the criteria of categories A, B, C or D, but you have been living outside the UK, Channel Islands, Isle of Man, EEA² or Switzerland (or more than one of these) because you, your husband or wife, or your parent have been temporarily working outside the area in question.
- O** Other.

Notes

- 1. The above reference to the European Union includes the following countries: Austria, Belgium, Bulgaria Czech Republic, Cyprus (Republic of), Denmark (excluding the Faroe Islands and Greenland), Estonia, Finland, France, Germany, Greece, Hungary, Ireland (Republic of), Italy, Latvia, Lithuania Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania Slovakia, Slovenia, Spain, Sweden, the United Kingdom.
- 2. The above reference to the EEA includes all countries in the EU plus Iceland, Liechtenstein and Norway.

2. Address details

Please provide details of your permanent home address. If applicable, you may also provide us details of a temporary correspondence address.

3. Programme of study

If you are unsure about any of the details of your chosen programme of study, please contact the School offering the programme for further information. Contact details for all Schools can be seen on the University of Leeds web site at www.leeds.ac.uk, or contact University Admissions at admissions@leeds.ac.uk or telephone 44 (0)113 343 3999.

4. Additional support

If you have a disability that may require extra support or specific facilities to aid your studies, you may, if you wish, describe your needs in the space provided or contact the Equality Service on 0113 343 3927 or e-mail equality@leeds.ac.uk.

5. Previous Study

Please tell us about any previous experience of higher education:

6. Other universities/colleges

If you are currently applying to any other Universities or Colleges, please give details of the University/College, the programme(s) you are applying for, and whether you are making a direct entry or applying through UCAS.

7. Education

Please give the names and addresses of the three most recent universities/colleges/secondary schools you have attended with dates and whether attended on a full-time (FT) or part-time (PT) basis.

8. Qualifications completed

Awarding Body

This is the Examination Board or Organisation responsible for awarding the qualification, for example AQA, EDEXCEL, CACHE.

Examination or Assessment Centre

This is the centre at which the examination has been taken, for example Leeds City College.

Examination Date

Please give the date that you received the results for each qualification. For examinations to be completed or where results are pending you should give the date that you expect to receive your results.

Subject, Unit, Module or Component

Please give the subject you are studying or the name of the unit, module or component, for example History, Key Skills, Technology In Health and Social Care.

Level

Please write the academic level of the qualification, for example GCSE, A Level, BTEC, GNVQ, Certificate, Diploma.

9. Most recent employment

Please give the names and addresses of your last three employers with dates of employment and whether full-time (FT) or part-time (PT).

10. Qualifications to be completed or results pending

Please see Section 7 above.

11. English language qualifications.

Please confirm details of the results of any formal tests you have completed e.g. IELTS or TOEFL. For applicants whose first language is not English, the University's minimum English language requirement is a TOEFL iBT (internet-based test) score of at least 87 with 20 in Reading, 21 in writing, 22 in Speaking, 20 in Listening or an IELTS score of 6.0 with not less than 5.5 in listening and reading, and not less than 5.5 in speaking and writing. Please note that some programmes of study require English language levels above the minimum.

12. Advanced standing/credit exemption

If you wish to join a degree or diploma programme in level 2 or above and/or apply for credit exemption, please give details of the educational or other qualifications/experience you wish to be considered. Copies of certificates or transcripts to support your application should be returned with your application form.

13. Personal statement

Please use a supplementary sheet if required.

14. Referees

- i) References should be from people not related to you by blood or marriage.
- ii) At least one referee should be qualified to comment on your academic ability and your potential for your chosen course.
- iii) References must be submitted on official headed paper and must be signed.

15. How did you learn about the programme of study?

This section is to help the University monitor the effectiveness of its marketing of undergraduate opportunities.

16. Criminal convictions

If you have been convicted of a criminal offence, excluding a motoring offence for which a fine and/or a maximum of three penalty points were imposed, you are required to declare this by completing the 'yes' box in the criminal conviction section of the application form. Serving prisoners should also supply the prison address so that a reference may be sought. The University will send a questionnaire for completion to all successful applicants declaring a criminal conviction. The information submitted in the questionnaire will be treated in strict confidence and will not form any part of your electronic record.

17. Declaration

To be signed by all applicants.

18. Privacy statement

Where you are required on this application to provide personal data, (in this instance: contact address details, home telephone number, mobile number and e-mail address) this will be:

- a) used to assist us with processing your application to the University; and
- b) added to a database to inform you of the following: University Open Day events, course information, changes to our website and other information that we feel would be of interest to you. If you are an international applicant, your personal data will be shared with our approved representatives abroad who may make further contact with you.

If you do not wish your information to be used as described in (b) nor contacted for survey purposes, please tick the box indicated. We will then only use your information as described in (a), to process your application.

If you have any queries relating to the privacy statement then please contact The Course Enquiries Team at ask@leeds.ac.uk or telephone 44 (0)113 343 2336.

DIRECT ENTRY APPLICATION FOR UNDERGRADUATE STUDY

If you have previously attended, or are presently attending the University of Leeds, please enter your ID number here:

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UNIVERSITY OF LEEDS

PLEASE COMPLETE THIS FORM IN BLACK INK OR TYPE

1. Personal details (block capitals)

Title: _____

Surname: _____

First names: _____

Previous name, if changed: _____

Gender: Male/Female

Date of birth: Day: _____ Month: _____ Year: _____

Your age on 30 September next: _____ Years _____ Months

Country of birth: _____

Nationality: _____

Residential Code: _____

(to be completed by all applicants. Please see Section 1 of the Guidance Notes for further details of your Residential Code)

2. Permanent home address

_____ Post Code: _____

Daytime/Mobile Tel: _____

Evening/Mobile Tel: _____

E-Mail: _____

Correspondence address (if different):

_____ Post Code: _____

Daytime/Mobile Tel: _____

Evening/Mobile Tel: _____

E-Mail: _____

Address to be used: From: _____ To: _____

3. Programme of study

Please indicate below what type of programme you are applying for. If you wish to apply for an undergraduate degree, diploma or certificate programme, please complete Section (A). Please note, if you are applying for a degree programme which is available through UCAS you should complete a UCAS application form (www.ucas.co.uk). If you wish to apply for advanced standing/credit exemption please also complete section 11.

(A) Degree, diploma and certificate programmes

Name of programme applied for: _____

Level (please tick): Degree Diploma Certificate

Date of entry (month/year): _____ Full-time (F) Part-time (P) _____

4. Additional support (please continue on another sheet if necessary)

Please let us know if you have a disability which may affect your study and for which you may need additional support (completing this section will not affect the way your application is considered). Disabilities may include: mental health conditions (e.g. depression); long term medical conditions (e.g. chronic fatigue syndrome/M.E., epilepsy); dyslexia, dyspraxia and other specific learning difficulties; mobility/physical impairment; visual impairment (blind or partially sighted); hearing impairment (Deaf or hard of hearing); Asperger Syndrome. We will use the information you give to send you details of the support the University can offer.

5. Previous Study

Please tell us about any previous experience of higher education:

Have you ever studied at University level before, either in a college, a university or via distance learning (even if you didn't get a qualification)?

YES NO

If Yes, for how many years did you study? _____

Do you hold any of these qualifications? (please circle all that apply): HNC, Certificate of Higher Education, HND, Diploma of Higher Education, Foundation Degree, Ordinary Degree, Honours Degree, Postgraduate Certificate, Postgraduate Diploma, Masters Degree

10. Qualifications to be completed or results pending

Please enter details for all examinations or assessments yet to be completed or for which results are pending.

Awarding body (write name in full)	Examination or assessment centre	Examination date		Subject, unit, module or component	Level	Result, grade or band
		Month	Year			

11. English language qualifications

If you currently hold an English Language qualification, please give details below.

GCE/GCSE English: Grade: _____ Awarding Body: _____ Date: _____

Keyskills Communications: Level: _____ Awarding Body: _____ Date: _____

IELTS: Listening: _____ Reading: _____ Writing: _____ Speaking: _____ Overall Band: _____ Date: _____

TOEFL: Total Score: _____ TWE (Test of Written English or Essay Writing Score): _____ Date: _____

Cambridge Certificate of Proficiency in English: Level: _____ Grade: _____ Date: _____

Other (please give details): _____ Grade: _____ Date: _____

12. Advanced standing/credit exemption (please use a supplementary sheet if required)

If you wish to join a degree programme in level 2 or above and/or apply for credit exemption, please give details of the educational or other qualifications/experience you wish to be considered to support your application.

13. Personal statement

Please attach a separate statement of about 500-700 words indicating your reasons for applying for this course or area of study, including information about work and life experiences, your interests, ambitions and career aspirations, and any other information which you think relevant to your application.

14. Referees

Name two referees, at least one of whom should be qualified to comment on your educational background and/or potential for your chosen course.

Referee:

Name: _____

Occupation: _____

Address: _____

Email: _____

Telephone (including STD): _____

Second referee:

Name: _____

Occupation: _____

Address: _____

Email: _____

Telephone (including STD): _____

15. How did you learn about the programme of study? (please circle as appropriate)

Part-Time Undergraduate Prospectus

Personal Recommendation

University Web Site

Full-Time Undergraduate Prospectus

Phoned University "on spec"

Advertisement (Please state where you saw or heard this advertisement): _____

Leaflet (Please state where you found this leaflet): _____

Other (Please specify): _____

16. Criminal convictions

Do you have any Criminal Convictions? Please tick: Yes No

(To be completed by all applicants. Please see Section 15 of the Guidance Notes for further details).

17. Declaration

Disclaimer: I agree that the University may alter part(s) of a programme without notice. I agree that the University may suspend any programme or my place on that programme. I agree that the University may vary or cancel any decision it makes.

Declaration: I agree that if the information given on this form is later found to be false, the University may withdraw my offer or subsequent place on the programme of study. I understand that the University will use this information for the purposes of admissions and to form part of a subsequent student record if I am accepted. I give my consent to the processing of my data and to use it for statistical information and reporting that will not identify me. I confirm that the information given on this form is true, complete and accurate.

Applicant's Signature: _____ Date: _____

18. Privacy statement

The University [and its representatives] would like to send you further information from time to time about the University and its activities that it feels may be of interest to you. **We may also contact you after the application process has been completed for survey purposes.** Please see Section 17 of the Guidance Notes for further details.

If you do not want to receive this information please tick the box indicated:

After completing this form, please return it to:

Taught Admissions Team, Room 12.68, EC Stoner, University of Leeds, Leeds, LS2 9JT
(tel: 0113 343 3999)

For central student administration use only

Basic entry qualifications:

Not required for this course: Basic entry requirements already achieved: Mature Entry Scheme candidate:

For school/faculty use only

Unconditional Offer:

Conditional Offer: Please give details: _____

Reject:

Course Code: _____ Point of Entry: _____ Date of Entry: _____

Signature: _____ Date: _____

