

Application form

Please type or write clearly in block capitals in black ink. Tick boxes ☒ as appropriate.

1. Your personal details and contact details

Title (Mr, Miss, Mrs, Ms, Dr, Mx. etc)	<input type="text"/>		
Family name	<input type="text"/>		
First name(s)	<input type="text"/>		
Official name (as it appears on your passport/national identity card)	<input type="text"/>		
Date of birth	<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YY"/>
Previous family names	<input type="text"/>		
Address	Home	Correspondence (if different from home address)	
Line 1	<input type="text"/>	<input type="text"/>	
Line 2	<input type="text"/>	<input type="text"/>	
Line 3	<input type="text"/>	<input type="text"/>	
City	<input type="text"/>	<input type="text"/>	
Postcode (UK only)	<input type="text"/>	<input type="text"/>	
Country	<input type="text"/>	<input type="text"/>	
Email	<input type="text" value="@"/>	<input type="text" value="@"/>	
Telephone numbers (please include full country and area code)			
Mobile	<input type="text"/>	Other	<input type="text" value="Area Code"/> <input type="text"/>

2. Details of your proposed programme of study

Taught courses only			
Mode of study	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Distance learning
Proposed start date	<input type="text" value="MM"/>	<input type="text" value="YY"/>	
Award	<input type="checkbox"/> Undergraduate (eg BA, BSc)	<input type="checkbox"/> Postgraduate - not Research (eg MA, MSc, MBA)	
	<input type="checkbox"/> Other	<input type="text" value="Please specify"/>	
Course or module title	<input type="text"/>		
Year of entry	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3
Research Programmes <input type="checkbox"/>			
Please refer to Additional information sheet for Research Applications.			

3. Nationality and immigration

Country of birth (the country where you were born)

Nationality (which country issues your passport)

Country of domicile (the country where you are permanently resident)

Do you require a visa to study in the UK?

☐

Yes

☐

No

State type of visa (eg Student)

If no, do you already have a visa?

☐

Yes

☐

No

If you answer yes to the above question please attach a copy of your passport

If you answer no to the above question please go to section 4

Have you previously studied in the UK?

☐

Yes

☐

No

Are you currently in the UK?

☐

Yes

☐

No

When did you first enter the UK?

DD

MM

YY

If yes, what visa do you currently hold

Have you ever been refused a visa for entry into the UK

☐

Yes

☐

No

If yes, please provide refusal documentation

Have you ever been refused entry into the UK

☐

Yes

☐

No

If yes, please provide refusal documentation

Have you ever been subject to any notice, or removal from the UK by the Home Office, due to overstaying leave to remain?

☐

Yes

☐

No

If yes, please provide refusal documentation

4. English language

Is your first language English?

☐

Yes

☐

No

If no, do you hold any English language qualifications?

☐

Yes

☐

No

Please attach copies of all English language certificates

Would you like to be considered for our Pre-sessional English for Academic Purposes course?

☐

Yes

☐

No

Applications for postgraduate courses and research degrees only

Was English the language of instruction for your first degree?

☐

Yes

☐

No

If yes please provide details of your previous study in section 6 of the application.

5. Financial information

How do you intend to pay for your tuition fees?

Personal/family resources

☐

Employer

☐

Sponsorship

☐

Scholarship

☐

Government body

☐

Research council

☐

If you are not a self-funding applicant please give the name and address of your sponsor below and enclose a copy of your letter confirming funding.

Name of sponsor

Address

Postcode

Country

Email address

@

Phone number

Area Code

6. Education

Your application will be considered on the basis of your education. You should therefore give full and accurate details of your education background in this section.
For your application to university, you must include details of all relevant qualifications in date order. (Most recent first)

QUALIFICATIONS

Examinations or assessments for which results are known (including those failed) and examinations or assessments to be completed, or results not yet published

Start date (DD MM YY)	End date (DD MM YY)	Awarding institution	Award and course title	Result Grade Mark or Band	Language of Instruction

Applications for nursing and education courses only

Nursing reference number

Teacher reference number

Reference

It is your responsibility to request references from your referees, we will not do this on your behalf.

Please type or write clearly in block capitals in black ink. Tick boxes ☒ as appropriate.

The person named in Section 1 below has applied to study at Sheffield Hallam University. They have selected you as their referee. Please complete and return this form to the address given in Section 5.

A PDF version of this form can be downloaded at www.shu.ac.uk/study-here/how-to-apply/postgraduate/application-form. References can be scanned and submitted by email providing that they are on the reference forms provided or on official letter headed paper.

Referees should be aware that under the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 applicants may ask the University to disclose references that have been used in the admissions process. References will also be accessible if requested in connection with legal proceedings.

Please tell us if you object to the reference being open to the data subject on request. Please note that the University may decide to disclose the reference without your consent, if it is able to anonymise the information (to protect your identity) or it is considered reasonable to release the reference even though it is possible to identify who wrote the reference. The University will balance the data subject's right of access with your right of privacy.

Sections 1 and 2 must be completed by the applicant

1. Applicant's full name

--

2. Course or Module title applied for

--

Section 3-5 to be completed by the referee

3. Referee's details

Name		
Position/role		
Company/organisation		
Address		
Postcode		
Country		
Email address		
Phone number (including full country and area code)	Area Code	

4. Report on the applicant

How long have you known the applicant?

MM

YY

In what capacity do you know the applicant?

In your opinion is the applicant likely to successfully complete and benefit from the programme of study for which they are applying?

☐ Yes

☐ No

☐ Uncertain/don't know

Please specify the applicant's general suitability to undertake the course(s) including distinct strengths and areas for improvement

Please continue on a separate sheet if necessary

5. Referee's declaration

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

Referee's signature

Print name

Date

What to do next

Please email completed reference to new-applications@shu.ac.uk, please type "reference" in the subject heading of the email

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7. Data protection statement

All Applicants – Personal Data

Sheffield Hallam University is a registered data controller and will process your personal data in accordance with the General Data Protection Regulation (GDPR), the Data Protection Act 2018 and other applicable legislation.

The University will use your personal data to process your application and for the purpose of making course offers and entering into a student contract with you. You will receive communications from us that are necessary for the University to process your application, make course offers and prepare for enrolment. The information from your application form will be used to set up a student record on the University's student information (SI) system. The University may contact other institutions to confirm previous qualifications obtained. We may also invite you to provide feedback on your experiences to help us improve our services.

Personal data is never sold to a third party. The University seeks to comply fully with data protection laws and ensures all our contractors and suppliers also comply. **For more information about how your personal data is used and who your data may be shared with, please see our Privacy Notice for Student Applicants: www.shu.ac.uk/about-this-website/privacy-policy/privacy-notice/privacy-notice-for-student-applicants**

All Applicants – Marketing Options

From time to time the University would like to send you further information that we feel, based on your enquiry, will provide helpful information and advice whilst you are considering applying to university. If you do not want to hear from us, you have the right to object and can unsubscribe from contact by the channels listed below. If you don't want to hear from us please tick all 5 boxes.

I do NOT wish to receive further information by

☐ Post ☐ Text ☐ Phone ☐ Email ☐ Social Media

You can update these options and unsubscribe from mailings at any time by emailing askhallam@shu.ac.uk. You will automatically be removed from our mailing list after 2 years.

International Applicants Only

In order to prevent and detect fraud and comply with regulations for international students we reserve the right to, or may be required to, share this information with external organisations such as the police, the Home Office, the Foreign and Commonwealth Office, the UK Visa's and Immigration and local authorities. The University is required to check international students' eligibility to study in the UK. This may require the University to liaise with and exchange data with the Home Office or related Government agencies in relation to students' visa history and/or immigration history, during the admissions process.

☐ I consent to the Home Office, or related Government agency, releasing information about my immigration history to the University for these purposes. This may include sensitive personal data about any orders, warnings, convictions or other penalties relevant to immigration. (Please note that failure to provide consent by ticking the above box may delay the processing of your application.)

If you have a query about how your data is used by the University, or would like to make a complaint about how the University has used your personal data, please contact our Data Protection Officer: DPO@shu.ac.uk. For more information about your data protection rights see: www.shu.ac.uk/about-this-website/privacy-policy/data-subject-rights

8. Declaration

Please read and then sign the declaration statement below:

Any offer of a place to study on a course at the University will be made subject to the University's Terms and Conditions and Student Regulations. It is therefore important that you read and understand the University's Terms and Conditions and Regulations. These can be accessed at www.shu.ac.uk/study-here/terms-and-conditions-and-student-regulations.

If you provide false, incomplete or misleading information to the University as part of this application, the University may withdraw any offer of a place made to you. Full details of the University's Admissions Regulations can also be accessed at www.shu.ac.uk/study-here/terms-and-conditions-and-student-regulations.

If you have any queries about the University's Terms and Conditions or the Student Regulations please contact us at new-applications@shu.ac.uk before signing this application form.

I confirm that, to the best of my knowledge:

- the information I have given in this form is true, complete and accurate; and
- I have included all relevant information in this form.

Applicant's
signature

Date

What to do next

Please send your completed application form to new-applications@shu.ac.uk

9. Disabilities and support needs

If you declare a disability this will not be a factor in the university's decision as to whether or not to offer you a place. However it is important that the University knows if you have any specialist needs in order that we can provide you with appropriate support and facilities.

This information will remain strictly confidential.

Do you consider yourself to have a disability

☐ Yes ☐ No ☐ Prefer not say

Type of disability

- | | |
|---|--|
| <input type="checkbox"/> Specific learning disability e.g. dyslexia, dyspraxia etc. | <input type="checkbox"/> Blind/partially sighted |
| <input type="checkbox"/> Deaf/hearing impairment | <input type="checkbox"/> Wheelchair user/mobility difficulty |
| <input type="checkbox"/> Autistic spectrum disorder/Asperger's syndrome | <input type="checkbox"/> Mental health difficulty |
| <input type="checkbox"/> Multiple disabilities | <input type="checkbox"/> Personal care support |

☐ Unseen disability e.g. diabetes, cancer, epilepsy, asthma etc

☐ Other

Nature of support required

10. Equal opportunities monitoring

Ethnic origin

- | | | |
|---|--|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Asian or Asian British – Pakistan | <input type="checkbox"/> Mixed – white and Asian |
| <input type="checkbox"/> Gypsy or traveller | <input type="checkbox"/> Asian or Asian British – Bangladesh | <input type="checkbox"/> Other mixed background |
| <input type="checkbox"/> Black or black British – Caribbean | <input type="checkbox"/> Chinese | <input type="checkbox"/> Arab |
| <input type="checkbox"/> Black or black British – African | <input type="checkbox"/> Other Asian background | <input type="checkbox"/> Other ethnic background |
| <input type="checkbox"/> Other black background | <input type="checkbox"/> Mixed – white and black Caribbean | <input type="checkbox"/> Prefer not say |
| <input type="checkbox"/> Asian or Asian British – Indian | <input type="checkbox"/> Mixed – white and black African | |

Religion

- | | | |
|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Bahá'í Faith | <input type="checkbox"/> Muslim | <input type="checkbox"/> No religion |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Sikh | <input type="checkbox"/> Pagan |
| <input type="checkbox"/> Hindu | <input type="checkbox"/> Any other religion or belief | <input type="checkbox"/> Christian |
| <input type="checkbox"/> Jewish | <input type="checkbox"/> Prefer not say | <input type="checkbox"/> Other |

Gender

- ☐ Male ☐ Female ☐ Other ☐ Prefer not say