

**Sheffield
Hallam
University**

International Foundation Programme *Application form*



International Foundation Programme application form

Please complete this form if you wish to apply for our International Foundation Programme (IFP) and indicate which undergraduate degree you would like to progress to. Please type or write clearly in block capital letters using black ink in the spaces provided and tick the boxes as appropriate.

1. Your personal details

Title (eg Mr, Ms, Dr etc)	<input type="text"/>			Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Last name	<input type="text"/>					
First name(s)	<input type="text"/>					
Date of birth	day	month	year			
Address	Home			Correspondence		
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"/>			<input type="text"/>		
Telephone numbers (please include full country and area code)						
Daytime	<input type="text"/>		Evening	<input type="text"/>		Mobile
<input type="text"/>						

2. Your proposed programme of study and degree choice

When would you like to start?	<input type="checkbox"/> September	<input type="checkbox"/> January
	(An overall UKVI IELTS 4.5 is required, with a minimum of 4.0 in all skills)	(An overall UKVI IELTS 5.0 is required, with no individual score below 4.5)
Please select which International Foundation Programme you would like to study:		
<input type="checkbox"/> Business, Law and Social Sciences	<input type="checkbox"/> Science, Technology, Engineering and Maths	
Sheffield Hallam University degree choice from your chosen IFP route:	<input type="text"/>	

Please change to 'For more information on our list of available degrees, visit shu.ac.uk/ifp

3. Nationality

Country of birth (the country where you were born)

Nationality (the country for which you are entitled to hold a passport)

Country of domicile (the country you live in)

Do you require a student visa to study in the UK? ☐ Yes ☐ No

If you answer yes to the above question please provide a copy of your passport, visa and supporting transcripts.

Have you previously studied in the UK? ☐ Yes ☐ No

Course title	Name of Institution/School/University	Course Start/End Date	Level, e.g BA, BSc, MA	Type of visa (please include copies)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

When did you first enter the UK?

Are you currently in the UK? ☐ Yes ☐ No

If yes, what is your immigration status

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 details including the date of your notice or removal, including details of any sanctions.

Please note that if you intend to study for less than 6 months you may be able to enter the UK on a short term visitor visa. Details can be found here www.gov.uk/study-visit-visa/overview

4. English language proficiency

To enrol on the course, you are required to have a UKVI IELTS certificate from an approved centre. You can apply for the course while you are waiting for your results.

Have you taken your UKVI IELTS test? ☐ Yes ☐ No

If yes, please provide the details of your award below and include the UKVI IELTS certificate with your application.

Overall score

Date of award

Listening

Reading

Writing

Speaking

5. Criminal convictions

The University needs to know whether you have a conviction for an offence against the person, which is of a violent or sexual nature, or, a conviction for an offence involving unlawfully supplying controlled drugs or substances, where the conviction concerns criminal drug dealing or trafficking. If you have such a conviction, please mark the box with an X. Your conviction will not affect the academic consideration of your application.

Please note some courses may require all applicants to undertake a Disclosure and Barring Service (DBS) check irrespective of whether or not you have declared a conviction on your application.

Do you have any relevant criminal convictions? ☐ Yes ☐ No

6. Previous education

Please give details of your current or most recent school/college/university. When you submit your application, please include full transcripts of all your relevant academic qualifications translated into English.

Institution (name and country)	Dates attended (from-to)	Award and course title	Date of award	Result

7. Work experience

Please provide details of any recent work experience and/or the most recent full-time position you have held.
Continue on separate sheet if necessary.

Most recent employment first			
Name and address of organisation	Job title and brief summary of responsibilities/ achievements	Dates of employment	
		From	To

Please note that work experience is not an essential requirement of the course but may be used to support your application.

8. Further information

Why do you want to study the Sheffield Hallam University International Foundation Programme?

Continue on separate sheet if necessary

Why do you want to study your chosen degree course at Sheffield Hallam University?

Continue on separate sheet if necessary

9. Financial information

How do you intend to pay for your tuition fees?

Personal/family resources ☐ Employer ☐ Sponsorship ☐ Scholarship ☐ Government body ☐

If you are funded by an employer, sponsorship, scholarship or government body, please fill in their details below.

Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>
Email address	<input type="text"/>
Phone number (Including full country and area code)	<input type="text"/>
Fax number	<input type="text"/>

10. Declaration

The information you supply on this form will be used by Sheffield Hallam University in accordance with the Data Protection Act 1998 and other applicable legislation. The University will use the information to process your application and to provide any relevant further information by post, email or text. It will also be used to support the University's marketing and market research activities.

Please tick if you do not wish to receive further information by:

☐ Post ☐ Text ☐ Email ☐ Phone

If at any time you change your mind and you would like the University to stop sending such information, please contact the Department of Marketing, Sheffield Hallam University, Sheffield S1 1WB or email marketing@shu.ac.uk

The information from your application form will be used to set up a student record on the University's student information (SI) system. Where required this information may be shared with the government or their respective agents to check the accuracy of personal information provided by students against external data sources such as the Higher Education Statistics Agency (HESA), or the Learning Skills Council Individual Learner Record (LSC ILR), returns. The University may also contact other institutions to confirm previous qualifications obtained.

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.)

Please read and sign the declaration statement. I confirm that, to the best of my knowledge, the information given in this form is true, complete and accurate and no information requested or other material information has been omitted. I give my consent to the processing of my data by Sheffield Hallam University. I understand that any offer of a place on the above course is subject to my acceptance of the University's terms and conditions (visit www.shu.ac.uk/students/terms), which I have read. I understand what they say, and I agree to abide by the conditions set out there. I accept that if I do not fully comply with these requirements, Sheffield Hallam University reserves the right to cancel my application and I shall have no claim against Sheffield Hallam University in relation to this application.

Applicant's signature	<input type="text"/>	Date	<input type="text"/>
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To be completed by the applicant's parent or guardian if the applicant is under 18 years of age:
I confirm I have read, understood and agree to the declaration above on behalf of the applicant.

Parent/ Guardian signature	<input type="text"/>	Date	<input type="text"/>
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If you are completing the application form electronically, please type your full name into the signature box

Please note this section of the application will not be used in the consideration of your application

11. Disabilities and support needs

The University welcomes students with disabilities, but we need to know your needs so that we can make appropriate arrangements. If you have a special need, please tick the most appropriate box. The Disabled Student Support Team will contact you to discuss how to help you.

This information will remain strictly confidential.

Do you consider yourself to have a disability ☐ Yes ☐ No

Type of disability

- | | |
|---|--|
| <input type="checkbox"/> Specific learning disability eg 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 syndrome | <input type="checkbox"/> Mental health difficulty |
| <input type="checkbox"/> Multiple disabilities | <input type="checkbox"/> Personal care support |

☐ Unseen disability eg diabetes, cancer, epilepsy, asthma etc

☐ Other

On a separate sheet, please provide further details of the nature of your disability and the support you would require.

Do you agree that this information can (where applicable) be shared with the course leader in order to ensure the provision of suitable support ? ☐ Yes ☐ No

12. Terms and conditions

For the University's terms and conditions please visit: www.shu.ac.uk/students/terms

13. Final check list

1. Please check you have supplied all the required information on this checklist

- ☐ Complete all sections of the application form ☐ Sign the declaration (page 5, section 10)

Attach the following supporting documents to your application

- ☐ Full transcripts of all your relevant academic qualifications translated into English
- ☐ UKVI IELTS certificate (if you have already taken the test)
- ☐ A copy of the relevant pages of your passport
- ☐ A copy of any UK visas and evidence of previous academic study in the UK (if applicable)

2. Please send your application and supporting documents to

Email:

ifp@shu.ac.uk

Address:

Direct Admissions - IFP application, Surrey Building, City Campus, Howard Street, Sheffield, S1 1WB