

Middlesex University Application Form



**Middlesex
University**

OFFICE USE ONLY

Regional ID/ Agent Code:

MISIS Student Number:

This form is to be used for Direct applications only

Full Time Undergraduate applications should be submitted through UCAS. PGCE applications must be submitted through the GTTR

Personal Details

Family Name:	<input type="text"/>	First Name(s):	<input type="text"/>
Previous Name:	<input type="text"/>	Gender:	Male: <input type="checkbox"/> Female: <input type="checkbox"/>
Date Of Birth: (DD/MM/YY)	<input type="text"/>	Title: (Mr/Ms etc)	<input type="text"/>
Permanent Address:	Correspondence Address: (If different from permanent)		
<input type="text"/>	<input type="text"/>		
Postcode:	<input type="text"/>	Postcode:	<input type="text"/>
Country:	<input type="text"/>	Country:	<input type="text"/>
Tel No:	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/>		

Course(s) Applied For

Programme Title:	<input type="text"/>		
Level Of Study:	Undergraduate <input type="checkbox"/>	Postgraduate <input type="checkbox"/>	
Entry Point:	Year 1 <input type="checkbox"/>	Year 2 <input type="checkbox"/>	Year 3 <input type="checkbox"/>
Mode Of Study:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Other: (Specify) <input type="text"/>
Intake Year:	<input type="text"/>	Month:	Jan <input type="checkbox"/> Sept <input type="checkbox"/>
<hr/>			
Programme Title:	<input type="text"/>		
Level Of Study:	Undergraduate <input type="checkbox"/>	Postgraduate <input type="checkbox"/>	
Entry Point:	Year 1 <input type="checkbox"/>	Year 2 <input type="checkbox"/>	Year 3 <input type="checkbox"/>
Mode Of Study:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Other: (Specify) <input type="text"/>
Intake Year:	<input type="text"/>	Month:	Jan <input type="checkbox"/> Sept <input type="checkbox"/>

Disabilities/Special Needs

The University encourages you to disclose any disability/medical condition which could disadvantage your ability to study. All offers are made on academic grounds only and the information you submit will be used to help Middlesex University provide appropriate support. Please tick all that apply.

No Disability

☐ 0

Dyslexia

☐ 1

Blind/Partially Sighted

☐ 2

Deaf/Hearing Impairment

☐ 3

Wheelchair User/Mobility Issues

☐ 4

Personal Care Support

☐ 5

Mental Health Difficulties

☐ 6

Unseen Disability: e.g. Diabetes

☐ 7

Autistic Spectrum/Asperger's

☐ T

Other Disability Not Listed Here

☐ 9

Please Detail Other Disability Or Additional Support Needs:

Residential Information

Please provide information relating to your nationality and residence. Attach copies of any pertinent Home Office documentation. Further information may be requested.

Country Of Permanent Residence:

If UK Please Give County/Borough:

Country Of Birth:

Nationality (as on passport):

If You Are A Non UK National Please Enter Your Passport Number Below And Include A Copy Of Your Passport Photo Page With Your Application:

Have You Ever Lived Outside The UK/EU?

Yes ☐

No ☐

If Yes, Please State Location & Duration:

Have You Entered The UK On A Visa?

Yes ☐

No ☐

If Yes Enter Expiry Date & Visa Number:

Have You Been Granted Indefinite Leave To Remain? If Yes Enter Date:

Please Indicate Your Last Date Of Entry Into The UK/EU:

Fee Payment

Please provide details of how you intend to pay your tuition fees. Applicants may be asked to supply details of their financial position and their provision for the payment of fees.

UK UG Only – Education Authority:

Who Will Pay
Your Tuition
Fees?

Self Funded:

Yes ☐

Employer (please specify):

Other (please specify):

If You Intend To Apply For A Middlesex University
Scholarship/Award, Please Specify:

Highest Qualification

If You Previously Studied At Middlesex, Please Enter Student ID:

Please Enter Your Highest Level Of Education. e.g. BSc/MSc:

If This Award Was Taken In The UK Enter Institution Name:

If Taken Elsewhere Please Enter Name & Country:

Previous And Current Educational Institutions

Please list educational institutions attended in chronological order. State the most recent institution first.

Institution Name & Address	From	To

Academic Qualifications

Please list all qualifications in chronological order with the most recent first. Provide copies of certificates and transcripts where appropriate. If not accompanying this form, please ensure any documentation is submitted along with the appropriate downloadable cover sheet.

Note: Printouts from self service/web portal systems will not be accepted. The documentation being submitted must be formally issued by the awarding institution/exam body.

International students must submit documentation both in the original language and as an officially endorsed English language translation.

DO NOT SEND ORIGINAL DOCUMENTATION AT THIS STAGE

Qualifications Pending

Award Type & Subject	Grade	Institution	Award Date

Qualifications Achieved

Award Type & Subject	Grade Achieved	Institution	Award Date

English Language Qualifications

Entry is conditional on the achievement of a standard level of English. If your first language is not English please give details of the most recent English Proficiency course you have taken.

Qualification Name	Grade Achieved	Award Date

GMAT - Graduate Management Admission Test

Verbal	Quantitative	Analytical Writing	Total	Award Date

Professional Qualifications

Please provide details of any professional qualifications which you have gained, or memberships of any professional bodies.

Qualification Details	Results Achieved	Award Date

Employment And Work Experience

Employer's Name & Address	Role & Brief Description Of Duties	FT or PT	Dates Employed

Number Of Years Full Time Work Experience* (at 1st September prior to start of programme)

*Please do not include part time work, internships or summer jobs.

Personal Statement

You are advised to complete this section as fully as possible and with particular care. In many cases this may be the only contact you have with the admissions tutors and your statement will be assessed as part of the admissions process.

As a guide your personal statement should cover topics such as your reasons for applying to your desired programme(s), your previous educational and employment experiences, personal qualities, future goals and career aspirations.

Please attach a type written sheet or continue on a separate sheet if necessary.

Declaration Of Criminal Record

In an effort to help the University reduce the risk of harm or injury to their staff and students caused by the criminal behaviour of other students we must know about any relevant criminal convictions an applicant has.

In this matter relevant criminal convictions are deemed only to be those convictions for offences against a person, whether of a violent or sexual nature and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent, (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (**however see next paragraph**).

If you are applying for a programme in health or social work which may involve work with children or vulnerable adults, you MUST tell us about any criminal convictions, including spent sentences, cautions (including verbal cautions) and bind-over orders. Due to the nature of these programmes they are exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974.

By virtue of the Rehabilitation of the Offenders Act 1974 (Exemptions) Order 1975 and the Child Act 1989, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. If you are offered a place on one of these courses and before you commence your studies, you will need an 'Enhanced Disclosure Document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service.

Have you been through the Criminal Records Bureau Enhanced Disclosure process in relation to your current employment?

Yes ☐

If yes, please state the date and reference number:

Do you have a relevant unspent criminal conviction?

Yes ☐

Applicants who have a previous conviction will not be automatically excluded from the application process. However if you have ticked **Yes**, please disclose details of your offence and conviction, including dates and courts convicted at. This information should be submitted along with your application form in a separate sealed envelope, clearly marked confidential with your name and date of birth on it. Any information disclosed will be handled and disposed of securely by Middlesex University in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation.

If you are convicted of a relevant criminal offence after your application has been submitted, you must notify us. The University may request further disclosure from you and your offence may affect your application.

References

For **Undergraduate** applications please submit a single academic reference. For **Postgraduate** applications please submit two references. The first reference should be academic and the second character reference can be from an employer or other source.

If not accompanying this form, references should be submitted along with completed coversheets, on letter headed paper or otherwise officially endorsed.

References from friends and family members will not be accepted

First Referee

Full Name:

Occupation:

Relationship:

Address:

Postcode:

Tel No:

Email:

Second Referee

Full Name:

Occupation:

Relationship:

Address:

Postcode:

Tel No:

Email:

Checklist

Before submitting this application form, please ensure that all sections of the form have been completed and where appropriate the following items have been attached. Failure to include these items may slow the processing of your application. Do not send original documentation at this stage. The University will not normally return documentation submitted and will not be held liable for original documentation which is lost or damaged in any manner. Please be prepared to present original copies of all documentation to the university at enrolment for verification.

- ☐ Copies of all academic documentation including transcripts, certificates, etc
- ☐ Syllabus of Higher Education level programme (for applicants requesting credit transfer/top up)
- ☐ Personal Statement
- ☐ References as applicable
- ☐ Photocopies of passport to include photograph and personal detail pages
- ☐ Resume/Curriculum Vitae if applicable
- ☐ Photocopies of IELTS/TOEFL or other approved English qualification if applicable
- ☐ CD Portfolio for Art & Design programmes

Declaration

Any statements on this form which prove to be untrue or purposely misleading will render the application void. Furthermore if inaccuracies are highlighted at a later stage we retain the right to retract any offer made or expel the student with no refund of fees.

I accept and grant permission for my employer/sponsor to be informed of any relevant information relating to the progression of my programme, including my record of attendance.

I confirm that the information given on this form is true, complete and accurate. No information requested or other material has been omitted. I consent to the storage and processing of this data by Middlesex University under the provision of the 1998 Data Protection Act.

Signed:

Date:

PLEASE RETURN THIS COMPLETED FORM TO

**The Admissions Office
Middlesex University
The Burroughs
London
NW4 4BT
United Kingdom**

Tel: +44 (0)20 8411 5555
Fax: +44 (0)20 8411 5649
Email: applications@mdx.ac.uk
Web: www.mdx.ac.uk

Marketing Monitoring

Please indicate how you heard about Middlesex University:

- ☐ British Council/Education UK
- ☐ UCAS Website
- ☐ Middlesex Regional Office
- ☐ Google
- ☐ Newspaper/Magazine

- ☐ Direct Mail From Middlesex
- ☐ Middlesex Website
- ☐ Tube Station
- ☐ Careers Adviser/Tutor
- ☐ Friend/Family

- ☐ Employer
- ☐ Middlesex Student/Alumni
- ☐ Prospects.ac.uk
- ☐ Push
- ☐ Whatuni

- ☐ MBA Fair
- ☐ AMBA
- ☐ Social Networking Site
- ☐ Other: (please specify)

Ethnic Origin/Equal Opportunities Monitoring

The University is committed to providing equal opportunities for all. To assist us with our monitoring please choose one selection from the bold options A-F to indicate your ethnic group. Then tick the appropriate box immediately after this grouping to indicate your cultural background.

This form will be separated from your application and the information supplied will be recorded on our computer system for statistical monitoring purposes. This information will not be considered as part of the admissions process.

A) White		B) Black or Black British		C) Asian or Asian British	
British	<input type="checkbox"/> 11	Caribbean	<input type="checkbox"/> 21	Indian	<input type="checkbox"/> 31
Irish	<input type="checkbox"/> 12	African	<input type="checkbox"/> 22	Pakistani	<input type="checkbox"/> 32
Scottish	<input type="checkbox"/> 13	Other Black Background	<input type="checkbox"/> 29	Bangladeshi	<input type="checkbox"/> 33
Welsh	<input type="checkbox"/> 14			Other Asian Background	<input type="checkbox"/> 39
Other White Background	<input type="checkbox"/> 19				

D) Chinese		E) Mixed		F) Other Ethnic Background	
Chinese	<input type="checkbox"/> 34	White & Black Caribbean	<input type="checkbox"/> 41	Not Known	<input type="checkbox"/> 90
		White & Black African	<input type="checkbox"/> 42	Information Refused	<input type="checkbox"/> 98
		White & Asian	<input type="checkbox"/> 43		
		Other Mixed Background	<input type="checkbox"/> 49		