

APPLICATION FORM

Affix your passport photograph here

IMPORTANT – PLEASE COMPLETE THIS FORM USING CAPITAL LETTERS AND BLACK INK

SECTION 1: PERSONAL DETAILS

This section of the form provides us with important personal information which enables us to fully help students with their application. It is compulsory for you to complete each section, giving as much detail as possible.

Mr Mrs Miss Ms Other: _____ Gender: Male Female Prefer Not to Say DoB: DD / MM / YYYY

First Name:

Middle Name:

Surname:

Passport: Nationality:

Current Address:

Post Code:

Contact Number:

Email:

Emergency Name:

Emergency Number: Relationship:

SECTION 2: COURSE DETAILS

Course Title:

Awarding Body

Course Level **Masters:** (MA MBA Top Up Post Graduate Diploma
Bachelor: (BA Graduate Diploma Top Up
Professional: (DET - Teacher Training TA - Teaching Assistant) **Other:** _____

Mode of Study **Full Time/Blended** **Part Time** **Distance Learning**

Year of Entry Intake

SECTION 3: PREVIOUS QUALIFICATION

(Start with most recent qualification and ensure you state your school leaving results)

Name of Institution / Location	Dates: (month/year)	Qualification/award- (include grade/s if known)	Subject/s Studied
	From:		
	To:		
	From:		
	To:		
	From:		
	To:		

English language proficiency:

Is English your first language? Yes No

If 'No', do you hold any of the following qualifications?

A level 2 in English completed in the UK, e.g., GCSE (A-C); Level 2 Literacy Key Skills; OR

Yes No

UKBA approved Secure English Language Test eg IELTS, PTE (Academic)

Yes No

Return this completed application form to

INTBUSINESS COLLEGE
Reg. Office: 24 Brook Road,
Newbury Park, IG2 7EY

T: 0203 0020 355
www.intbusiness.co.uk
E: info@intbusiness.co.uk



SECTION 4: WORK EXPERIENCE

Dates Month/Year	Name and Address of Employer (Most recent first)	Job Title	Main responsibilities	Full-time/ Part-time
From: To:				
From: To:				
From: To:				

SECTION 5: FEES AND FUNDING

(Please indicate how you will manage fees and funding)

How are you going to fund Tuition Fee?

Funding Agency

Self Finance

Employer

Bank Loan

Have you continuously lived in UK/EU at least for last THREE years?

Yes No

If 'No', when your UK/EU residences start?

DD / MM / YYYY

SECTION 6: DISABILITY

Do you consider yourself suffering from recognized 'Disability' as outlined in DDA 1995

Yes No

If 'Yes', please provide your 'Disability' details:

SECTION 7: DECLARATION OF CRIMINAL CONVICTION

To help us maintain a safe and secure institution, please indicate if you have ever been convicted of a relevant criminal conviction. Only select 'Yes' if you have a conviction for offences against the person, whether of a violent or sexual nature, and/or a conviction relating to the unlawful supply of controlled drugs and substances. Do not select 'Yes' if your conviction is defined as spent under the Rehabilitation of Offenders Act 1974.

Yes No

If 'Yes', please provide brief detail of your 'conviction':

SECTION 8: SUPPORTING STATEMENT (Use separate page if necessary)

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SECTION 9: APPLICATION CHECK LIST

Fully completed application form with declaration signed and dated	Yes <input type="checkbox"/>	No <input type="checkbox"/>
All education certificates and transcripts (including school and post school qualifications)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Work experience reference (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Academic reference or Community Reference	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Resume / Curriculum Vitae	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Personal Statement (Reasons for wishing to apply for the course – this may include information about yourself, relevant experience and interests.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Photographs x2	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any other Document	Yes <input type="checkbox"/>	No <input type="checkbox"/>

SECTION 10: DECLARATION

I declare that the information I have supplied on this for is, to the best of my knowledge and belief, complete and correct. I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of my enrolment. I give permission to IntBusiness College to obtain records and information from any educational institutions previously attended by me.

Signature of the Applicant

Date

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