

Application for courses

Course for which you are applying

01. Title of course	
02. College at which the course is based	Is the course: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time

Personal information

03. Title Mr / Mrs / Miss / Ms	Surname/Family name	Forenames	Male/Female
04. Nationality		05. Country of birth	
06. Date of birth		07. Country of permanent residence	
08. Are you a permanent resident in the UK? <input type="checkbox"/> Yes <input type="checkbox"/> No		09. If you have not always been permanently resident in the UK/EU, please indicate your last date of entry. / /	
10. Home address			

Area/Postcode		Email	
Telephone number		Mobile number	
11. Address for correspondence (<i>if different from home address</i>)			

Area/Postcode		Email	
Telephone number		Mobile number	
12. How did you learn of the University?			

13. Have you previously applied for admission to the University for the Creative Arts? <input type="checkbox"/> Yes <input type="checkbox"/> No			
14. Have you applied for or been accepted by another course at the University for the Creative Arts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details: _____			

Please read these notes carefully and refer to the current University prospectus

- 01 Method of Application** Applications for all full-time Higher Education courses must be made through the Universities and Colleges Admissions Service (UCAS). Applications to courses are made using UCAS Apply, which can be accessed from the Apply link on the UCAS website, www.ucas.com.
- Applications for all other courses should be made directly to the University for the Creative Arts at the appropriate address using this form:
- | | |
|---|--|
| <p>Admissions
Registry Services
UCA Canterbury
UCA Canterbury
New Dover Road,
Canterbury
Kent
CT1 3AN, UK</p> | <p>Admissions
Registry Services
UCA Maidstone
UCA Maidstone
Oakwood Park,
Maidstone
Kent
ME16 8AG, UK</p> |
| <p>Admissions
Registry Services
UCA Epsom and UCA Farnham
UCA Farnham
Falkner Road,
Farnham
Surrey
GU9 7DS, UK</p> | <p>Admissions
Registry Services
UCA Rochester
UCA Rochester
Fort Pitt,
Rochester
Kent
ME1 1DZ, UK</p> |
- 02 Overseas Student Applications** For Overseas students we recommend that a Preliminary Application is made. We will be able to advise you in advance as to whether a place will be available for you, and we can also help you to complete and submit your application to UCAS. For telephone assistance please contact the International Admissions Officer on +44 (0)1227 817396 (for applications to Canterbury, Maidstone or Rochester) or +44 (0) 1252 892611 (for applications to Epsom and Farnham).
- | | |
|---|---|
| <p>International Admissions Officer
UCA Canterbury, UCA Maidstone and UCA Rochester
UCA Canterbury
New Dover Road,
Canterbury
Kent
CT1 3AN, UK</p> | <p>International Admissions Officer
UCA Epsom and UCA Farnham
UCA Farnham
Falkner Road,
Farnham
Surrey
GU9 7DS, UK</p> |
|---|---|
- 03 Closing Dates for Applications** There is no formal closing date for courses that recruit directly although once courses are full, further applications will not be considered. We recommend application by 31 December for entry the following September, and we will consider all applications received by that date.
- 04 Education and Employment** European Union and Overseas applicants should enclose photocopies (not originals at this stage) of certificates and transcripts, with translations where appropriate.
- 05 Knowledge of English** All courses are conducted in English. For students whose first language is not English, we require a certificate as evidence that you have the required level of English to succeed on your chosen course, as follows:
- Diploma in Foundation Studies with English Language: IELTS 5.5/TOEFL 500 (CBT 173) or equivalent.
 BTEC National Certificate/BTEC National Diploma (year one entry): IELTS 5.5/TOEFL 500 (CBT 173) or equivalent.
 BTEC Diploma in Foundation Studies in Art & Design/BTEC National Diploma (direct entry year 2): IELTS 6.0/TOEFL 550 (CBT 213) or equivalent.
 Foundation Degrees/BA Honours Degrees: IELTS 6.0/TOEFL 550 (CBT 213) or equivalent.
 Postgraduate courses: Average IELTS score of 6.0 (TOEFL 550 (213)) or equivalent with a minimum achievement of 6.0 for all components.
- 06 Interviews and Portfolios of Work** We prefer to interview applicants wherever possible. Staff of the University regularly visit those Overseas countries from which we receive the greatest number of applications and it may be possible to arrange an interview to coincide with one of these visits. If we cannot arrange such an interview, we can consider applications by post. In almost all cases we require to see an appropriate folio of visual work. Please see our website www.ucreative.ac.uk for further details.
- 07 Criminal Convictions** Relevant criminal convictions are only 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.
- 08 Care** If you have spent any time in local authority care, even for one day, (this includes if you have been in public care and had lived in one or more of foster care, semi-independent living or residential care homes), please tick 'yes'. If you have not spent time in care, please tick 'no'.
- This information will be treated in confidence and will only be disclosed to staff within Student Services who may contact you to discuss whether or not you may need any extra resources or support to undertake your course.
- 09 Parental Education** Please indicate whether or not any of your parents, step-parents or guardians have themselves undertaken a course at higher education level. If you are unsure, please select 'Don't know', or if you do not wish to disclose this information please select 'I prefer not to say'.
- This information will be used for statistical monitoring purposes after decisions have been made.
- 10 Data Protection** The University collects and uses information about all our learners for various academic, health and safety, and administrative reasons. From time to time, that information may be disclosed to individuals and bodies outside the University who have a lawful and reasonable interest in receiving the information. The University will ensure that the information that it collects about you for these purposes is kept secure. The Data Protection Act 1998 gives you certain rights, including a right to see the information that the University holds about you, and the University will ensure that your rights in this respect are observed. The Data Protection Act 1998 requires the University to obtain your consent to use and disclose information about you. The normal operations of the University are dependent upon the processing of such information and therefore we will be unable to offer you a place on any course or to allow you to complete enrolment unless you give us your consent to process this data. You are asked to complete the declaration on page three of the application form and in doing so you will be giving your express consent to the processing of your information for these purposes. Detailed information about the Data Protection Act 1998, including your rights under the Act, is contained in the University's Data Protection policy and in its notification to the Data Protection Commissioner. A copy of the policy may be obtained from Registry Services.
- 11 Anti Plagiarism** The University for the Creative Arts will, along with other verification checks for identity and academic qualifications, subject applications to tests for the detection of plagiarism. If the University has cause to question an application, we will contact the applicant to ask for further information. Please note that the University does reserve the right to cancel an application, although the applicant will have the right to appeal if the information cannot be subsequently verified. If an application is cancelled, you will not be in a position to enter another application in the application cycle for which you have initially applied.

Application for courses

Equal opportunities monitoring

UK applicants only

The University is firmly committed to a policy of equal opportunities. In order to monitor equality of opportunity in the admission of students, all applicants are asked to describe their ethnic origin in terms of one of the categories below. Completing this question is entirely voluntary and will not influence the success of your application. It is simply to ensure that admission to this University is without discrimination.

Please tick the box which most closely describes your ethnic origin:

- | | |
|---|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Irish Traveller |
| <input type="checkbox"/> Asian or Asian British – Indian | <input type="checkbox"/> Mixed White and Black Caribbean |
| <input type="checkbox"/> Asian or Asian British – Pakistani | <input type="checkbox"/> Mixed White and Black African |
| <input type="checkbox"/> Asian or Asian British – Bangladeshi | <input type="checkbox"/> Mixed White and Asian |
| <input type="checkbox"/> Other Asian Background | <input type="checkbox"/> Other Mixed Background |
| <input type="checkbox"/> Black or Black British – Caribbean | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Black or Black British – African | <input type="checkbox"/> Other Ethnic Background |
| <input type="checkbox"/> Other Black Background | <input type="checkbox"/> Prefer not to say |