

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
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Personal information

03. Title Mr / Mrs / Miss / Ms	Surname/Family name	Forenames	Male/Female
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04. Nationality	05. Country of birth
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06. Date of birth	07. Country of permanent residence
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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. / /
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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 College?

13. Have you previously applied for admission to the University College 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 College for the Creative Arts? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details:

OPEN REFERENCE:

The person named below is applying for a place at the University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and Rochester and has been asked to pass this form to you as a referee. Would you please comment on the suitability of the candidate to study for the qualification detailed below.

You may wish to refer to the applicant's

- Academic achievements and potential
- Personal qualities such as motivation, and powers of analysis, communication skills, independence of thought
- Career/future academic aspirations
- Any interests and activities relevant to this application.

Section A

To be completed by the candidate

Full name of applicant

College (*as in Question 02*)

Title and level of course

Name of referee

Section B

To be completed by the referee

Name

Title and institution

Address

Telephone number

Signature	Date
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Referee statement

Would you please comment on the suitability of the candidate to study for the qualification detailed above. If the applicant is studying for examinations this year please give an estimate of the likely results. Please continue on a separate sheet if required.

Please tick if this is an internal/external progression application

Please return the completed form to the Admissions Officer at the address relevant to the College indicated in Section A. It may be sent together with the application form, or separately if preferred.

College addresses

Admissions Registry Services Canterbury
 University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and Rochester
 New Dover Road, Canterbury, Kent CT1 3AN, UK

Admissions Registry Services Epsom and Farnham
 University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and Rochester
 Falkner Road, Farnham, Surrey GU9 7DS, UK

Admissions Registry Services Maidstone
 University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and Rochester
 Oakwood Park, Maidstone, Kent ME16 8AG, UK

Admissions Registry Services Rochester
 University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and Rochester
 Fort Pitt, Rochester, Kent ME1 1DZ, UK

Application for Courses

Equal opportunities monitoring

UK applicants only

The University College 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 College is without discrimination.

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

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

Please read these notes carefully and refer to the current University College 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 College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and Rochester at the appropriate address using this form:
- | | |
|---|--|
| <p>Admissions
Registry Services
Canterbury
University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and Rochester
New Dover Road, Canterbury
Kent CT1 3AN, UK</p> | <p>Admissions
Registry Services
Maidstone
University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and Rochester
Oakwood Park, Maidstone
Kent ME16 8AG, UK</p> |
| <p>Admissions
Registry Services
Epsom and Farnham
University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and Rochester
Falkner Road, Farnham
Surrey GU9 7DS, UK</p> | <p>Admissions
Registry Services
Rochester
University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and 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).
- | | |
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| <p>International Admissions Officer
Canterbury, Maidstone and Rochester
University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and Rochester
New Dover Road, Canterbury
Kent CT1 3AN, UK</p> | <p>International Admissions Officer
Epsom and Farnham
University College for the Creative Arts at Canterbury, Epsom, Farnham, Maidstone and Rochester
Falkner Road, Farnham
Surrey GU9 7DS, UK</p> |
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- 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 College 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 College 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 College who have a lawful and reasonable interest in receiving the information. The University College 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 College holds about you, and the University College will ensure that your rights in this respect are observed. The Data Protection Act 1998 requires the University College to obtain your consent to use and disclose information about you. The normal operations of the University College 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 College'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 College 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 College has cause to question an application, we will contact the applicant to ask for further information. Please note that the University College 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.