



Please note that International students cannot apply or enrol to study courses at UCP.

Completed forms should be submitted together with relevant copies of educational certificates, references, and other supporting evidence. Submit by post or in person to **University Centre Peterborough, Park Crescent Campus, Peterborough, PE1 4DZ** or email your completed form as a PDF attachment to admissions@ucp.ac.uk

1: PERSONAL DETAILS

Title(Mr/Miss/Mrs/Ms):

Surname/Family Name:

First/Given Names:

Date of Birth: (dd/mm/yyyy)

Home Address:

Postcode/Zip Code:

Personal Email Address:

Mobile Telephone Number:

Daytime Telephone Number:

If you have a relevant, unspent criminal conviction, enter a X in the box

If ticked, a separate disclosure form will be sent to you by the UCP Academic Office

See application guidance notes and the UCP-CRI001 Higher Education Declaration of Criminal Convictions Policy

www.ucp.ac.uk/policies. If you have any unspent, relevant criminal conviction(s) you are encouraged to declare this prior or at applicant but all applicants who hold an offer of a place to study **must** disclose any unspent, relevant criminal conviction(s) within fourteen calendar days of receiving their offer to study and prior to enrolment.

If you have a disability, a medical condition or a learning difficulty please enter a X in the box

See application guidance notes. This will not affect any offer to study. UCP Student Support will contact you to make sure that you are supported in your application and study with us. If you have any queries, contact UCP Student Support on 01733 514463

3: COURSE DETAILS

Title of course(s) you wish to apply for: 1
(List in order of preference) 2
 3

Intake month applying for: September January (See <https://www.ucp.ac.uk/a-z-courses/> for possible course intake points)

Have you credits from another institution, in a relevant subject? Yes No

3: FURTHER DETAILS

Country of birth:

Nationality (citizenship):

Country of permanent residence:

Have you lived in the UK/EU for the whole of your life up to the present day? Yes No

If no, please state date of first entry into the UK/EU:

Have you previously studied in the UK on a Tier 4 visa? Yes No

Have you been in care or looked after for three months or more? Yes No

Who is paying your tuition fees: (e.g., employer, self-funding, tuition fee loan)

4: EDUCATION AND QUALIFICATIONS

What school did you last attend / are you currently attending?

School/College Name:

Please list all subjects taken in chronological order. If you are waiting for results of any examination recently taken, please write PENDING in the grade column. Continue a separate sheet if necessary.

ENGLISH LANGUAGE PROFICIENCY

Normally, English Language, GCSE grade C or above, or an equivalent QCF level 2 qualification is required for entry to all courses.

Qualification	Subject	Grade	Date Achieved (mm/yy)
GCSE	English Language		
GCSE	English Literature		
IELTS	-		
Functional Skills Level 2	English		

RELEVANT LEVEL 2 QUALIFICATIONS

Please provide details about any level 2 or higher qualifications you hold in Maths and Science subjects.

Qualification	Subject	Grade	Date Achieved (mm/yy)
GCSE	Maths		
GCSE	Science/Additional Science		

RELEVANT LEVEL 3 QUALIFICATIONS

Please provide details about any level 3 qualifications you hold.

Qualification	Subject	Grade	Date Achieved (mm/yy)

RELEVANT LEVEL 4 OR HIGHER QUALIFICATIONS

If you wish to apply for any relevant credits from a previously achieved course to be applied to a UCP degree you must tick here to enable the Admission to assess this as part of your application.

Please provide us with details about any higher-level qualifications you hold i.e., transcript and certificate.

See UCP-APL001 Higher Education Recognition of Prior Learning/Experience Policy www.ucp.ac.uk/policies

5: RELEVANT EXPERIENCE

Your application will be considered based on your work and other relevant experience. Not just your qualifications You should therefore give full and accurate details of all your relevant previous work experience in this section:

Name of Organisation	Job title and brief summary of responsibilities/achievements	From (mm/yy)	To (mm/yy)

6: PERSONAL STATEMENT

Please use a minimum of 250 words in English detailing your reasons for applying, explaining your choice of course at UCP, what you hope to do in your future career and how the course is relevant to your plans. You may prefer to attach a separate statement.

7: REFERENCES

Please give the names and contact details of two people who can comment on your suitability for this course, which could include a teacher, an academic tutor, current employer, or work-experience co-ordinator (not a friend or family member). They should have known you for at least the last two years.

These must be provided on their organisation's headed paper and dated within the last month and emailed directly from your referee to: admissions@ucp.ac.uk. The reference should be completed by the referee, not the applicant, and be signed and dated by the referee and should comment on the following:

- | | |
|--------------------------|-----------------------|
| 1. Academic Skills | 5. Motivation |
| 2. Communication skills | 6. Reliability |
| 3. Confidence | 7. Career aspirations |
| 4. Health and Attendance | 8. Other attributes |

REFERENCE 1:

Name:

Organisation:

Telephone Number:

Email Address:

Relationship to applicant:

I confirm that a reference is attached:

REFERENCE 2:Name: Organisation: Telephone Number: Email Address: Relationship to applicant: I confirm that a reference is attached: **9: DECLARATION**

- I confirm that the information I have given on this form is correct and complete and that I have completed the form myself. I accept that UCP will cancel my application if it is found that I have provided false or inaccurate information.
- I consent to the use of this data in accordance with the privacy notice below.
- I have read the UCP Terms and Conditions found at www.ucp.ac.uk/policies I understand them, and I agree to abide by them.
- I grant permission to UCP to verify my qualifications with the relevant exam board and/or institution and/or UK NARIC, if necessary.
- I grant permission for UCP to contact any referees nominated by me during the application process to request or verify a reference.
- If I am an international student, by submitting this form I am agreeing to allow UCP to contact UK visa and immigration departments about my immigration status, if required.
- By submitting my information on this form, I consent to the processing of my data by UCP for handling my enquiry and application to study at UCP.

Privacy Notice:

University Centre Peterborough (UCP) is part of the Inspire Education Group (IEG). IEG is considered the data controller, whilst UCP acts as data processor, therefore abiding by IEG's data protection policies.

UCP complies with the provisions of the General Data Protection Regulation Data Protection Act, 2018. As such, applicants' and student data are treated as confidential by all staff involved in this process and is not divulged unnecessarily or inappropriately. However, the Act requires UCP to release certain information to UK authorities upon request to assist those authorities with the prevention and detection of fraud or other crimes. We will release the requested information on receipt of an appropriate request from UK authorities such as (but not limited to) the police, Home Office (for immigration and related matters), local authorities, awarding bodies, relevant professional registration bodies and the Department for Work and Pensions. We may use anonymised data collected as part of an individual's application and enrolment for the purpose of fulfilling statistical and reporting requirements.

The information you provide will be used by the University to give you accurate pre-application advice, for the assessment of your application, to invite you to take part in on campus or online events, and for the consideration of appeals and complaints.

If your application is rejected, you wish to withdraw your application or you later choose not to attend UCP, we will keep your information for a one-year period in line with our data Retention schedule before having this destroyed.

UCP will use the information to process your application and to provide any relevant further information by post, email, or text. Please tick if you wish to receive further information by Post Text Email Phone

If at any time you change your mind and you would like UCP to stop sending such information, please contact hello@ucp.ac.uk

Please see our Privacy Policy to understand more about our legitimate interests in using your data for this purpose www.ucp.ac.uk/privacy-and-cookies

Applicants Signature: Date: