



University of Brighton

APPLICATION FORM

For direct (non UCAS) application to:

Part-time undergraduate courses

Full-time undergraduate courses

Top-up degrees

(not for use for postgraduate courses)

Before completing the form, please read these guidance notes carefully. Make sure that you familiarise yourself with the course you are applying for. This includes entry requirements, course content and the location where your course is taught. Information about our courses and the university is available at www.brighton.ac.uk and in our prospectus.

How to use these forms

The application form and reference form is an updatable PDF. You can type directly into it, save it and send it back to us by email. Alternatively, you can print the completed form and return it to us by post. We recommend that you type your application form wherever possible. We can also accept a printed copy of the application form, and references that have been hand written clearly in black ink. Your application may be photocopied before it is sent to admissions tutors, so it is important that it is clear to read.

Returning your application to us

1. Find out which School your course is based in

You need to know this because:

- you can find out more about your course and subject area
- your school is your key contact to ask questions and check information, including how many references you need to supply and what proof of your qualifications you need to send and when
- the school email or postal address is where you need to send all parts of your application, including references and proof of your qualifications.

The name of the school where your course is based is listed on the course page of our website and on the course page in our prospectus. If you require assistance to find the name of the school, email admissions@brighton.ac.uk or call +44 (0)1273 644644.

2. What to send us

Remember: Your application includes your application form and reference(s).

You may also need to send proof of existing qualifications to us. This may be required with your application or at a later stage. If you need to check what is required and when, please contact the school where your course is taught.

References

You should send the reference form, including the guidance notes, to your referee(s). Where possible, please send your application form and references to us together.

You may:

- forward your completed application form and reference form to your referee(s) and ask them to return the whole document to the school
- send the reference form to your referee(s) and ask them to return the reference to you. Then you can forward the completed application and references to the school. (Please remember that your referee may prefer to send a reference directly to us.)

Sometimes you may find that waiting for your reference(s) could delay your application. If this may affect your ability to meet a deadline, or cause a lengthy delay to the progress of your application, it is acceptable for you to separate the reference forms.

If you are unable to send your references to us along with your application form, you can:

- forward them to you yourself later after your referee(s) return them to you
- ask your referee(s) to send the reference to us directly.

There is a space for you to supply the School address to your referee on the front of the reference form. We recommend that you fill this in before sending the form to your referee. This will help ensure that your reference arrives at the correct place without delay.

How many references do I need?

There is space to provide the details of two referees on your form, although some courses may only require one. Please check the requirements for your course(s) directly by contacting the school you are applying to.

Evidence of qualifications

If you have studied a BTEC, EDEXCEL or SCOTVEC qualification and you already have a transcript of your results, please include a copy of this with your application.

Your school will contact you if you are required to send copies of exam certificates or transcripts for other qualifications.

If English is not your first language and you hold English language qualifications, please enclose photocopies or digital copies of certificates. You may be asked to provide original documents when you enrol.

Contact your school directly if you have any questions about providing evidence of your qualifications.

You can send photocopies of documents with a postal application or a digital copy in an email. Please do not send us original documents, as we are unable to return them.

3. Where to send your application

Return all your documents to the school where your course is based. You can do this via email or post. Please ensure that email subject lines and documents are clearly labelled.

Look up the School contact details using the table on the following page.

Before you send it, double check that you have everything you need:

- completed application form
- proof of qualifications
- references.

Guidance notes – continued

Remember: If you are asking a referee to forward a reference on to us, they will need to return the reference to the same school address. There is a space for you to supply this address to your referee on the front of the reference form.

University of Brighton School of Art, Design and Media

Admissions
Grand Parade
Brighton
BN2 0JY
Email: samadmissions@brighton.ac.uk
Tel: 01273 643728

University of Brighton School of Humanities

Admissions
10-11 Pavilion Parade
Brighton
BN2 1RA
Email: humanities.pavilion@brighton.ac.uk
Tel: 01273 643301

University of Brighton School of Computing, Engineering and Mathematics

Room 404 – Admissions
Watts Building
Moulsecoomb
Brighton
BN2 4GJ
Email: CEMadmissions@brighton.ac.uk
Tel: 01273 642428

University of Brighton School of Environment and Technology

Room 228 – Admissions
Cockcroft Building
Moulsecoomb
Brighton
BN2 4GJ
Email: entec@brighton.ac.uk
Tel: 01273 642398

University of Brighton School of Education

Admissions
Checkland Building
Falmer
Brighton
BN1 9PH
Email: deped@brighton.ac.uk
Tel: 01237 643386

University of Brighton School of Sport and Service Management

Admissions
Hillbrow
Denton Road
Eastbourne
BN20 7SR
Email: sasmadmissions@brighton.ac.uk
Tel: 01273 643645

University of Brighton School of Applied Social Science

Admissions
Room 336
Mayfield House
Falmer
Brighton
BN1 9PH
Email: sassenquiries@brighton.ac.uk
Tel: 01273 643468 or 01273 644517

University of Brighton School of Health Professions

Admissions
Robert Dodd Building
49 Darley Road
Eastbourne
BN20 7UR
Tel: 01273 643772
Email: c.carvey@brighton.ac.uk

University of Brighton School of Pharmacy and Biomolecular Sciences

Admissions
Huxley Building
Lewes Road
Brighton
BN2 4GJ
Email: PabsSchoolOffice@brighton.ac.uk
Tel: 01273 642090

University of Brighton Brighton Business School

Room 159 – Admissions
Mithras House
Lewes Road
Brighton
BN2 4AT
Email: undergrad.business@brighton.ac.uk
Tel: 01273 642151

University of Brighton School of Nursing and Midwifery

Admissions
Westlain House
Village Way
Brighton
BN1 9PH
Email: nam.Admissions@brighton.ac.uk
Tel: 01273 644042, 01273 644018

University of Brighton – Hastings Campus Priory Square Building

Admissions
Priory Square
Hastings
TN34 1EA
Email: Hastingsinfo@brighton.ac.uk
Tel: 01273 644648

Completing your application form

Section 1 Personal details

Surname/family name and first name(s): please enter your full name as it appears in your passport or other official documentation.

Previous surname: if you have changed your name by marriage or otherwise, state your previous surname/family name.

Correspondence address: enter the address to which you would prefer all correspondence to be sent, if different to your permanent address.

Section 2 Course(s) you are applying to

Please list full course title and award (e.g. BA(Hons), BSc(Hons)). Please also list your chosen mode of study from those listed in the course description (e.g. Full time, part-time).

If you are applying for more than one course and you wish to indicate an order of preference you may tell us in the space provided. If you do not indicate any order of preference, we will assume that you wish to be considered for all courses listed on the form at the same time.

Section 3 Fee status

If you live in the UK, state your country (England, Northern Ireland, Scotland, Wales) and county of permanent residence. If you live outside of the UK, state the country (e.g. Italy) where you are living as your area of permanent residence. Please give details of who you expect to pay your fees for the duration of your course, including details of any sponsorships or scholarships you may have applied for.

If you require a visa to study in the UK, you must provide passport information to enable us to support your visa application.

Section 4 Disabilities and special needs

You can declare a disability, learning difficulty or health condition at any time while you are at university, and the sooner you do, the sooner we can support you. If you tell us when you apply, we will contact you to discuss your needs when you are offered a place. We will do everything we can to make sure you have equal opportunities to learn and take part in all aspects of student life. We have a dedicated team to support you and facilities and equipment to help you. If you don't feel comfortable telling us about your disability on your application, please contact us in confidence so that we can make sure you get the support you need. You can email disability@brighton.ac.uk or call +44 (0)1273 643799.

Tick the box most appropriate to you. You can also record any special needs or support that you already know you require in the space provided too.

Section 5 Work experience

Please include relevant work experience and training, paid or unpaid, full or part-time, in your home or outside.

Section 6 Last two educational establishments attended

Please list the name, address and dates of the two most recent educational establishments you have attended.

Section 7 Qualifications

If you have studied a BTEC, EDEXCEL or SCOTVEC qualification and you already have a transcript of results, please include a copy of this with your application.

Section 8 English language

Please include a copy of certificates and transcripts awarded. You may be asked to provide original copies when you enrol.

Section 9 Personal statement

Include any further information you may wish to offer in support of your application in your personal statement. Admissions tutors will be interested in your reasons for choosing the course(s), your career aspirations, and relevant experience and information concerning your academic, social, sporting or other interests. You should also give details here of any non examined subjects you are studying. If you have been out of education for some time, please outline any relevant experience that may also be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work. It may also be helpful to explain any breaks in your career. If you are applying for deferred entry (i.e. a year beyond the next academic year), please give your reasons for so doing.

There is more information about how to write a personal statement on our website www.brighton.ac.uk/personalstatement

Completing your application form

Section 10 References

Your referee(s) should know you well enough to write about you and your suitability for university level study. A reference should not be written by a family member, other relatives or friends. References are often provided by a responsible person who knows you; this could be an employer, a teacher or lecturer.

There is space to provide the details of two referees on your form, although some courses may only require one. Check the requirements for your course(s) directly by contacting the school where your course is based.

Please tick the box to indicate whether each reference is enclosed with the application form or to follow.

Section 11 Dates not available for interview

List any dates when you will be unavailable for interview. This may include exams or holidays, for example.

Section 12 Ethnic origin

Please state your ethnic origin by crossing the correct box.

Section 13 Disclosure of criminal convictions

To help reduce the risk of harm or injury to students and/or staff caused by criminal behaviour of other students, you must inform us about any criminal convictions or cautions you may have that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198.

Section 14 Declaration

When you submit the form, you agree to follow these conditions:

- (a) The information you have given is complete and accurate.
- (b) The university tries to process applications and related decisions efficiently and accurately. However, we will not be liable for any mistakes or delays or any loss or damage caused by mistakes or delays.
- (c) If you accept an offer of a place you agree to abide by the rules and regulations of the university.
- (d) If you become a student, the university undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus. If industrial action or circumstances beyond the control of the university affect the ability to provide these services, the university undertakes to do all it can to keep the disruption to your education as small as possible.
- (e) The university does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.
- (f) Your application is a contract between you and the university. No one else can enforce any part of this contract under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.

- (g) If you become a student of the university, this notice shall be a term of any contract between you and the university. Any offer of a place made to you by the university is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

The university will use the information on your application form to create a student record and process data about you in accordance with the Data Protection Act 1998. The university will provide data about you to the Higher Education Statistics Agency (HESA).

The Data Protection Act 1998 and Disclosure of Applicant Information

The information, which you have given on your application, will be used for the following purposes only:

- 1) To enable your application for entry to be considered
- 2) To enable this institution to compile statistics, or to assist other organisations, such as HESA, or individual research workers to do so, provided that no statistical information that would identify you as a person will be published.
- 3) To enable the institution to initiate your student record.
- 4) The university reserves the right at any stage to request applicants or enrolling students to provide further information relating to any aspect of their application or enrolment. If such further information is not provided within the period stipulated then the university reserves the right to refuse to consider the application or the enrolment or to rescind home fee status and demand payment of any fees' monies owing.

The university's registration with the Data Protection Registrar includes an additional purpose for the detection of fraudulent applications for entry into Higher Education. Under this registration the university may, to facilitate the prevention and investigation of fraudulent applications, disclose information received from applicants, in appropriate circumstances, to the Department for Education and Skills, the Home Office, the Department for Social Security and the DSS Benefit Agency, the Local Authority Education Department, police forces, examining bodies, education or training establishments, the Student Loans Company, the Audit Commission, Inland Revenue and Prosecuting Authorities.

Please be aware that we may share application details of suitable students with the University of Brighton's International College.

Application Ref No.



University of Brighton

Application form

Solely for applications not handled by the Universities and Colleges Admissions Service (UCAS) or other clearing houses.

Please be aware that we may share application details of suitable students with the University of Brighton's International College.

Please read the accompanying guidance notes before completing this form.

1 Personal details

Title: (e.g. Mrs/Miss/Ms/Mr etc)

Surname/Family name: (BLOCK CAPITALS)

First name(s):

Previous surname, if changed:

Permanent address:

Correspondence address:

Postcode:

Postcode:

Daytime telephone:

Evening telephone:

Mobile:

Email address:

Legal gender: Male (M) Female (F)

Date of birth:

Is your gender identity the same as the gender you were assigned at birth? Yes No Prefer not to say

2 Course(s) you are applying to

Course title

Mode of study: full-time/
sandwich/part-time/other

Start month/
year e.g. 9/14

1.

2.

3.

Award, e.g. BA(Hons), BSc(Hons)

How did you find out about the course(s)?

Do you have an order of preference? If so, please tell us.

Have you applied to any other courses/universities? If so, please list them here.

3 Fee status

Country of birth

Nationality

Country of permanent residence

If you were born outside of the European Union, please state date of first entry into the EU/UK

Name of organisation/individual expected to pay your fees:

(E.g. Student Finance England, NHS Trust, employer, or self funded – yourself, family member)

Do you need a visa to study in the UK? Yes No

If yes, please provide:

Passport no.

Issue date

Expiry date

8 English language

Is English your first language? Yes No If no, what is your first language?

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Please give details of English language course taken/to be taken (e.g. IELTS)

Qualification	Date taken and location	Overall score	Written score
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9 Personal statement (please see guidance notes)

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10 Referee's names and addresses (please see guidance notes)

Name	Name
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Address	Address
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.....
Postcode	Postcode
.....
Telephone	Telephone
.....

11 Dates not available for interview

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12 What is your Ethnic origin? (Please select one of the choices)

<input type="checkbox"/> White	<input type="checkbox"/> Asian or Asian British – Bangladeshi	<input type="checkbox"/> Other mixed background (please specify):
<input type="checkbox"/> Black or Black British – Caribbean	<input type="checkbox"/> Other Asian background (please specify):
<input type="checkbox"/> Black or Black British – African	<input type="checkbox"/> Arab
<input type="checkbox"/> Other Black background (please specify):	<input type="checkbox"/> Chinese	<input type="checkbox"/> Gypsy or Traveller
.....	<input type="checkbox"/> Mixed – White and Black Caribbean	<input type="checkbox"/> Other ethnic background
<input type="checkbox"/> Asian or Asian British – Indian	<input type="checkbox"/> Mixed – White and Black African	<input type="checkbox"/> Not known
<input type="checkbox"/> Asian or Asian British – Pakistani	<input type="checkbox"/> Mixed – White and Asian	<input type="checkbox"/> Prefer not to say

13 Disclosure of criminal convictions (please see guidance notes)

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

14 Declaration

I confirm that the information I have given in this form is true, complete and accurate and no information requested or other material information has been omitted. I have read the guidance notes, in particular those relating to this section. I understand what they say and I agree to abide by the conditions set out there. I acknowledge that the information on this form

will be used in accordance with the Data Protection Act 1998 and will be used to form the basis of my student record. I give my consent to the processing of my data by the university. I accept that, if I do not fully comply with these requirements the university shall have the right to cancel my application and I shall have no claim against the university in relation thereto.

Signed Date

Please return your completed application form to the school that runs the course you have applied for.

See the guidance notes for full details and page 3 for school addresses.

For assistance please email admissions@brighton.ac.uk, call +44 (0)1273 644644 or visit www.brighton.ac.uk/directapplication.

July 2014