



Application form

Please read this form carefully before completion. Complete ALL sections in BLOCK CAPITALS in BLACK INK, and attach certificates/other required documentation. You can also apply online for postgraduate courses, www.anglia.ac.uk/apply.

1. APPLICANT DETAILS Please complete all sections of the form in BLACK INK, writing clearly in BLOCK CAPITALS. You should give both your home address and your correspondence address if they are different.

Surname/Family name..... Male <input type="checkbox"/> Female <input type="checkbox"/>	
Previous Surname/Family name Title: Mr/Mrs/Miss/Ms/Other	
First/Given name(s)	
Date of Birth (dd-mm-yy) __/__/__ Nationality.....Visa Status.....	
<i>Permanent home address:</i>	
House name/number	<i>Correspondence address if different</i>
Street.....	House name/number.....
City/Town	Street ...
County	City/Town
Postcode	County
Tel (inc STD code).....	Postcode
GEEBEE EDUCATION PVT. LTD. HEAD OFFICE : 27, Vaswani Mansions, 5th Floor, Opp. K.C. College, Dinshaw Vachha Road, Churchgate, Mumbai-400 020. India Tel. : 91-22-43222333 Fax : 91-22-22854453 Email : info@geebeeworld.com	
Mobile number	
Email address	
<i>This will be the main method of communication with applicants, please ensure details are eligible and accurate.</i>	
Have you been permanently resident in the UK/EU for the last 3 years for other than educational purposes? YES/NO	

2. COURSE OF STUDY APPLIED FOR: Where there is an asterisk (*) please delete the option that is not applicable to you.

Name of course:
Mode of study: Full time/Part time/Distance Learning* Award title (eg., BA/BSc/LLB/MSc/MBA) ...
Location: Cambridge campus/Chelmsford campus* Proposed start date __ __ Month __ __ __ Year
If you are applying for APL please indicate year of entry applied for: Yr 1 <input type="checkbox"/> Yr 2 <input type="checkbox"/> Yr 3 <input type="checkbox"/>

3. FEES INFORMATION You must give details of who will be paying your fees. If this is a sponsor you must give their Name, Company and address to which the invoice should be sent. Regardless of your nationality, if you have not permanently resided in the UK/EU for the last 3 years for other than educational purposes you may be liable to pay full fees. If you are unsure of your status please contact the University for advice.

Who is expected to pay your fees?	Yourself/Sponsor*
Name and address to which invoice is to be sent	
.....	
.....	
..... Post Code	

4. EDUCATION Please give details of all Schools/Colleges/Universities attended since the age of 16 years together with dates.

Secondary/Further/Higher Education

Name of Secondary School/College/University	Address	Dates Attended From (mm/yy) To (mm/yy)

5. EDUCATIONAL QUALIFICATIONS: please list your academic certificates in date order, specifying the subjects studied and the grades achieved. If your educational certificates were obtained outside the UK you should send:

- (i) an official translation of the certificate.
- (ii) a certified copy of the original certificate. 'Certified' means that the copy of your original certificate has been confirmed as authentic by either the issuing educational institution or by a lawyer.
- (iii) an official transcript of your studies (translated if necessary) indicating the subjects studied and the grades achieved.

Educational Qualifications

Subject	Level (eg GCSE, A Level, AVCE, BA)	Grade	Date (mm/yy)

Please ensure your certificates are attached

Pending Qualifications

Subject	Level (eg GCSE, A Level, AVCE, BA)	Date taken (mm/yy)

English Language qualification if non-native speaker

6. EMPLOYMENT Please give details of current and previous employers, together with dates. If the course you are applying for requires professional/work experience as part of the entry criteria, please provide details of your employment on a separate sheet of paper.

Organisation	Position held	Dates	
		From (mm/yy)	To (mm/yy)

7. STATEMENT IN SUPPORT OF APPLICATION *This section must be completed.* You should state why you want to undertake this course, any relevant experience and long term goals.

Please explain in your own words your reasons for your choice of course and the relevant skills, qualities and attributes which you possess.

Continue on a separate sheet if required

8. REFERENCE All applicants should provide a reference on the enclosed form.

A reference form is enclosed with this application and should be completed and returned together with this form. If you are currently in education, your referee should be your tutor. If you are currently employed, your referee should be your employer. Please see the notes of guidance for further advice. If a second reference is required this will be indicated on an attached supplementary sheet and another reference form enclosed.

Please tell us where you found out about this course

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9. FURTHER DETAILS: Please complete this section if you have any learning support/mobility requirements. If you require further advice please contact Student Services at Anglia Ruskin University. A criminal record will not necessarily be a bar to obtaining a place at Anglia Ruskin University.

Do you have learning support/mobility requirements? YES/NO

Please give brief details; our Student Support Service will contact you.

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Do you have any unspent criminal convictions? YES/NO
A Criminal Records Bureau disclosure will be required for successful applicants to courses which include placements where students work with children or vulnerable adults.

Data Protection Act 1998

I agree to the University processing personal data contained in this form or other data which the University may obtain from other people. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any legitimate reason including communication with me following the completion of my studies.

In addition, I agree to the University processing personal data described as "Sensitive Data" within the meaning of the Data Protection Act 1998, such processing to be undertaken for any purposes as indicated in the declaration above.

If my employer/sponsor is supporting my studies by paying my fees/allowing me study time I agree to my employer/sponsor being informed of the progress of my application and of my studies if I am accepted onto the course.

Declaration

I certify that, to the best of my belief, the information I have provided is complete and true.

Signature of Applicant _____ **Date** _____

Signature of Parent or Guardian _____ **Date** _____
if applicant is under 18 years

Please return this completed form to the campus at which your course is based, either, ANGLIA RUSKIN UNIVERSITY, ADMISSIONS OFFICE, EAST ROAD, CAMBRIDGE, CB1 1PT, or ANGLIA RUSKIN UNIVERSITY, ADMISSIONS OFFICE, BISHOP HALL LANE, CHELMSFORD, ESSEX, CM1 1SQ.



Reference Form

The applicant should complete Section 1 then pass this form to their referee to be completed in accordance with the guidelines overleaf. This form should then be returned to the appropriate Admissions Office at Anglia Ruskin University, together with the application form.

Section 1	Section 2
Name of Applicant:	Name of Referee:
Applicant's Date of Birth: __/__/__	Post/Occupation/Relationship
Address:	Address:
Post Code: Tel:	Post Code: Tel:
Email:	Email:
Course:	
Campus:	
Reference: (Please see guidelines for referees overleaf)	

Referee's Signature:

Date: __/__/__

NOTES OF GUIDANCE FOR REFEREES

The referee should be the applicant's current or most recent employer or course tutor if the applicant has been in education within the last two years.

The referee should not be a friend or family member and their knowledge of the applicant should be current (the last two years).

The details in Section 2 should be completed by the referee.

The reference should be completed by the referee, not the applicant, and be signed and dated by the referee before being returned to the Admissions Office with the application form. The University may contact a referee to confirm any details.

The referee should comment on the following:

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

If a referee would prefer to send this reference form directly to the University they should address it to the campus at which the course is based, either Anglia Ruskin University, Admissions Office, East Road, Cambridge, CB1 1PT or Anglia Ruskin University, Admissions Office, Bishop Hall Lane, Chelmsford, Essex, CM1 1SQ.

If there are any queries regarding the completion of the reference please contact the Admissions Office at Anglia Ruskin University, tel: 0845 271 3333.