

International Office Application Form



Please return this form to:
International Office, Coventry University
Priory Street Coventry CV1 5FB
United Kingdom
Tel +44 24 7615 2152
Fax +44 24 7615 2175
E-mail: applications.io@coventry.ac.uk

Please read the notes at the back before completing this form. It is important that you write neatly using **BLOCK CAPITALS** in black ink or typescript. **Incomplete application forms submitted without ALL the supporting documents will delay the decision process.** If any documents submitted in support of your application are found to be fraudulent, the University reserves the right to reject or withdraw the application/offer made.

1. Personal details as they appear on your passport

Title (Mr/Mrs/Miss/Ms etc)	Male/Female	Date of Birth** (dd/mm/yy)	Age
Family Name		First Name(s)	
Correspondence Address*		Home Address (if different)*	
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			
			Postcode
			Mobile (including international code)
			Telephone (including international code)

*If you only have a P.O. Box address, we cannot deliver by Courier (i.e DHL) ** Students must supply a date of birth otherwise online enrolment will not be possible

Do you have any criminal convictions? Yes No

(Your enquiry cannot be processed if you do not complete this section - see Notes for Guidance)

2. Disability/special needs

Please enter the appropriate code in the box provided if you have a physical or sensory disability which might in some way affect your studies at Coventry University or may require special facilities or treatment. (See Notes for guidance.) Please provide full details in Section 9.

Code

3. Fee status

Country of Birth	Nationality
Country of permanent residence	
Date of first entry to the United Kingdom	
Who is expected to pay your fees? (e.g. Government, employer, family, other - evidence must be provided)	

4. Details of course(s) for which you wish to apply

Course Title	Course Stage/Year	Month/Year of Entry

Do you wish to do a professional placement/Sandwich course? Yes No

8. Personal statement

Please state your reasons for choosing the course, relevant experience, and career plans. Please attach on a separate piece of paper.

9. Physical or other disability or medical condition

Please state any condition which might necessitate special arrangements or facilities. Consult Notes for Guidance under Section 2.

10. References on official headed note paper

Name and address of at least one referee (if possible, references should be sent with this form in sealed envelopes). Please see guidance note 10. MBA applicants should supply evidence of any work experience.

11. Declaration

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read the Notes for guidance, in particular those relating to this section. I understand these instructions and I agree to abide by the conditions set out there.

Signature of Applicant _____ Date _____

Please note that due to the Data Protection Act 1998 we can only talk or correspond with you about your application. If someone else calls or contacts the University on your behalf we require your written permission before we can respond (eg Parent, relative, sponsor, etc.).

If your application for a taught course at Coventry University is unsuccessful, and you are eligible, we would like to forward your application to our Collaborating Institution (FoundationCampus). If you do not want us to do so, please tick this box

IMPORTANT NOTE

Coventry University will take all reasonable steps to provide the educational service set out in its prospectuses. Should industrial action or other circumstances beyond the control of Coventry University interfere with its ability to provide such a service, Coventry University will take reasonable steps to minimise the resultant disruption. Coventry University does not undertake any absolute obligation whatsoever to provide an educational service in the manner specified in its prospectuses or in any other document, nor does it undertake any other obligation in respect of the provision of an educational service which is more onerous than the obligations set out therein.

Should you become a student of Coventry University, this notice shall be a term of any contract between yourself and the University. Any offer of a place made to you by Coventry 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.

Notes for guidance

General

Before completing the form, **please ensure that you read these notes carefully**. You should also read the current Coventry University literature relating to the course(s) in which you are interested.

Mature students

Coventry University welcomes applications from mature students, including those who do not have conventional qualifications for admission to higher education in the UK. Full account is taken of relevant experience and other educational achievements.

The Data Protection Act 1998

The information which you give on your form will be used for the following purposes:

- To determine your eligibility for entry to Coventry University.
- To enable Coventry University to compile statistical reports.
- To enable Coventry University to initiate your student record.
- To share information with other government departments (e.g. immigration office), local authorities and other bodies to prevent possible fraud and to enable them to carry out their functions.

Section 1 Personal details

Complete this section in BLOCK CAPITALS.

Criminal convictions

Your application cannot be processed if you do not complete this section. If you enter 'yes' in the box you may be asked to send in further information.

Section 2 and Section 9

Disability/special needs

Please enter in the box the code from the list of statements below which is most appropriate to you. Describe your condition in Section 9 and, where it is not obvious, indicate whether you have special needs.

Disabilities/support required:

- 0 You do not have a disability nor are you aware of any additional support requirements in study or accommodation.
- 1 You have dyslexia.
- 2 You have a sight impairment.
- 3 You have a hearing impairment.
- 4 You use a wheelchair or have mobility difficulties.
- 5 You need personal care/support.
- 6 You have mental health difficulties.
- 7 You have an unseen disability (e.g. diabetes, epilepsy, asthma).
- 8 You have two or more of the above special needs.
- 9 You have a disability not listed above.

Section 3 Fee status

Please state your country of permanent residence and give details of who you expect to pay your fees for the proposed course.

Section 4 Details of course(s) for which you wish to apply

If you wish to indicate an order of preference for your course choices you may do so. If you do not indicate an order of preference then it will be assumed that you have none.

Section 5 Examinations

Enter the exact subject name used by the examining body and the name of the examining body in full. If you have qualifications obtained outside the UK, you should give details of all examinations taken as preparation for entry to higher education (e.g. School and Higher School Certificate, Apolytirion, Baccalaureat). Applicants with qualifications obtained in a language other than English, must attach a certified English transcript to the form.

Section 6 English Language Requirements

Please complete this section as it is vitally important in determining your English level and whether you meet our English entry criteria. You should include a copy of any English qualifications.

Section 7 Work experience

Please include all your work experience and training, paid or unpaid, full or part-time. This information will be used by admissions staff in assessing the information provided in Section 8.

Section 8 Personal statement

Enter here any information you may wish to offer in support of your application. Admissions Tutors will be interested in your reasons for choosing the course(s), your career aspirations and relevant experience.

Section 10 References

Two academic references must be sent or one academic reference and one work reference. Referees must comment on your likely ability to follow and succeed on the course.

Section 11 Declaration

Any offer of a place which you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of Coventry University and by signing this form you are confirming your agreement to this. Any false information provided or misrepresentation can mean withdrawal of any offer made. If your application is rejected because you do not meet the University entry requirements for the course applied for, we would like to pass your application onto our Collaborating Institution (FoundationCampus) for consideration. If you do not want your application to be forwarded please opt out by ticking the box provided.