

Application form 1 of 4

Please complete all relevant sections of this form. If completing it by hand, please print out the form, complete it and post or fax it. If completing it electronically, either:

- fill out the form, print it out and either post or fax it
- fill out the form and click the 'Submit by email' button at the end of the form to send directly to the INTO Admissions office (if you use web-based email then please save the form and email as an attachment to admissions@into.uk.com).

Please send the form to your local representative or direct to the INTO Admissions office at least one month before your intended start date.

Please send the completed enrolment form today to:
INTO Admissions office, 4th Floor, 100 Queens Road, Brighton, BN1 3YB, UK
Fax +44 (0)1273 328595 or +44 (0)1273 329746 E-mail: admissions@into.uk.com
You can also apply online at www.into.uk.com/scotland

Section 1

Student details

(You must complete this section accurately otherwise your visa application may be affected)

Title (Mr/Mrs/Ms) _____

Family name _____

First given name _____

Second given name _____

Preferred name _____

Name as written on passport _____

Passport number _____

Passport expiry date (dd/mm/yy) _____

Gender M F

Current age _____

Date of birth (dd/mm/yy) _____

Country of birth _____

Student's nationality (must be completed, necessary for visa application) _____

Country of residence _____

Address in country of residence (you must complete this accurately as it may affect your visa application) _____

Postcode _____

Country _____

Telephone and fax numbers in country of residence (inc. intl. code)

Tel _____ Fax _____

Mobile telephone (inc. intl. code) _____

Email address _____

Contact email (if different from above) _____

Contact address (if different from above) _____

Postcode _____

Country _____

Section 2

Parent/guardian or sponsor details

Information we need to send financial information and reports

Title (Mr/Mrs/Ms) _____

Family name _____

Other names _____

Agent's stamp

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

Relationship to student _____

Home/contact address _____

Postcode _____

Country _____

Telephone (inc. intl. code) _____

Fax _____

Mobile (inc. intl. code) _____

Email address _____

Section 3

INTO course selection

English language courses

English for Undergraduate Study

Sep 09 Jan 10 Apr 10 Jun 10 Sep 10

Start date _____ End date _____ (dd/mm/yy)

Please specify number of terms _____

Desired subject area for study _____

English for Postgraduate Study

Sep 09 Jan 10 Apr 10 Jun 10 Sep 10

Start date _____ End date _____ (dd/mm/yy)

Please specify number of terms _____

Desired subject area for study _____

Pre-Sessional English

Course A Jun 09 (10 weeks) Course B Aug 09 (5 weeks)

Academic programmes

Foundation

Accounting (Sep and Jan intake only)

Business and Management

Engineering

Computing

Built Environment

Health or Life Sciences

Sep 09 Jan 10 Apr 10 Sep 10

Diploma

Business

Engineering, Computing and Creative Industries*

Sep 09 Jan 10 Sep 10

* Subject to approval

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Graduate Diploma

English with Business

Engineering, Computing and Creative Industries*

Sep 09 Jan 10 Apr 10 (English with Business only) Sep 10

* Subject to approval

Proposed undergraduate or postgraduate programme

(Needs to be completed for visa purposes)

Do you intend to study an undergraduate or postgraduate programme after completing your INTO course(s)? Yes No

Proposed undergraduate or postgraduate programme

If you have applied to Glasgow Caledonian University, please provide your reference number

Other applications

Have you applied to another INTO Centre(s)? Yes No

If yes, which Centre(s) (please list in order of preference)

1 _____ 2 _____

3 _____ 4 _____

If yes, which course(s)

Section 4

Student's education history

Please give details of your current or most recent school, college or university. Please ensure official institution transcripts, latest available results or forecast results are attached in English.

Institution name

Dates of study _____ to _____ (dd/mm/yy)

Date you received [or will receive] your certificate _____ (dd/mm/yy)

Highest educational qualification name

Language of instruction

Institution address

Postcode

Country

Telephone (inc. int. code)

Fax

Email address

Section 5

Student's work experience

(to be completed by students applying for Postgraduate study only)

Please give basic details of your current or most recent work experience. Where work experience constitutes a major part of the application, ensure an up-to-date resumé (CV) is attached in English.

Employer name

Dates of employment _____ to _____ (dd/mm/yy)

Job title

Main responsibilities

Employer address

Postcode

Country

Telephone (inc. int. code)

Fax

Email address

Section 6

Current English language proficiency

Please tick and enter details of your most recent English language test.

Note: Students will also be assessed upon arrival and study plans

WILL be altered if there is any discrepancy.

IELTS overall score/grade _____ Date _____ (dd/mm/yy)

IELTS writing score for above test: _____

IELTS TRF Number _____

TOEFL overall score/grade _____ Date _____ (dd/mm/yy)

TOEFL writing score/grade _____ Date _____ (dd/mm/yy)

INTO overall score/grade _____ Date _____ (dd/mm/yy)

INTO writing score/grade _____ Date _____ (dd/mm/yy)

Other score/grade _____ Date _____ (dd/mm/yy)

Have you arranged to take any other English language test(s) before starting your INTO course? Yes No

Name of Exam

Date due to be taken _____ (dd/mm/yy)

If you want to study on an English course, please give details of where and how long you

have studied English:

How would you describe your current level of English?

None Basic Elementary Lower intermediate

Upper intermediate Advanced

Section 7

Sponsorship

How do you intend to fund your studies?

Self Family Employer* Sponsor*

*Name of employer/sponsor:

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Section 8

Student goals

Please select which one or more of the following, best describes your reason for wishing to study English at INTO Scotland.

- I have applied for an INTO Foundation, Diploma, Graduate Diploma or, English Language course, and need to meet the English language entry requirement
- I plan to study a degree at Glasgow Caledonian University
- I plan to attend another university in the UK
- I want to experience life in a UK university
- I want to experience British culture
- Other reason

If 'Other' please specify:

Section 9

Accommodation and welfare

Application for accommodation

Accommodation will be reserved and confirmed when full payment of tuition and accommodation fees has been received. Please note it is a condition that a minimum of one full term's notice (university residence) or four weeks' notice (homestay) is required if you wish to leave or change your accommodation. During the academic year University residence accommodation is available only if you enrol on a fixed term start date and for multiples of one term, excluding holidays.

Please select one option and complete as appropriate

University residence

- Victoria Hall, standard en-suite
- Victoria Hall, deluxe en-suite
- Buchanan View, standard en-suite

Please note: we will do our best to allocate your preferred accommodation, but if not possible, we will allocate you to alternative accommodation.

Homestay

- Would you prefer a family with Dogs Cats No pets
- Do you smoke? Yes No
- Do you require homestay during the holiday periods? Yes No

I do not require any accommodation

Students who are under 18

INTO recommends that parents appoint a UK-based guardian for international students under 18. INTO can supply a list of Guardianship providers on request.

If parents are making their own arrangements for either Guardianship services, or if a friend or family member in the UK is to act as guardian to the student, please provide the details below:

Name of guardian

Relationship to student

Address of guardian

Postcode

Country

Telephone (inc. int. code)

Email address

I confirm that the guardian is over 21 years of age.

Medical and dietary information

Please give details of special dietary requirements eg: halal, vegetarian, no pork, food allergies etc.

Do you have any medical conditions?

Yes No

Do you have any disabilities?

Yes No

Do you have any allergies?

Yes No

Please give details of any medical conditions, disabilities or allergies that require attention or notification and any prescribed medicine taken on a regular basis.

Completion and signing of this form gives INTO permission to administer first aid by trained staff first aiders if required.

Criminal offences

Please tick here if you have been convicted of a criminal offence and supply details on a separate sheet.

Travel and medical insurance

The full cost of Uniplan insurance will be added to the invoice unless proof of alternative adequate cover is attached.

Please state when you would like the insurance to start

Start date of insurance (dd/mm/yy)

End date of insurance (dd/mm/yy)

I have my own insurance and enclose a copy

Airport pick-up

Students MUST arrive on the Saturday or Sunday prior to the start of the course. Flight details including arrival date and flight number should be sent to the INTO Admissions office as soon as possible in order that airport arrangements can be made. If you are under 18 you must either book an INTO airport pick-up or provide evidence of your arrangements. If an airport pick-up is required, this will be invoiced as an extra at confirmation stage and full payment must be received for an airport pick-up to be confirmed.

Do you require an airport pick-up? Yes No

Please indicate which airport

- Glasgow International Glasgow Prestwick
- Edinburgh

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Section 10

How did you hear of INTO Scotland?

- British Council
 Education Exhibition
 Website*
 Friend or relative
 Education agent
 Other*

*Please state which website or other source

If education agent, British Council or exhibition, which agent/organisation/event?

Section 11

Form of indemnity

i) Background

This indemnity is to be signed by the Student, and also by his/her Parent or Legal Guardian if the Student is under eighteen years of age. Until this indemnity has been signed and returned to INTO, the Student may not take part in an excursion organised by INTO.

ii) Indemnity

In consideration of the Principal and/or Head Teacher and/or Director and/or any employee of INTO (which expression for the purposes of this indemnity means INTO Scotland LLP and any relevant associated or connected organisation) agreeing to make arrangements for and to authorise INTO personnel to take me/my son/daughter/ward from time to time on expeditions outside the usual premises of INTO I hereby fully and effectively indemnify the said Principal and/or Head Teacher and/or Director and/or any employee (as the case may be) of INTO against:

- any and all claims, losses, damages or costs incurred directly or indirectly which they or any of them may be or become liable to pay in consequence of any injury or damage to or illness of me/my said son/daughter/ward occurring during or as a result of any of the said expeditions
- any and all claims, losses, damages or costs paid to or payable to or claimed by any third party which may be made against them or any of them in consequence of any act or default of me/my said son/daughter/ward during or as a result of any of the said expeditions
- any and all other costs, claims, losses and expenses incurred directly or indirectly by them or any of them on behalf of me/my said son/daughter/ward during or as a result of the said expeditions

provided that this indemnity does not extend to any claims, damages, costs or expenses in respect of and to the extent to which INTO and member(s) of the staff or any of them are indemnified and recover under any policy of insurance. I authorise INTO to supply any relevant records to educational institutions, government bodies, parents, sponsors and educational agents if requested without notification.

- I agree to the provisions of the indemnity in the section above
 I am the student
 I am the parent/guardian

SIGNED _____ Date _____ (dd/mm/yy)
(Parent/guardian)

SIGNED _____ Date _____ (dd/mm/yy)
(Student)

Reset form	Save form
Print form	Submit by email*

Section 12

Payment details

Once you have accepted an offer of a place, you must send us a deposit of £1000, and an accommodation deposit of £1000 (if you have requested INTO accommodation).

You will also be required to pay in advance the Uniplan insurance fee unless you have provided proof of alternative cover.

Payment can be made either by sterling banker's draft, VISA, Mastercard, Maestro, Solo, Electron, Delta or by direct bank transfer. Our bank details are as follows:

Bank Name: Royal Bank of Scotland
 Address: 23 Sauchiehall Street, Glasgow, G2 3AD
 Account Name: INTO Scotland
 Sort Code: 83-52-00
 Account number: 00229020
 SWIFT Code: RBOS GB2L
 IBAN number: GB55 RBOS 8352 0000229020

Section 13

Declaration

- I have read and understood all parts of this electronic application form and have completed all sections that relate to my application
 I have read and understood the brochure and agree to abide by the Terms and Conditions
 I agree to abide by the Cancellation and Refund Policy
 I agree to pay all tuition and accommodation fees incurred as they become due
 I agree that my records and achievements may be used for promotional purposes, without further notification

If printing out this form, please sign and date it below, after ticking the boxes above.

If submitting the form by email please tick all of the boxes above before clicking on the 'Submit by email' button below. Please ensure that your email programme is open, an email message will then be opened automatically. If you use web-based email then please save the form and email as an attachment to admissions@into.uk.com.

SIGNED _____ Date _____ (dd/mm/yy)
(Parent/guardian)

SIGNED _____ Date _____ (dd/mm/yy)
(Student)

Section 14

Application check list

I confirm that I have:

- completed the application form in full and checked for accuracy Yes
 enclosed proof of an alternative insurance policy, if appropriate Yes
 enclosed full transcripts of all my relevant qualifications (including English language level) translated into English Yes

Please list here all the transcripts you are enclosing:
(Must be completed for visa purposes)

Academic transcripts

English language transcripts
