

APPLICATION FORM GUIDANCE NOTES

The following guidance notes are designed to help you when filling in your application to the Language Centre. Please read the information carefully **BEFORE** you complete all sections of the application form.

For more information on applying please see our website www.leeds.ac.uk/languages. If you have further questions about how to complete this application form please contact us at langc@leeds.ac.uk

Please note, completed application forms can be emailed to elapplications@leeds.ac.uk with all the necessary supporting documentation. Applications cannot be processed without the supporting documentation.

1. Applicant details

The details you enter in this section must match those on your passport exactly. This is very important. If you do not have a passport please tell us in the passport number section with the date you expect to receive it (if known). You will still need to fill out all other details in this section.

If you do not know which type of visa you will be applying for, you can find guidance on the UK Visas and Immigration website

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>

or the International Student Office website

<http://students.leeds.ac.uk/#International-students>

If you will be under 18 at any time during your course please tick the relevant box in this section. **This is compulsory.**

2. Contact details

Your correspondence address should be the address where we can contact you. If this address is not your permanent home address (the address in your home country), please enter this second address in the space below. If you are currently living in the UK please tick the box at the end of this section.

3. Personal details

Please complete all parts of this section.

4. Course Details

Please select the course you wish to study and the term or terms by ticking the relevant box. For specific term dates please see the Language Centre's 'Fees and Dates' document which is available to download from our website

http://www.leeds.ac.uk/arts/downloads/download/1018/fees_and_dates

You can apply for more than one term but you can only take one course each term. We have provided recommended study periods depending on your current level of English and the level you wish to reach in the downloads section of our website. If you require advice about the most suitable course for you please contact us at langc@leeds.ac.uk

You can study full-time or part-time on the General English course and you must select how you wish to study on the application form.

Part-time options are **NOT** available for any other courses.

For more information about our courses and their content please visit our website www.leeds.ac.uk/languages

5. Academic Progression details

If you have studied in the UK before you must tell us in this section.

You must also send us evidence of this in writing, for example a certificate or transcript.

6. University accommodation

Please complete this section. If you do not require university accommodation, please tick the box 'No'.

7. Personal statement

You must complete this section to tell us more about yourself.

8. Terms and conditions for payment of course fees

Please state who will pay your course fees. If it is not you please give the name of the person or organisation that will be responsible for paying these fees. If you are offered a place on a Language Centre course you will not be able to change the details given in this section of the application form. Your application will become invalid if the fee payer named here changes without the prior consent of the Language Centre. All self-funding students are required to pay in advance. An invoice for the total balance will be sent to you by email with details of how to pay. Full payment of fees is required in advance of the course starting. Please note you must provide an Financial Guarantee letter from your Embassy or Sponsor before you can start your Language Centre course.

9. Where did you hear about the Language Centre?

Please complete this section so that we know how you found out about the courses at the Language Centre.

10. What you must send with this form

Please make sure you have enclosed/attached a copy of all the documents requested in this section that are relevant to you.

We cannot process your application without these documents.

This is very important. **If you do not include the necessary documents there will be a delay when processing your application.**

11. Criminal convictions

If you have been convicted of a criminal offence, excluding

- a motoring offence for which a fine and/or a maximum of three penalty points were imposed
- spent sentences

you are required to declare this by completing the 'yes' box in the criminal conviction section of the application form. Serving prisoners should also supply the prison address so that a reference may be sought. The University will send a questionnaire for completion to all successful applicants declaring a criminal conviction. The information submitted in the questionnaire will be treated in strict confidence. For certain programmes of study you will be required to disclose all criminal convictions. Please see information provided by the relevant School.

If you would like more information about why we are asking for this information please contact us at langc@leeds.ac.uk. Please note that the information you provide will be handled in accordance with the Student Privacy Notice

www.leeds.ac.uk/secretariat/documents/student_privacy_notice.pdf

12. Privacy Notice and Declaration

The University of Leeds is the data controller for personal data that we process about you. We will process your data for the purposes of considering your application to the University. If you become a student of the University your data will be processed further in accordance with the Student Privacy Notice

www.leeds.ac.uk/secretariat/documents/student_privacy_notice.pdf

If you have any queries about how we will handle your data, please contact our Data Protection Officer, whose details are provided in the Student Privacy Notice.

Please read the final declaration carefully and sign it to confirm that you have understood and fully completed the application form truthfully and accurately.

Please tick the relevant boxes and/or if you are happy to discuss your application with someone, please provide their name and their relationship to you here.

Please note, all communication will be carried out by email. Should your application be successful you will also receive your offer pack by email. Paper copies are available on request.

ENGLISH LANGUAGE COURSES APPLICATION FORM

Please complete this form in ENGLISH in BLACK INK. Please complete ALL sections of the application form. Incomplete application forms cannot be processed.

1. Applicant details (as shown on your passport, where relevant):

Passport number:

Title: select (●) Mr Mrs Ms Miss Dr

Family name: _____ Other names: _____
Day Month Year

Date of Birth: _____ Nationality: _____ Country of Birth: _____

Which type of visa are you planning to study on? Short-Term Study Tier 4 Dependent N/A

If you will be under the age of 18 on the first day of your course tick (✓)

First Language: _____ Occupation: _____

2. Contact details

Correspondence Address:

City: _____ State/Province/Region: _____

Postcode/ZIP: _____ Country: _____

Tel: _____ Fax: _____ Personal email: _____

Permanent home address (this is **compulsory** if different from above):

City: _____ State/Province/Region: _____

Postcode/ZIP: _____ Country: _____

Tel: _____ Fax: _____ Personal email: _____

If you are an agent applying on behalf of a student, please enter the student's personal email address.

Please tick if you are currently resident in the UK (✓)

Please ensure your email address is clear and correct. All correspondence will be carried out by email.

3. Personal details

What are you doing currently? tick (●) Work Study Other

If you are currently attending a university, please state the name of the university:

Please tick the boxes (✓) below if you have:

a disability _____ a long term mental health condition _____

a long term medical condition _____ a learning difficulty (e.g. dyslexia/ADHD) _____

any other diagnosed condition that may affect your studies _____

This information is confidential and will in no way affect your application status. Any information you can give us will be used to assess the support we can offer you as a student at the University of Leeds. If you have ticked one of the boxes above, we will contact you for further information.

4. Course details

For specific term dates please see the Language Centre's 'Fees and Dates' document which is available on our website or contact us at langc@leeds.ac.uk

Select (●)

Year of course start 2017/18 2018/19 2019/20

How long do you wish to study for? Start Date: End Date:

General English Term 1 Term 2 Term 3 Term 4
English for real-life communication

Course length 10 weeks 6 weeks 5 weeks 4 weeks 3 weeks

Please note: not all course lengths are available in every term.
Please see the Fees and Dates document for details for the course options available.

How do you wish to study ? **Full-time** **Part-time**
(General English only)

Academic English for Undergraduate Studies pre-sessional Term 1 Term 2 Term 3
preparation for undergraduate studies Term 4, 10 weeks Term 4, 6 weeks

Academic English for Postgraduate Studies pre-sessional Term 1 Term 2 Term 3
preparation for postgraduate studies

For 2017/18 Academic English for Business and Management pre-sessional Term 3
preparation for postgraduate studies in Business and Management

From 2018/19: Academic English for Postgraduate Studies (Business) pre-sessional Term 1 Term 2 Term 3
preparation for postgraduate studies in Business and Management

Discipline-specific Pre-sessionals for Postgraduate studies Term 4, 10 weeks Term 4, 6 weeks
discipline-specific preparation for postgraduate studies

There are discipline-specific pathways for this option. If your application is successful, you will be offered a place on the appropriate pathway for your postgraduate degree programme. The course pathways are: Language for Marketing, Language for Economics and Finance, Language for Human Resources Management, Language for Business, Management and Enterprise, Language for Communication and Society, Language for Arts and Humanities, Language for Law and Society, Language for Education, Language for Science, Language for Engineering.

Please note: if you are applying to study a taught postgraduate programme, and wish to take a summer pre-sessional language course you will be given instructions on how to join a summer language course if eligible.

Please contact us on langc@leeds.ac.uk if you have any questions.

Please see the Fees and Dates document on our website or contact us for the course dates and fees.

Course fee(s) do not include accommodation fees.

Name of Language Centre courses currently being studied or previously applied for (if applicable):

5. Academic Progression details

Are you currently studying in the UK or have you previously studied in the UK? Select (●) Yes No

If no, please go to Section 6

If yes, please answer the following questions:

What type of visa did you have during your studies? Short-Term Study: Tier 4: Dependent: Other:

What dates did you study in the UK between? Start date: End date:

What level of study did you undertake (e.g. English language, A-level, undergraduate degree) or what qualification did you obtain?

Please provide the name of your previous institution:

You must send evidence of this in writing with your application, for example a certificate or transcript.

6. University accommodation

University accommodation is normally available for Language Centre students in single study bedrooms in self-catering flats. Information about University accommodation and how to apply will be sent with your acceptance pack.

Do you require information about University accommodation?

Select (●) Yes No

Please note that all accommodation costs must be paid directly to the University Accommodation Office NOT the Language Centre.

7. Personal statement

Please answer the following questions in your own words. Write one or two sentences in answer to each question. Continue on a separate sheet if necessary. **It is essential to complete this section so that we can make an offer for the most suitable course.**

1. Please describe your current job or studies.

2. Are you studying English now? Where? What is your level?

3. Do you want to study a degree after your course at the Language Centre? Select (●) Yes No

If yes, which degree will you study?

4. Please tick **one** of the following to confirm your study aims at the Language Centre:

I want to improve my academic English before studying a degree

I want to improve my English through learning about British life and culture

- If you already hold an offer for an academic course, please attach a photocopy of your offer letter from the university/institution at which you will study.
- If you have taken an IELTS test, please attach a copy of your most recent results certificate.

8. Terms and conditions for payment of course fees

Who will pay your course fees?

If you are accepted on to a Language Centre course you will not be able to change the details given in this section of the application form. Your application will become invalid if the fee payer named here changes without the prior consent of The Language Centre.

Select (●) You Other

If other, please give details:

Sponsored Students

I accept responsibility for the payment of the course fee if my sponsor fails to make the payment, or if a Financial Guarantee is not provided.

Tick (✓)

Please note you must provide an Financial Guarantee letter from your Embassy or Sponsor before you can start your Language Centre course.

Self-Financing Students

Terms and conditions for payment for self-financing students

- The fee payer (the person or institution responsible for paying your fees) must be the same as the fee payer named above.
- You must pay the course fee in full in advance of the course start date.
- An invoice for the total balance will be sent to you by email four weeks in advance of the course starting with details of how to pay. Full payment of fees is required in advance.
- If you leave your course early, that is, at any time before the published end-of-course date, you do not have the right to a refund of the course fee. Our refund policy is available to download from the website www.leeds.ac.uk/languages

I agree to pay my fees in advance of the course start date

When arranging payment of your tuition fees do not include payment for accommodation or living expenses.

I confirm that I have read and understood the 'Terms and conditions of payment for self-financing students' shown above regarding course fees for Language Centre courses and hereby agree to the terms and conditions as stated.

Signature:

Date:

9. Where did you hear about the Language Centre?

Tick (✓)

From an agent/representative

Name of agent/representative's company:

From my university

Name of university:

From the University of Leeds

From an advert

Where did you see the advert?

From your government

Please state:

From the internet

Website address:

From a friend

Other

Please state:

If the option was available, would you have applied online? Select (●) Yes No

10. With this form you must send

Tick (✓)

For all students:

• a clear copy of the passport pages showing your name, nationality and passport number

- one photocopy of your IELTS test results certificate AND/OR another English language report/certificate.
If you intend to apply for a Tier 4 visa, a valid SELT is required

For all students, if applicable:

- one photocopy of your offer letter from the university/institution at which you will study
- a copy of your visa if you are already in the United Kingdom
- If you have studied in the UK previously, evidence of this in writing, for example a certificate or transcript

For sponsored students ONLY:

- written confirmation from your sponsor to cover payment of Language Centre course fees if they are to be paid by a sponsor and not by you or your family

For self-financing students:

- please also ensure you have read and understood the 'Terms and conditions for payment of course fees' and sign the 'Declaration' in Section 8 of this application form

11. Criminal Convictions

Applicants are now legally required to declare at the point of application if they have been convicted of a criminal offence.

Have you been convicted of a criminal offence? Select (●) Yes No

If you are a serving prisoner, please supply the prison address in the box below.

If you have been convicted of a criminal offence, excluding:

- a) a motoring offence for which a fine and/or a maximum of three penalty points were imposed or
- b) spent sentences

you are required to declare this by answering the 'yes' in this section of the application form. Serving prisoners should also supply the prison address so that a reference may be sought. The University will send a questionnaire for completion to all successful applicants declaring a criminal conviction. The information submitted in the questionnaire will be treated in strict confidence.

12. Privacy Notice and Declaration

I declare that by submitting this application I am confirming that the information provided is, to the best of my knowledge, true, accurate and complete. Any information given which is later found to be false may lead to the withdrawal of any offer of a place at the University of Leeds Language Centre. The University of Leeds Language Centre reserves the right to offer a suitable, alternative course to an applicant if they fail to meet any of the course requirements before or during their period of study.

I agree that the University of Leeds Language Centre may use the data provided to process my application and may contact me to provide, or request, information which is relevant to my application being processed. I also understand the University of Leeds Language Centre will process my data in accordance with the University's Student Privacy Notice www.leeds.ac.uk/secretariat/documents/student_privacy_notice.pdf

We will correspond with you about your application via email.

If you are applying through an agent, have a sponsor or you will be studying this course as part of another university course, we need your consent to release details to these parties about your academic progress and well-being. If you would like to give us permission to talk to a friend or family member about your academic progress and well-being, we will also need your consent to do this.

I give consent to the University of Leeds Language Centre providing academic and well-being information to my agent/sponsor/home university

I give consent to the University of Leeds Language Centre providing academic and well-being information to a friend or family member

Name of friend/family member

Relationship to you

By not ticking these boxes, we will not share information with your agent, sponsor, home university, friend or family. This consent does not affect the University's ability to disclose your information to third parties where allowed under the University's Data Protection Code of Practice www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html

Signature:

Date:

Please send your application to:

Admissions Secretary, The Language Centre, University of Leeds, Leeds, LS2 9JT, UK

T: +44 (0) 113 343 3251

F: +44 (0) 113 343 3252

E: Completed applications: elapplications@leeds.ac.uk

Enquiries: langc@leeds.ac.uk

<http://www.leeds.ac.uk/languages>