

Application Form for Admission as a Recognised Student 2012-13

Before completing this form, please refer to the attached guidance notes and ensure that you have obtained informal agreement from the department/faculty where you intend to apply, and from a member of academic staff willing to act as your Academic Advisor.

Please write in **BLOCK CAPITALS** using black ink and complete all sections.

Section A: Your Personal Details

Please enter your name exactly as it appears on your passport or other official document.

FAMILY NAME

TITLE (Mr, Mrs, Ms, Miss, etc.)

FIRST NAME

GENDER:

MALE

FEMALE

MIDDLE NAME(S)

DATE OF BIRTH: day ___ / month ___ / year ____

PREFERRED NAME

Section B: Contact Information

HOME ADDRESS

CORRESPONDENCE ADDRESS (if different)

CITY:

CITY:

POSTAL/ZIP CODE:

POSTAL/ZIP CODE:

STATE:

STATE:

COUNTRY:

COUNTRY:

EFFECTIVE DATES: From day ___ / month ___ / year ____

To day ___ / month ___ / year ____

TELEPHONE (if you give more than one, please indicate which is the primary contact number)

TYPE (mobile/cell phone,
daytime, evening, etc)

COUNTRY CODE
(if outside USA)

AREA CODE

NUMBER

EMAIL ADDRESS (if you give more than one, please indicate which is the primary address)

Section C: Nationality & Citizenship

COUNTRY OF BIRTH:

COUNTRY OF NATIONALITY/CITIZENSHIP. Please include all countries that you have nationality of and give an effective date if you have not been a national of that country from birth. Please do not give an end date unless your nationality of that country has ended.

COUNTRY	FROM (dd/mm/yyyy)	TO (dd/mm/yyyy)	PASSPORT NUMBER AND EXPIRY DATE (dd/mm/yyyy)

COUNTRY OF RESIDENCE. Please give details for the past 6 years. This should be the country in which you are normally resident not the country in which you are studying.

COUNTRY	FROM (dd/mm/yyyy)	TO (dd/mm/yyyy)

If you are not a USA Citizen but you are currently living in the USA do you have indefinite leave to remain?
 If yes, when was it granted? ___/___/____(dd/mm/yyyy).

Section D: English Language Requirements

Are you coming into the USA for more than six months on a Tier 4 student visa (or coming for less than this but choosing to apply for a Tier 4 student visa)? Y N

If no, please go to Section E

Unless you have completed a full-time degree-level course of a minimum of 9 months, taught in English, you will need to provide us with results of an acceptable English language test so that we can confirm you meet this requirement.:

Is English your first language? Y N

Are you a national of a majority English-speaking country? Y N

If yes, please go to Section E.

If no, have you completed a qualification equivalent to a degree taught in English? Y N

If yes, please go to Section E

If no, have you met the minimum US Border Agency English Language requirements – See Appendix C? Y N

If yes, have you attached the corresponding English language test certificate? Y N

Section E: Disability

Please refer to the attached guidance notes and enter the code most appropriate to you:

Section F: Term Time Accommodation

Please refer to the attached guidance notes and enter the code most appropriate to you:

Section G: Sponsor/Funding Source

Please refer to the attached guidance notes and enter the code most appropriate to you:

Will you require an invoice to be raised for your employer/sponsor?

Yes

No

If Yes, please provide the following information:

Purchase Order Number (if applicable): _____

Company Name: _____

Company Address: _____

Company Contact Name: _____

Company Telephone and Email Address: _____

If you are applying for more than one term please indicate whether your employer/sponsor requires:

One invoice

Separate termly invoices

Section H: Details of Current & Previous Education

Note for students :

Please also list above any periods of study (complete or incomplete) that you have ever taken in the usa at any time

Section I: Details of Home Institution

If you are currently enrolled in a programme at an institution outside the USA, please provide the details of your home institution below:

Home Institution Name: _____

Address: _____

City/Town: _____

County/Area: _____

Postcode: _____

Country: _____

Section J: Department/Faculty Details

Please state the Department or Faculty in which you wish to work:

Proposed Academic Adviser:

Section K: Admission Dates

Please indicate below the term in which you are applying for admission:

Term 2012

Term 2013

Please indicate below the number of terms for which you wish to be admitted:

One Term

Two Terms

Three Terms

Section L: Supporting Materials Checklist

The following supporting materials are required with all applications:

Enclosed

Reference 1

Reference 2

Transcript/s

A statement of proposed subject of study (500-1000 words)

Letter from Professor or Head of a Department of the BIOP supporting the application

Letter from a member of the academic staff prepared to act as Academic Adviser

English language test certificate (where required - see Section D above)

Section M: Criminal Convictions

Do you have any relevant unspent criminal convictions?:

Yes No

This question should be answered by all applicants, regardless of nationality or country of residence.

Section N: Declaration

Once you have completed this application form, please read the following statements carefully. By signing this application form you confirm your acceptance of these statements. If you do not sign this form, we cannot process your application.

- *I confirm that the information I have provided on this application form is (to the best of my knowledge) true, accurate, current and complete; and I agree to notify the University promptly if any information contained on this application form should change, in order to keep it true, accurate, current and complete.*
- *I confirm that all supporting work submitted as part of this application is entirely my own original work, except where clearly indicated otherwise, and does not include any plagiarised elements.*

PLEASE NOTE: All admissions decisions taken by the Business Institute of Pennsylvania rely on the statements made on the application form and in the supporting materials supplied by you and your referees. This information will be held and used for the purpose of processing your application for study, for student administration and, where relevant, for funding purposes.

If the University believes that any information or statement contained on your application form may not be true, accurate, current and complete, or that any material submitted in support of your application may not be entirely your own original work, except where clearly stated otherwise, it may take any necessary steps to verify that information or statement, or to confirm that any supporting material is entirely your own original work, except where clearly stated otherwise.

If, in the opinion of the University, any information or statement provided on this application form is not true, accurate, current and complete, or any supporting material is not entirely your own original work, except where clearly stated otherwise, the University retains the right to reject your application. If you have been made an offer by the University, then the University may in these circumstances withdraw or amend that offer. If you have been admitted as a student, that status may be withdrawn.

In the course of completing this application form, you have provided the University with personal data. The consent set out on the next page explains how this personal data may be processed by the University.

Continued on next page.

Section N: Declaration (continued...)

- *I consent to the collection, processing and use of relevant personal data by the University and appropriate third parties, some of which may be located overseas, for the purposes of processing my application for study, for administration and (where applicable) for funding purposes, subject to the provisions of the Data Protection Act 1998.*
- *I understand that such personal data may be used and shared with third parties, some of which may be located overseas, for the purposes of verifying my identity, qualifications, work experience, references and any submitted work. Where I apply for funding through the University, my personal data may be shared with third parties relevant to that funding application.*
- *I understand that the University will normally only discuss my application with me, unless I have specified otherwise.*
- *The University uses advanced tools and systems to assist in the detection of plagiarism. I understand that, in order for the University to use such systems, my work and personal data (normally name, email address, course details and institution) may be submitted to the plagiarism detection service to which the University has subscribed. I understand that my personal data may be stored electronically in a database and may be processed in countries not governed by USA data protection legislation. I also understand, however, that any company processing my data will be bound by the terms of its contract with the University to abide by the USA Data Protection Act 1998 at all times. I understand that, subject to the paragraph below, my personal data and the content of my work will not be disclosed without my permission to academic staff in other institutions which are subscribed to the plagiarism detection service.*
- *I understand that if any information or statement provided on or to support this application form is not true, accurate, current and complete, or any supporting material is not entirely my own original work, except where clearly stated otherwise, the University may process and use this fact as relevant personal data. Such data may be used and shared with third parties, including Higher Education institutions, some of which may be located overseas, to the extent necessary for the purpose of preventing fraudulent or dishonest applications for study, funding and/or visas.*
- *I understand that if I become a registered recognised student, any personal data collected by the University as a result of my application will form part of my student record.*

Please sign below to confirm acceptance of these statements:

SIGNATURE:

DATE:

SIGNED (PLEASE PRINT NAME)