**Application Form**

Please read the Guidelines for Applicants, which can be found at the back of the application form.

When complete please email the application form to : [directapplications@mmu.ac.uk](mailto:directapplications@mmu.ac.uk)

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| 1. **Personal Details (Please complete in BLOCK CAPITALS where handwritten)** | | | | | |
| **Title :** | | **Gender** | | Male ☐ | Female ☐ |
| **Surname/Family Name :** | | **Previous surname** (if applicable) : | | | |
| **First Name(s)/Given Name :** | | | | | |
| **Date of Birth :** | |  | | | |
| **Addresses** | **Correspondence** (This address will be used for all correspondence) | |  | | |
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|  | **Postcode** | |  | | |
| **Email : Work: Personal :** | | | | | |
| **Telephone numbers** (please include full country and area codes) | | | | | |
| **Mobile :** | | **Other contact number :** | | | |
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| **HCPC Pin Number:** | |  | | | |
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| 1. **List the course you wish to apply for** | | | | | |
| **Name of unit and unit code** | **Campus** | **Mode of Study** | **Proposed date**  **of entry** | | **Entry Point/**  **Level 5/6/7** |
| **Month** | **Year** |
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| 1. **Nationality and residence details** | | |
| **Country of birth :** | | **Country of permanent residence :** |
| **Nationality :** | |  |
| **Applicants not born in the United Kingdom, please answer the following questions** (Tick the box if your answer to the question is yes.) | | |
| **Are you a non-EU citizen currently resident in the UK?** ☐  If you have checked the box please provide the following information in order to assist us in making an assessment of your tuition fee status.  Date of first entry to the UK :  Date of most recent entry to the UK :  (excluding holidays)  Have you been granted Indefinite Leave to Enter/ ☐  Remain in the UK? If yes, please provide a copy  of your ILR status as evidence. | **Do you need a visa to study in the UK?** ☐  If you have checked the box, please provide your passport number :  If you did not check the box, under what immigration category will you enter the UK :  Have you previously been granted a visa to study in the UK?  If yes, please attach a copy of any such visas to your application form. ☐ | |
| If you are a non-British EU National who is not living in the UK, will you have been resident in the EU for 3 years prior to the 1st of September of the year in which the course begins? ☐ | | |

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| 1. **English language** | | | |
| **All applicants must provide evidence that they meet the minimum English Language requirements for their chosen course.**  Do you hold any English language qualifications? Yes ☐ No ☐  Do you intend to sit an English language qualification before coming to study at MMU? Yes ☐ No ☐  **Please confirm below which English Language qualification you have completed or will be sitting. Attach copies of the certificate(s) for completed qualifications.**  **Please note, if you require a Tier 4 visa there are specific minimum English language requirements.** | | | |
| **Name of English language qualification**  Type of test taken | **Awarding body/College/University** | **Date qualification obtained/date you are taking the qualification** | **Result** |
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| 1. **Highest Qualifications held** | | | | |
| **Please list the highest qualification held to demonstrate level of prior learning** | | | | |
| **Level** | **Subject** | **Date completed** | **Name of college/university and country** | **Result** |
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| 1. **Qualifications pending** | | | | |
| **Please list qualifications you are currently studying for or in respect of which you are awaiting results, including details of modules being studied this academic session.** | | | | |
| **Level** | **Subject** | **Date to be completed** | **Name of college/university and country** | **Predicted result** |
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| 1. **Work history** | | | | |
| **Give details of your work experience, training and employment. If not in post for 3 years give the last 3 years history** | | | | |
| **Job title**  Nature of work/training | **Name and address of employer** | **Full or**  **part-time** | **Start date** | **End date** |
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| 1. **Personal statement** |
| **Where necessary please provide a short personal statement that sets out your reasons for undertaking the course. Maximum words (250)** |
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| 1. **DECLARATION** | |
| I declare that the information on this form is correct.  I understand that any offer of a place is subject to my acceptance of the University’s terms and conditions.  I accept that if I do not fully comply with these requirements Manchester Metropolitan University reserves the right to cancel my application.  I agree that Manchester Metropolitan University may record and process the information contained in this form and the Self-declaration form for statistical and administrative reasons in accordance with the Data Protection Act 1998. | |
| **Applicant’s signature :** | **Date :** |
| (if you are completing the application form electronically, please type your full name into the signature space) | |

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| **Application checklist** |
| Please check that you have included the following with your application form:  ☐ Certificate and Transcript for relevant qualifications  ☐ Personal Statement  ☐ Self-declaration form (section 10)  ☐ Copy of your English Language qualification if you have already taken it. |

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| 1. **Self-declaration form** | |
| This section of the application form will **not** be used for selection purposes. | |
| 10.1 **Disability / Special Needs**  Please enter the appropriate code if you have a disability, which may in some way affect your studies or may require special facilities or treatment.   |  | | --- | |  |   08 Two or more impairments and/or medical conditions  51 A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D  53 A social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder  54 A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy  55 A mental health condition, such as depression, schizophrenia or anxiety disorder  56 A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches  57 Deaf or a serious hearing impairment  58 Blind or a serious visual impairment uncorrected by glasses  96 A disability, impairment or medical condition that is not listed above | |
| 10.2 **Criminal Convictions**  **Please read the Guidelines for Applicants before replying to this question.**  If you have a relevant conviction that is not spent please tick the box, otherwise leave it blank. ☐ | |
| 10.3 **Ethnic Origin**  Complete this section only if you have shown in section 3 of the form that your country of permanent residence is in the UK.  Please enter the code from the list of ethnic origin terms below which you feel most closely describes your ethnic origin.   |  | | --- | |  | | |
| 10 White  15 Gypsy Traveller  21 Black or Black British – Caribbean  22 Black or Black British – African  29 Other Black background  31 Asian or Asian British – Indian  32 Asian or Asian British – Pakistani  33 Asian or Asian British - Bangladeshi  34 Chinese | 39 Other Asian background  42 Mixed – White & Black African  43 Mixed – White & Asian  49 Other Mixed background  50 Arab  80 Other Ethnic background  90 Ethnicity not known  98 Prefer not to say |

**Guidelines for Applicants**

Please read this section carefully. We aim to process your application quickly and efficiently. Most delays can be avoided by following the information given below.

You should not use this form to apply for courses leading to the following qualifications:

* First degrees, HND, Foundation Degree (full-time and sandwich courses) – applications should be submitted via UCAS
* Postgraduate Certificate in Education (PGCE) – applications should be submitted via UTT (UCAS Teacher Training)
* Graduate Diploma in Law (full-time), Law Professional Course (full-time) and Bar Vocational Course – applications should be made through the professional body, please check procedure at [www.mmu.ac.uk/study/postgraduate](http://www.mmu.ac.uk/study/postgraduate)
* Research Masters, MPhil, PhD programmes - <http://www2.mmu.ac.uk/study/postgraduate/apply/postgraduate-research-course/>

The information you give us on your application form will be used in accordance with the University’s Data Protection Policy: [www.mmu.ac.uk/policy](http://www.mmu.ac.uk/policy)

Some courses may have a deadline by which applications should be received. Please check the information for your chosen course at [www.mmu.ac.uk/study](http://www.mmu.ac.uk/study) or contact Course Enquiries on 0161 247 6969.

1. **Personal details**

Previous surname

If you have changed your name by marriage or otherwise, state your previous surname or family name.

Correspondence address

This address and your email address will be used for all correspondence unless an alternative is provided.

Permanent home address

If different from Correspondence address.

1. **Details of the courses you wish to apply for**

Please detail the course you wish to apply for an ensure that you specify what level you wish to study at

Some courses are available with start dates other than September. If you wish to commence a course at a different time please indicate in the Month of Entry box.

1. **Nationality/Residence/Visa details**

Please complete this section as fully as possible to help us make an assessment of your tuition fee status.

Visa requirement

In order to support the processing of documentation required for visa applications, applicants requiring a visa to study in the UK should indicate by ticking the appropriate box. If you are entering the UK under a different visa please indicate under which Tier you are entering the UK.

1. **English language**

If English is not your first language you will need to enter details of your English language qualification. You should also enclose a copy of your certificate / test report with your application.

5&6. **Entry qualifications**

Please provide details of your highest qualification and if this does not relate to the course applied for any other qualifications which may be relevant.

7. **Work history**

Please include the last 3 years of your work experience and training, paid or unpaid, full-time or part-time. This is particularly helpful in enabling us to assess the information provided in your personal statement.

8. **Personal statement**

A brief statement outlining what you wish to achieve from the course and your driver for attending.

9. **Declaration**

Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the University and by signing this form you are confirming your agreement.

The full notice ‘Conditions Applicable to the Provision of the Manchester Metropolitan University’s (‘MMU’) Education Services’ is available on the University website - <http://www.mmu.ac.uk/studenthandbook/>

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

10. **Self-declaration form**

This section of the application form will **not** be used for selection purposes.

10a. **Disability, special needs or medical condition codes**

We aim to create an environment that enables all students to participate fully in university life. To help us make any reasonable adjustments that may be necessary, please use the codes listed in section 11a to indicate your specific needs.

10b. **Declaration of a criminal conviction**

To help us reduce the risk of harm or injury to our students and staff caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has. Please read the following carefully.

**If you have a relevant criminal conviction that is not spent, you should tick the box, otherwise leave it blank.**

If you tick the box, you will not be automatically excluded from the application process.

**What does ‘spent’ mean?**

If a person does not re-offend during their rehabilitation period, their conviction becomes ‘spent’ (as defined by The Rehabilitation of Offenders Act 1974). Convictions that are spent are not considered to be relevant and you should not reveal them. You should note that certain offences are never spent.

You should be aware that certain professions or occupations such as (but not limited to) teaching, healthcare, law, accountancy, social work and courses involving work with children or vulnerable adults, including the elderly or sick people, are exempt from the Rehabilitation of Offenders Act 1974 and different rules apply with regard to the disclosure of information about criminal convictions.

More information on offences and rehabilitation periods can be found at <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

**What is a relevant criminal conviction?**

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:

* Any kind of violence (including but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
* Offences listed in the Sex Offences Act 2003.
* The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
* Offences involving firearms.
* Offences involving arson.
* Offences listed in the Terrorism Act 2006.

If your conviction involved an offence similar to those set out above, but was made by a court outside of Great Britain, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, you should tick the box.

Warning, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless you have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.

**How will the University handle my application if I declare a relevant criminal conviction?**

If you tick the box you will not be automatically excluded from the application process.

The information concerning criminal convictions will be passed to the appointed persons at the University. In line with best admission practice, they will consider your application separately from your academic and achievement merits. During this consideration, the University may ask you to provide further information about your conviction. If the University is satisfied, your application will proceed in the normal way although it may add certain conditions to any offer it makes. Otherwise the University will notify you of its decision.

Failure to declare a relevant criminal conviction may result in expulsion from the University.

All information concerning criminal convictions will be treated sensitively, confidentially and managed in accordance with the Data Protection Act 1998.

**What if I receive a relevant criminal conviction after I have applied?**

If you are convicted of a relevant criminal offence after you have applied, you must tell the University by contacting the Admissions Office.

10c. **Ethnicity**

Complete this section only if you have shown in section 3 of the form that your country of permanent residence is in the UK.