

INTERNATIONAL APPLICATION FORM

Notes for Guidance

Before completing the form, please ensure that you read these notes for guidance carefully. You should also read the current University College prospectus or refer to the course information on our website for details about the course that you are applying for in order to ensure that you are familiar with the curriculum and entry requirements.

If you are a UK/EU applicant you should apply through UCAS for all degree courses unless instructed to use this form.

SECTION 1. PERSONAL DETAILS

Surname/family name and first name(s): enter your full name as it appears in your passport or other official documentation.

Correspondence address: enter the address to which you expect all correspondence to be sent.

SECTION 2. FEE STATUS

State which country you were born – what is written in your passport.

Country of residence:

If you live outside the UK, state the country (e.g. Japan) where you are living as your area of permanent residence.

If you live in the UK, state your area of permanent residence (e.g. London or Essex etc.) and when you first entered the UK.

If we are unsure of your fee status from the information that you have provided, we will ask you to fill in a Fees Assessment Form.

SECTION 3. DETAILS OF COURSE TO WHICH YOU WISH TO APPLY

Please enter the full name of the course as shown on either the AUCB website or UCAS website.

SECTION 4. QUALIFICATIONS

Applicants with overseas qualifications should give details of the examinations taken as preparation for entry to Higher Education. For example: High School Certificates, Baccalaureate, Studentereksamen, Norwegian Vitnemal etc.

The Arts University College at Bournemouth welcomes mature applicants, including those that do not have conventional qualifications for admission to Higher Education. Full account is taken of relevant experience, other educational achievements and the portfolio of artwork.

SECTION 5. WHAT ARE YOU CURRENTLY STUDYING?

If you are currently working towards an award, A level, Baccalaureate, Foundation Diploma etc. please give us full details of the course title, where you are studying and when you will take the final examination/assessment.

SECTION 6. ENGLISH LANGUAGE

Details of our English Language entry levels can be found on the website in the International section.

SECTION 7. RELEVANT EMPLOYMENT

Please include all relevant work experience and training (if applicable to the application). Do not list unrelated employment or work experience.

SECTION 8. PERSONAL STATEMENT

This should be under 500 words.

Admissions Tutors will be interested in your reasons for choosing the course that you have applied for, who has influenced your work and your career aspirations for the future.

SECTION 9. REFERENCES

Your referee should know you well enough to write about you and your suitability for continuing your studies. The reference should not be written by a family member, other relatives or friends. References are often provided by a responsible person who knows you; this could be an employer or a teacher from your current or previous school or college.

SECTION 10. DISABILITY/SPECIAL NEEDS

Information on disability will be shared with the Senior Disability Officer. The Arts University College at Bournemouth will use this information to assess any special arrangements or facilities that may be required. Unless special needs are made known, the University College will be unable to make appropriate provision for you. If you wish to contact the Senior Disability Officer directly please email wellbeing@aucb.ac.uk

SECTION 11. DISCLOSURE OF CRIMINAL CONVICTIONS

The University College takes very seriously its duty of care to its existing staff and students. The decision on whether to accept a student with a criminal conviction should be based on whether the student is considered to be a risk to our staff or students. Further details of relevant criminal convictions are stated on our Admissions Policy, which can be found on our website <http://www.aucb.ac.uk>

SECTION 12. PASSPORT/VISAS

This information is required for your CAS application for your Tier 4 student visa, and will assist us in assessing the likelihood of any immigration issues which may arise from the level or length of any course offer we may make.

SECTION 16. ARE YOU APPLYING TO OTHER UK UNIVERSITIES OR COLLEGES?

It is very useful to the Arts University College at Bournemouth to know who our main competitors are for each course. If you are applying elsewhere please list the name or names of the other universities or colleges. However, this section is completely optional and if you do not wish to disclose your other choices you can leave section 16 blank and move on to section 17.

WHAT HAPPENS TO MY APPLICATION?

On receipt of your application you will be sent an acknowledgement email with details of how to log on to My Application Portal. This enables you to follow the progress of your application and to receive useful information.

Within two working weeks you will receive an email and/or letter stating whether you have been short-listed for interview. If you are overseas we will request a portfolio of work. However, you are free to request an interview if you would like to visit. When your interview has taken place or we have assessed your portfolio of art work we will let you know if you have been offered a place. If you are not thought to be ready for the course that you have applied for you may be offered a different course – such as the Foundation Diploma. You may also be advised on other courses which may be useful such as English pre-session courses.