

For office use only

# Study Abroad Undergraduate Programme application form

*Please complete this form if you wish to apply for our Study Abroad Programme. Please type or write clearly in block capital letters using black ink in the spaces provided and tick the boxes as appropriate.*

## 1. Your personal details

Title (e.g. Mr, Ms, Dr etc)  Gender  Male  Female

Last name

First name(s)

Date of birth  day  month  year

Address	Home	Correspondence
Line 1	<input type="text"/>	<input type="text"/>
Line 2	<input type="text"/>	<input type="text"/>
Line 3	<input type="text"/>	<input type="text"/>
City	<input type="text"/>	<input type="text"/>
Postcode (UK Only)	<input type="text"/>	<input type="text"/>
Country	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>

Telephone numbers (please include full country and area code)

Daytime  Evening  Mobile

## 2. Your proposed programme of study and degree choice

Which award do you want to study for?  Certificate (1 semester)  Diploma (2 semesters)

When would you like to start?  September  January\*\*

Course title

\*\*Please see website [shu.ac.uk/studyabroad](http://shu.ac.uk/studyabroad) for start dates available by course.

### 3. Nationality

Country of birth (the country where you were born)

Nationality (the country for which you are entitled to hold a passport)

Country of domicile (the country you live in)

Do you require a student visa to study in the UK?

 Yes No

If you answer yes to the above question please provide a copy of your passport.

Have you previously studied in the UK?

 Yes No

Course title	Name of Institution/School/University	Course Start/End Date	Level, e.g BA, BSc, MA	Type of visa (please include copies)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

When did you first enter the UK?

Are you currently in the UK?

 Yes No

If yes, what is your immigration status

Have you ever been refused a visa for entry into the UK

 Yes No

If yes, please provide refusal documentation

Have you ever been refused entry into the UK

 Yes No

If yes, please provide refusal documentation

Have you ever been subject to any notice, or removal from the UK by the Home Office, due to overstaying leave to remain?

 Yes No

If yes, please provide details including the date of your notice or removal, including details of any sanctions.

Please note that if you intend to study for less than 6 months you may be able to enter the UK on a short term visitor visa. Details can be found here [www.gov.uk/study-visit-visa/overview](http://www.gov.uk/study-visit-visa/overview)

### 4. English language proficiency

To enrol on the course, you are required to have an IELTS certificate from an approved centre. You can apply for the course while you are waiting for your results.

Have you taken your IELTS test?

 Yes No

If yes, please provide the details of your award below and include the IELTS certificate with your application.

Overall score

Date of award

Listening

Reading

Writing

Speaking

Would you like to be considered for a Sheffield Hallam University Pre-sessional English Language course?

 Yes No

For more information visit [www.shu.ac.uk/tesol](http://www.shu.ac.uk/tesol)

For EU students, local equivalent qualifications may be acceptable. For further details, email [studyabroad@shu.ac.uk](mailto:studyabroad@shu.ac.uk)

## 5. Current Education

Please give details of your current institution and attach your year 1 transcripts

The Study Abroad programme is only open to those students who have already completed 1-2 years of an undergraduate programme in their home country and who intend to return and complete their studies after their time in the UK

Institution (name and address)	Current course title	Modules completed (Include credit value)	Level achieved

## 6. Criminal convictions

The University needs to know whether you have a conviction for an offence against the person, which is of a violent or sexual nature, or, a conviction for an offence involving unlawfully supplying controlled drugs or substances, where the conviction concerns criminal drug dealing or trafficking. If you have such a conviction, please mark the box with an X. Your conviction will not affect the academic consideration of your application.

Please note some courses may require all applicants to undertake a Disclosure and Barring Service (DBS) check irrespective of whether or not you have declared a conviction on your application.

Do you have any relevant criminal convictions?

Yes  No

## 7. Financial information

How do you intend to pay for your module fees?

Personal/family resources     Employer     Sponsorship     Scholarship     Government body

If you are not a self-funding applicant, please give the name and address of your sponsor below.

Name of sponsor

Address

Postcode

Country

Email address

Phone number

(Including full country and area code)

Fax number

All module fees are to be paid prior to enrolment on the study abroad programme

## 8. Application Support

If you have had support with your application from a study abroad organisation or an education agent, please add their details below:

Name

College Contact GmbH

Address

Hanauer Landstrasse 151-153

Postcode

60314, Frankfurt am Main

Country

Germany

Email address

beratung@college-contact.com

Phone number

+49 69 907 2007 30

(Including full country and area code)



**COLLEGE**  
**CONTACT.COM**

## 9. Declaration

The information you supply on this form will be used by Sheffield Hallam University in accordance with the Data Protection Act 1998 and other applicable legislation. The University will use the information to process your application and to provide any relevant further information by post, email or text. It will also be used to support the University's marketing activities.

Please tick if you wish to receive further information by:

Post     Text     Email     Phone

The information you supply on this form will be used by Sheffield Hallam University in accordance with the Data Protection Act 1998 and other applicable legislation. The University will use the information to process your application and to provide any relevant further information by post, email or text. It will also be used to support the University's market research activities.

Please tick if you wish to receive further information by:

Post     Text     Email     Phone

If at any time you change your mind and you would like the University to stop sending such information, please contact the Department of Marketing, Sheffield Hallam University, Sheffield S1 1WB or email [marketing@shu.ac.uk](mailto:marketing@shu.ac.uk)

The information from your application form will be used to set up a student record on the University's student information (SI) system. Where required this information may be shared with the government or their respective agents to check the accuracy of personal information provided by students against external data sources such as the Higher Education Statistics Agency (HESA), or the Learning Skills Council Individual Learner Record (LSC ILR), returns. The University may also contact other institutions to confirm previous qualifications obtained.

In order to prevent and detect fraud and comply with regulations for international students we reserve the right to, or may be required to, share this information with external organisations such as the police, the Home Office, the Foreign and Commonwealth Office, the UK Visa's and Immigration and local authorities.

The University is required to check international students' eligibility to study in the UK. This may require the University to liaise with and exchange data with the Home Office or related Government agencies in relation to students' visa history and/or immigration history, during the admissions process.

I consent to the Home Office, or related Government agency, releasing information about my immigration history to the University for these purposes. This may include sensitive personal data about any orders, warnings, convictions or other penalties relevant to Immigration. (Please note that failure to provide consent by ticking the above box may delay the processing of your application.)

Please read and sign the declaration statement. I confirm that, to the best of my knowledge, the information given in this form is true, complete and accurate and no information requested or other material information has been omitted. I give my consent to the processing of my data by Sheffield Hallam University. I understand that any offer of a place on the above course is subject to my acceptance of the University's terms and conditions (visit [www.shu.ac.uk/students/terms](http://www.shu.ac.uk/students/terms)), which I have read. I understand what they say, and I agree to abide by the conditions set out there. I accept that if I do not fully comply with these requirements, Sheffield Hallam University reserves the right to cancel my application and I shall have no claim against Sheffield Hallam University in relation to this application.

Applicant's  
signature

Date

To be completed by the applicant's parent or guardian if the applicant is under 18 years of age:  
I confirm I have read, understood and agree to the declaration above on behalf of the applicant.

Parent/  
Guardian  
signature

Date

If you are completing the application form electronically, please type your full name into the signature box

Please note this section of the application will not be used in the consideration of your application

## 10. Disabilities and support needs

The University welcomes students with disabilities, but we need to know your needs so that we can make appropriate arrangements. If you have a special need, please tick the most appropriate box. The Disabled Student Support Team will contact you to discuss how to help you.

This information will remain strictly confidential.

Do you consider yourself to have a disability  Yes  No

Type of disability

- |   |  |
|---|--|
| <input type="checkbox"/> Specific learning disability e.g. dyslexia, dyspraxia etc. | <input type="checkbox"/> Blind/partially sighted             |
| <input type="checkbox"/> Deaf/hearing impairment                                    | <input type="checkbox"/> Wheelchair user/mobility difficulty |
| <input type="checkbox"/> Autistic spectrum disorder/Asperger's syndrome             | <input type="checkbox"/> Mental health difficulty            |
| <input type="checkbox"/> Multiple disabilities                                      | <input type="checkbox"/> Personal care support               |

Unseen disability e.g. diabetes, cancer, epilepsy, asthma etc

Other

On a separate sheet, please provide further details of the nature of your disability and the support you would require.

Do you agree that this information can (where applicable) be shared with the course leader in order to ensure the provision of suitable support ?  Yes  No

## 11. Equal opportunities monitoring

Ethnic origin

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> White                              | <input type="checkbox"/> Asian or Asian British – Pakistan   | <input type="checkbox"/> Mixed – white and Asian |
| <input type="checkbox"/> Gypsy or traveller                 | <input type="checkbox"/> Asian or Asian British – Bangladesh | <input type="checkbox"/> Other mixed background  |
| <input type="checkbox"/> Black or black British – Caribbean | <input type="checkbox"/> Chinese                             | <input type="checkbox"/> Arab                    |
| <input type="checkbox"/> Black or black British – African   | <input type="checkbox"/> Other Asian background              | <input type="checkbox"/> Other ethnic background |
| <input type="checkbox"/> Other black background             | <input type="checkbox"/> Mixed – white and black Caribbean   |  |
| <input type="checkbox"/> Asian or Asian British – Indian    | <input type="checkbox"/> Mixed – white and black African     |  |

Religion

- |                                       |   |                                      |
|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Baha'i faith | <input type="checkbox"/> Muslim                       | <input type="checkbox"/> No religion |
| <input type="checkbox"/> Buddhist     | <input type="checkbox"/> Sikh                         | <input type="checkbox"/> Pagan       |
| <input type="checkbox"/> Hindu        | <input type="checkbox"/> Any other religion or belief | <input type="checkbox"/> Christian   |
| <input type="checkbox"/> Jewish       | <input type="checkbox"/> Prefer not say               | <input type="checkbox"/> Other       |

## 12. Terms and conditions

For the University's terms and conditions please visit: [www.shu.ac.uk/students/terms](http://www.shu.ac.uk/students/terms)

## 13. Final check List

### 1. Please check you have supplied all the required information on this checklist

- Complete all sections of the application form       Sign the declaration  
(page 6, section 11)

### Attach the following supporting documents to your application

- Full transcripts of all your relevant academic qualifications translated into English  
(Including transcripts of year 1 of undergraduate study, if you have these available)
- IELTS certificate (if you have already taken the test or other English qualifications)
- A copy of the personal details page of your passport
- A copy of any UK visas and evidence of previous academic study in the UK (if applicable)
- A copy of any visa refusal documents (if applicable)

### 2. Please note the following deadlines:

1 August for September study, 1 December for January study

Applications received after the deadline cannot be considered

### 3. Please send your application and supporting documents to

**Email:** [specialistroutes@shu.ac.uk](mailto:specialistroutes@shu.ac.uk)      **Fax:** +44(0)114 225 5555

**Address:**  
Admissions - Study Abroad application, Surrey Building, City Campus, Howard Street, Sheffield, S1 1WB, UK