



PART TIME UNDERGRADUATE APPLICATION - GUIDANCE NOTES

The following notes relate to the numbered sections in the application form and are intended to help you complete the form. Please ensure that you have read them thoroughly before completing your application.

Section 1 – Course details

Title of course, start date and campus

Please enter the exact course title as specified in the University prospectus or website. You will also need to enter your intended start date (if the course has more than one start date) and the campus where the course is taught.

Section 2 - Personal details

Surname/family name/forenames

Please enter your title, surname/family name and forename(s) exactly as they appear on official documents such as examination certificates, passport or driving licence.

Previous surname

If you have changed your name since your 16th birthday, please enter your previous surname. If not, please leave this section blank. This will help the University when checking your educational records.

Address

Your permanent address is the address where you usually live. If you would prefer correspondence to be sent to a different address, please complete the section 'Correspondence address'. It is essential that you inform the University if your correspondence address changes.

Email address

Please enter your personal email address. If we are able to contact you by email, any queries we may have about your application can be resolved faster. Please keep the University informed of any change to your current email address.

Gender and date of birth

Please provide your gender and date of birth. Please note that this information will be used for identification purposes only.

Section 3 – Fee status

Country of birth

Please enter your country of birth.

Nationality

Please enter your nationality as stated in your passport. If you have dual nationality, please enter both.

Country of permanent residence

Please enter your permanent country of residence. If your permanent home is in the UK, please specify the country, e.g. England.

Have you lived in the UK/EU for the whole of your life up to the present day?

If you were born outside the UK, but now live here, please tick the "NO" box and enter the date when you began to live here permanently. The date should be found in your passport or other papers used to gain admission to the UK. Do not give a date if you are staying in the UK on a temporary basis, for example for the purpose of study.

Name of organisation expected to pay your fees

Please enter the name of organisation expected to pay your fees. If you are paying your own fees, either through private funding or a tuition fee loan etc., please state so. If you are being sponsored, please provide a letter from your sponsor confirming this.

Section 4 – Education and Qualifications

Please use this section to list the two most recent educational establishments that you have attended. Please include dates of attendance (month and year).

In this section, please list all qualifications for which you have accepted certification from an awarding body, even if you are retaking all or part of the qualification. Please enclose evidence of your academic qualifications with your application (e.g. copies of certificates or transcripts). Photocopies are sufficient at application stage. However, you may need to provide original or certified copies of your documentation at a later stage.

Also use this section to list any qualifications for which you are currently studying or for which you are awaiting examination results (write PENDING in the results column). If you have any queries about entering your qualifications, please speak to your school or college, or whoever may be helping you with your application.

English language proficiency

If your first language is not English, the University will require you to achieve a satisfactory score in an approved English Language qualification. In general, only qualifications achieved in the last two years will be accepted as evidence of current language proficiency. Please provide original or certified copies of your English language certificates with your application form.

Section 5 - Employment and work experience

Please provide details of any employment or work experience to support your application, giving a brief description of your main responsibilities. If your employment/work experience is relevant to your proposed programme of study you may wish to include further details in your personal statement. You may also provide further details on a separate sheet, if necessary.

Section 6 - Disability/Specific needs

If you have a disability, specific need (including dyslexia or another specific learning difficulty) or a medical condition, please tick the 'Yes' box and select the most appropriate code from the list shown. If you do not have a disability, specific need or a medical condition, please tick 'No'. The information you provide in this section will not influence the assessment of your application.

Section 7 - Criminal convictions

To help us ensure that the interests and safety of all members of the University community are safeguarded, we must know about any relevant criminal convictions that an applicant may have. If you have a **relevant** criminal conviction, please tick the box. The information that you provide will not affect the academic assessment of your application. However, the University may wish to consider the application further or ask for further information before making a decision.

If you have a relevant criminal conviction that is **not** spent, please enter Y (for YES) in the box; otherwise please enter N (for No).

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:

- I. 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.
- II. Offences listed in the Sex Offences Act 2003.
- III. The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
- IV. Offences involving firearms.
- V. Offences involving arson.
- VI. 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 enter Y in the box.

Warnings, 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.

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.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. The University will then ask you for more details.

Section 8 - Personal statement

Please supply further information (on the dedicated Personal Statement Form) in support of your application. This should include your reasons for applying for the programme, your academic interests and career ambitions. You may also wish to include the skills and experience you have gained from previous work experience, placement or voluntary work, particularly if it is relevant to your subject.

Section 9 - Reference

The University requires one reference in support of your application to help assess your suitability for your chosen course. Your reference should be given by one of your teachers/tutors or by someone who is able to comment on your academic ability as well as your potential to succeed on your chosen programme of study.

If you are not in full-time education, you should ask a responsible person who knows you to provide your reference. This could be an employer, training officer, careers adviser, a teacher on a recent relevant further education course, or a senior colleague in employment or voluntary work. Your referee should know you well enough to write about you and to comment whether you are suitable for higher education. Please list the name and contact details for your referee in the table provided. Please note: we are unable to accept references from family, other relatives or friends.

A separate reference request sheet is included with the application form. Please send your referee this sheet as soon as possible. The reference should be completed and returned to Undergraduate Admissions at the University.

Please note that it is your responsibility to contact your referee. We are unable to make a decision about your application until we receive your reference.

Section 10 - Declaration

Please read the declaration carefully, then sign and date the form.

Submitting your application

When you have completed your application form, please return it, together with evidence of your academic qualifications and your personal statement to: UNDERGRADUATE ADMISSIONS, UNIVERSITY OF CHESTER, RIVERSIDE CAMPUS, CHESTER CH1 1SL. Alternatively, after signing the application form, you can scan and email your documents to admissions@chester.ac.uk

Your application will then be passed to the appropriate department for consideration. Please note that if you have not submitted all the required documentation, your application will be delayed until all your documents have been received. It is your responsibility to contact your referee. We are unable to make a decision about your application until we receive your reference.

If you have any questions about the status of your application please contact Undergraduate Admissions. If your application is unsuccessful we will provide feedback on request. Please email: admissions@chester.ac.uk.