



Newcastle Academy

Of Business & Technology

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For office use only

Application Form

PLEASE RETURN TO: Admissions Department
410 Wingrove House Ponteland Rd
Newcastle Upon Tyne NE5 3DP

Please print clearly in black ink

1. Application to study for PG Diploma Diploma Master

Proposed Course Title

Proposed Mode of Study Full-Time Part-Time
Please tick one

Proposed Start Date Month Year *Most Courses start in September of each year. Please check the Prospectus for variations.*

2. Personal Details *This information is required to create an application record and is not used in the selection process*

Surname / Family Name

First Name (s) **Title** *(Mr/Ms/Miss/Mrs etc)*

Gender: Male Female **Date of Birth:**

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Permanent Address

Correspondence Address if different

Postcode **Postcode**

Telephone (day) **Telephone**

Telephone (eve) **Nationality**

E-mail **Country of Birth**

3. English Language

Is English your first language Yes No *If no, please specify which English Language Test you have taken (a copy of your test certificate should be enclosed with this application or forwarded letter)*

IELTS TOEFL (computer based) TOEFL (paper based) Other – please specify

Date taken / to be taken Score / Grade

4. Academic Qualifications

Please list all main periods of study taken, with the results, in chronological order. Where final examination is still to take place, please give full details. If you are awaiting the result of any examination recently taken write *PENDING* in the result column. Documentary evidence of known results should be sent with this form: only certified photocopies are acceptable.

University / College Name & Address	Subjects	Level of Course	Start Date	Finish Date	Result / Grade

5. Work Experience

Give Details of work experience, training and employment. Continue on a separate sheet if necessary

Job Title: Responsibilities / Nature	Name & Address of Organisation	Full-Time / Part-Time	Start Date		Finish Date	
			Month	Year	Month	Year
<i>Current Post:</i>						
<i>Other Posts:</i>						

6. Personal Statement *Please provide any other relevant information to support your application, continue on a separate sheet if necessary. For example, why you chose the course; how will this course contribute towards your future career plans?*

7. Disability/special needs Please tick the appropriate box. If you have a physical or sensory disability which might in some way affect your studies at the College or may require special facilities or treatment, the College may use this information to make appropriate arrangements to support your studies at the College.

- I do not have a disability
 Dyslexia
 Blind/Partially sighted
 Deaf/Hearing impaired
 Wheelchair/Mobility problems
 Personal care support
 Mental health problems
 Unseen disability
 Multiple disability
 Autistic Spectrum Disorder / Asperger's Syndrome

A disability not otherwise listed Please state...

Have you received funding for equipment or received assistance from the Disabled Student Allowance (DSA)? Yes No

I refuse to disclose information on my disability

8. How did you hear about us?

- Friends
 Internet
 British Council
 Consultant
 Website
 Other please specify...

9. References

Please supply:

I. One academic reference from your most recent place of study e.g. school, college or university

II. A reference from your present/recent employer (where applicable)

We will NOT normally request references on your behalf from your referees. It is your responsibility to ensure that all references are supplied in support of your application. All references must be submitted with the application form.

1. Name: _____

2. Name: _____

Relationship: _____

Relationship: _____

Position: _____

Position: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

Fax: _____

Fax: _____

Email: _____

Email: _____

10. Declaration

You are required to state whether you have any criminal convictions. You are not required to give details of any spent sentences or motoring offences for which a fine and/or penalty points were imposed.

Do you have any Criminal Convictions? Yes No

I confirm that the information given in this form is true, complete and accurate and no information requested or other material information has been omitted. I undertake to be bound by the terms as summarised in the prospectus and agree to abide by the full regulations. I give my consent to the processing of my data by the College.

Applicant's Signature

Day		Month		Year	

FOR INTERNAL USE ONLY

Application Received in Registry

Comments

References Received

Decision Processes (initials)