

## **Guidance notes for the application form**

Please read the guidance notes before you complete the application form. Also include all relevant documents you think necessary with the completed application form. This will speed up the admissions process.

### **1. Applying for the right course:**

- ❖ If you are unsure about the course you are applying and want to have an informal talk with course leader, please feel free to contact them.
- ❖ If you are unsure about the entry requirements, please contact the admissions office.
- ❖ Application for a particular course can be made directly to the college or through your nearest authorised agent of the college. Completed application forms should be sent directly to the admissions office, if in case applying through our agent, should be handed the agent.
- ❖ Each course at the college has a closing date. Students are encouraged to apply at least 3 weeks before the closing date. You may be granted a conditional or unconditional offer depending on your education qualifications and work experience.
- ❖ Upon late arriving you may be allowed to join the course. But you will miss the initial lecturers. If the college thinks that you wont be able to cope with missed lecturers, your admission will be transferred to the next available semester.
- ❖ It is advisable to apply 2 months before for a visa (if you need one), and also to make your travelling arrangements, including arranging for your accommodation.
- ❖ College does not provide accommodation facility. But upon request it can provide the available list of estate or property agents in Newcastle to contact for student accommodation.

## **2. Completing the form:**

You must complete the form in English with a black ink pen and use block letters. Make sure all the sections are filled, upon not finding the necessary information; college will contact you to send the completed form again. This may delay your admissions process.

### **2.1 Personal Details:**

- ❖ Your surname, first name should be written correctly as it is in your passport.
- ❖ Permanent address will be your home address in your country. If your correspondence address is the same as your permanent address, please write it again. If you already in U.K, your correspondence address will be your U.K address.
- ❖ Date of birth should be in the format dd/mm/yyyy (e.g. 01/12/1980).

### **2.2 Course applied for:**

- ❖ Normally one academic course should be listed, if in case you are not eligible for that course, college will recommend you to another course. But offer will only be confirmed once we receive a confirmation from you about your willing to join that recommended course.

### **2.3 English language proficiency:**

- ❖ Normally students who have 16 years of formal education with English language as means of instruction, need not provide documents of IELTS or TOEFL. But all others students should have either 6.0 in IELTS or 220 in TOELF. Certified documents should be provided.

### **2.4 Educational History:**

- ❖ Please provide us with the list of institutions you have attended, course you have complete or yet to complete, grades and duration of those course. Use a separate sheet, if necessary.

### **2.5 Other Qualifications:**

- ❖ Please write all the other qualifications you think relevant for the course you are applying.
- ❖ List your accreditation to societies and organisations.

### **2.6 Employment History:**

- ❖ Start with your recent employment, and also include your voluntary work.
- ❖ Include company name, address and brief description of your duties for that post.

### **2.7 Reason for applying:**

- ❖ Your personal statement for applying at NCBT. If necessary please continue on a separate sheet.
- ❖ Include your achievements at educational and professional level.

### **2.8 How did you hear about us?**

- ❖ If you have any disability, special needs or medical conditions, please let us know. This will help us determine whether you need any particular support during your course at NCBT.
- ❖ You have to let us know if you have any criminal convictions. If you have been convicted you are required to declare your convictions. You may be requested to provide details of your convictions before your offer is confirmed at NCBT.

### **2.9 References:**

- ❖ Students should provide at least one academic reference from their previous or current course. Reference letters from referees should be attached with the application form on applying.
- ❖ If you have worked, a reference from your employer should be provided.

## **2.10 Declaration:**

- ❖ You should sign and date the application form before you submit it to the admissions office.

Finally the check the application form once again and post it with relevant documents to

### **Admissions Office**

**Newcastle Academy of Business & Technology**

**77-89 West Road**

**Newcastle upon Tyne**

**NE15 6PR**

**U.K.**