Notes for Guidance:
Application for Undergraduate Study at the University of Leeds

General
Please either type or complete this form in black ink throughout. Complete all sections of the application as fully as possible. If the section does not apply to you please indicate this with N/A. Do not refer to attachments e.g. CV or résumé. Provided that you complete all sections of the form, you may supply additional detail (on A4 paper).

1. Personal details
Please include your Family Name (Surname) and Given Names (First Names) as they are written in your passport or birth certificate. Do not use informal or nicknames on your application. If you have ever had a previous name, please give details to confirm that certificates or transcripts using your previous name refer to you.

Residential code
The University is required to make a decision about your fee status. To help us do this, please choose a category from the list below. Most UK/EU applicants will be category A. The code you choose is provisional and the University will make the final decision using DfES (Department for Education and Skills) and UKCISA (Council for International Education) guidelines. If there is any doubt regarding your fee status, the University will ask you to complete an assessment form. Choose from the following categories:

A You are a UK or EU1 national, or are the child of a UK or EU1 national, and have lived in the EEA2 or Switzerland (or both) for three years - but not just for full-time education. If you are a UK national, you may also have lived in the Channel Islands or the Isle of Man (or both) during these three years.

B You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education.

C You are a refugee, or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in the UK following an application for asylum, and you have lived in the UK the Channel Islands or the Isle of Man since that status was recognised or granted, or you are such a person’s husband, wife or child.

D You are an EEA2 or Swiss national, you live in the UK and you are a migrant worker (or you are such a person’s husband, wife or child), and you have lived in the EEA2 or Switzerland (or both) for three years, but not just for full-time education.

G You would otherwise meet the criteria of categories A, B, C or D, but you have been living outside the UK, Channel Islands, Isle of Man, EEA2 or Switzerland (or more than one of these) because you, your husband or wife, or your parent have been temporarily working outside the area in question.

O Other.

Notes
1. The above reference to the European Union includes the following countries: Austria, Belgium, Bulgaria Czech Republic, Cyprus (Republic of), Denmark (excluding the Faroe Islands and Greenland), Estonia, Finland, France, Germany, Greece, Hungary, Ireland (Republic of), Italy, Latvia, Lithuania Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania Slovakia, Slovenia, Spain, Sweden, the United Kingdom.
2. The above reference to the EEA includes all countries in the EU plus Iceland, Liechtenstein and Norway.

2. Address details
Please provide details of your permanent home address. If applicable, you may also provide us details of a temporary correspondence address.

3. Programme of study
If you are unsure about any of the details of your chosen programme of study, please contact the School offering the programme for further information. Contact details for all Schools can be seen on the University of Leeds web site at www.leeds.ac.uk, or contact University Admissions at admissions@leeds.ac.uk or telephone 44 (0)113 343 3999.

4. Additional support
If you have a disability that may require extra support or specific facilities to aid your studies, you may, if you wish, describe your needs in the space provided or contact the Equality Service on 0113 343 3927 or e-mail equality@leeds.ac.uk.

5. Previous Study
Please tell us about any previous experience of higher education:

6. Other universities/colleges
If you are currently applying to any other Universities or Colleges, please give details of the University/College, the programme(s) you are applying for, and whether you are making a direct entry or applying through UCAS.

7. Education
Please give the names and addresses of the three most recent universities/colleges/secondary schools you have attended with dates and whether attended on a full-time (FT) or part-time (PT) basis.
8. Qualifications completed

Awarding Body
This is the Examination Board or Organisation responsible for awarding the qualification, for example AQA, EDEXCEL, CACHE.

Examination or Assessment Centre
This is the centre at which the examination has been taken, for example Leeds City College.

Examination Date
Please give the date that you received the results for each qualification. For examinations to be completed or where results are pending you should give the date that you expect to receive your results.

Subject, Unit, Module or Component
Please give the subject you are studying or the name of the unit, module or component, for example History, Keyskills, Technology In Health and Social Care.

Level
Please write the academic level of the qualification, for example GCSE, A Level, BTEC, GNVQ, Certificate, Diploma.

9. Most recent employment
Please give the names and addresses of your last three employers with dates of employment and whether full-time (FT) or part-time (PT).

10. Qualifications to be completed or results pending
Please see Section 7 above.

11. English language qualifications.
Please confirm details of the results of any formal tests you have completed e.g. IELTS or TOEFL. For applicants whose first language is not English, the University's minimum English language requirement is a TOEFL IBT(internet–based test) score of at least 87 with 20 in Reading, 21 in writing, 22 in Speaking, 20 in Listening or an IELTS score of 6.0 with not less than 5.5 in listening and reading, and not less than 5.5 in speaking and writing. Please note that some programmes of study require English language levels above the minimum.

12. Advanced standing/credit exemption
If you wish to join a degree or diploma programme in level 2 or above and/or apply for credit exemption, please give details of the educational or other qualifications/experience you wish to be considered. Copies of certificates or transcripts to support your application should be returned with your application form.

13. Personal statement
Please use a supplementary sheet if required.

14. Referees
i) References should be from people not related to you by blood or marriage.
ii) At least one referee should be qualified to comment on your academic ability and your potential for your chosen course.
iii) References must be submitted on official headed paper and must be signed.

15. How did you learn about the programme of study?
This section is to help the University monitor the effectiveness of its marketing of undergraduate opportunities.

16. Criminal convictions
If you have been convicted of a criminal offence, excluding a motoring offence for which a fine and/or a maximum of three penalty points were imposed, you are required to declare this by completing the ‘yes’ box in the criminal conviction section of the application form. Serving prisoners should also supply the prison address so that a reference may be sought. The University will send a questionnaire for completion to all successful applicants declaring a criminal conviction. The information submitted in the questionnaire will be treated in strict confidence and will not form any part of your electronic record.

17. Declaration
To be signed by all applicants.

18. Privacy statement
Where you are required on this application to provide personal data, (in this instance: contact address details, home telephone number, mobile number and e-mail address) this will be:

a) used to assist us with processing your application to the University; and
b) added to a database to inform you of the following: University Open Day events, course information, changes to our website and other information that we feel would be of interest to you. If you are an international applicant, your personal data will be shared with our approved representatives abroad who may make further contact with you.

If you do not wish your information to be used as described in (b) nor contacted for survey purposes, please tick the box indicated. We will then only use your information as described in (a), to process your application.

If you have any queries relating to the privacy statement then please contact The Course Enquiries Team at ask@leeds.ac.uk or telephone 44 (0)113 343 2336.
1. Personal details (block capitals)

Title:______________________________________________________
Surname:__________________________________________________
First names:________________________________________________
Previous name, if changed:___________________________________
Gender: Male/Female
Date of birth: Day:__________ Month:__________ Year:__________
Your age on 30 September next:_________Years  _________Months
Country of birth:____________________________________________
Nationality:________________________________________________
Residential Code: __________________________________________
(to be completed by all applicants. Please see Section 1 of the Guidance
Notes for further details of your Residential Code)

2. Permanent home address

__________________________________________________________
___________________________________  Post Code:______________
Daytime/Mobile Tel:___________________  Evening/Mobile Tel:_______
E-Mail:____________________________________________________
Correspondence address (if different):
__________________________________________________________
___________________________________  Post Code:______________
Daytime/Mobile Tel:___________________  Evening/Mobile Tel:_______
E-Mail:____________________________________________________
Address to be used: From:________________ To:________________

3. Programme of study

Please indicate below what type of programme you are applying for. If you wish to apply for an undergraduate degree, diploma or certificate
programme, please complete Section (A). Please note, if you are applying for a degree programme which is available through UCAS you should
complete a UCAS application form (www.ucas.co.uk). If you wish to apply for advanced standing/credit exemption please also complete section 11.

(A) Degree, diploma and certificate programmes

Name of programme applied for:
___________________________________________________________________________________________________________________________
Level (please tick): Degree ☐ Diploma ☐ Certificate ☐
Date of entry (month/year):___________________  Full-time (F)  Part-time (P)_______

4. Additional support (please continue on another sheet if necessary)

Please let us know if you have a disability which may affect your study and for which you may need additional support (completing this
section will not affect the way your application is considered). Disabilities may include: mental health conditions (e.g. depression); long
term medical conditions (e.g. chronic fatigue syndrome/M.E., epilepsy); dyslexia, dyspraxia and other specific learning difficulties; mobility/
physical impairment; visual impairment (blind or partially sighted); hearing impairment (Deaf or hard of hearing); Asperger Syndrome. We
will use the information you give to send you details of the support the University can offer.

5. Previous Study

Please tell us about any previous experience of higher education:
Have you ever studied at University level before, either in a college, a university or via distance learning (even if you didn’t get a qualification)?
YES ☐ NO ☐
If Yes, for how many years did you study?__________________________
Do you hold any of these qualifications? (please circle all that apply): HNC, Certificate of Higher Education, HND, Diploma of Higher
Education, Foundation Degree, Ordinary Degree, Honours Degree, Postgraduate Certificate, Postgraduate Diploma, Masters Degree
6. Are you currently applying to any other universities/colleges?
If you are currently applying to any other universities or colleges please give details.

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<th>University or college</th>
<th>Programme</th>
<th>Direct or UCAS application</th>
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7. Education
Please give the names and addresses of the three most recent universities/colleges/secondary schools you have attended with dates and whether attended on a full-time (FT) or part-time (PT) basis.

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<th>Name of university, college or school</th>
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8. Qualifications completed
Please enter details for all examinations or assessments for which results are known.

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<th>Awarding body (write name in full)</th>
<th>Examination or assessment centre</th>
<th>Examination date</th>
<th>Subject, unit, module or component</th>
<th>Level</th>
<th>Result, grade or band</th>
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9. Most recent employment
Please give details of your last three employers with dates of employment and whether full-time (FT) or part-time (PT).

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<th>Name and address of employer</th>
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10. Qualifications to be completed or results pending
Please enter details for all examinations or assessments yet to be completed or for which results are pending.

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<thead>
<tr>
<th>Awarding body (write name in full)</th>
<th>Examination or assessment centre</th>
<th>Examination date Month</th>
<th>Year</th>
<th>Subject, unit, module or component</th>
<th>Level</th>
<th>Result, grade or band</th>
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11. English language qualifications
If you currently hold an English Language qualification, please give details below.

- GCE/GCSE English:  
  - Grade:_______________  
  - Awarding Body:______________________________________  
  - Date:________________

- Keyskills Communications:  
  - Level:_______________  
  - Awarding Body:______________________________________  
  - Date:________________

- IELTS:  
  - Listening:_____  Reading:_____  Writing:_____  Speaking:_____  Overall Band:_____  
  - Date:________________

- TOEFL:  
  - Total Score:_______  TWE (Test of Written English or Essay Writing Score):_______  
  - Date:________________

- Cambridge Certificate of Proficiency in English:  
  - Level: _____  Grade: _____  
  - Date: ________________

- Other (please give details):___________________________________________________  
  - Grade:_____  Date:_________________

12. Advanced standing/credit exemption (please use a supplementary sheet if required)
If you wish to join a degree programme in level 2 or above and/or apply for credit exemption, please give details of the educational or other qualifications/experience you wish to be considered to support your application.

13. Personal statement
Please attach a separate statement of about 500-700 words indicating your reasons for applying for this course or area of study, including information about work and life experiences, your interests, ambitions and career aspirations, and any other information which you think relevant to your application.

14. Referees
Name two referees, at least one of whom should be qualified to comment on your educational background and/or potential for your chosen course.

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<th>Referee:</th>
<th>Second referee:</th>
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<td>Name:</td>
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<td>Occupation:</td>
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<td>Address:</td>
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<td>Email:</td>
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<td>Telephone (including STD):</td>
<td>Telephone (including STD):</td>
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</table>
15. How did you learn about the programme of study? (please circle as appropriate)

Part-Time Undergraduate Prospectus

Full-Time Undergraduate Prospectus

Personal Recommendation

Phoned University “on spec”

University Web Site

Advertisement (Please state where you saw or heard this advertisement):

Leaflet (Please state where you found this leaflet):

Other (Please specify):

16. Criminal convictions

Do you have any Criminal Convictions? Please tick: Yes ☐ No ☐

(To be completed by all applicants. Please see Section 15 of the Guidance Notes for further details).

17. Declaration

Disclaimer: I agree that the University may alter part(s) of a programme without notice. I agree that the University may suspend any programme or my place on that programme. I agree that the University may vary or cancel any decision it makes.

Declaration: I agree that if the information given on this form is later found to be false, the University may withdraw my offer or subsequent place on the programme of study. I understand that the University will use this information for the purposes of admissions and to form part of a subsequent student record if I am accepted. I give my consent to the processing of my data and to use it for statistical information and reporting that will not identify me. I confirm that the information given on this form is true, complete and accurate.

Applicant’s Signature: _____________________________ Date: _______________

18. Privacy statement

The University [and its representatives] would like to send you further information from time to time about the University and its activities that it feels may be of interest to you. We may also contact you after the application process has been completed for survey purposes. Please see Section 17 of the Guidance Notes for further details.

If you do not want to receive this information please tick the box indicated: ☐

After completing this form, please return it to:

Taught Admissions Team, Room 12.68, EC Stoner, University of Leeds, Leeds, LS2 9JT
(tel: 0113 343 3999)

For central student administration use only

Basic entry qualifications:

Not required for this course: ☐ Basic entry requirements already achieved: ☐ Mature Entry Scheme candidate: ☐

For school/faculty use only

Unconditional Offer: ☐

Conditional Offer: ☐ Please give details: __________________________________________

Reject: ☐

Course Code: _____________________________ Point of Entry: ____________________________ Date of Entry: ____________________________

Signature: _____________________________ Date: _____________________________