

## Guidance notes

### 1. Personal details

- i) Name – please state all of your official first/given names and last/family names as they appear on official documents such as examination certificates and passport. Nicknames are not acceptable.
- ii) Ethnic origin – please choose from the list below the code you feel most nearly describes your ethnic origin or racial/cultural background. We are collecting this data for equal opportunities monitoring. The University of Birmingham is committed to promoting equality of opportunity in all of its activities. The information you provide will not form part of the selection process.

White	11	Asian – Other	39
Black – Caribbean	21	White/Black Caribbean	41
Black – African	22	White/Black African	42
Black – Other	29	White and Asian	43
Asian – Indian	31	Other mixed	49
Asian – Pakistani	32	Other	80
Asian – Bangladeshi	33	Not known	90
Asian – Chinese	34	Information refused	98

- iii) Contact information – All applicants must provide a home address and this is the address we will use to contact you unless you have specified a correspondence/temporary address. Please state the dates you will be living at your correspondence/temporary address.

### 2. Nationality and residence details

For information on how fee status is assessed, please refer to UKCISA: the Council for International Education website: [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

### 3. Programme of study

Please confirm these details with your department contact before completing this section.

### 4. Education – qualifications already held

Please give details of qualifications already obtained.

### 5. Disability (including dyslexia for health conditions)

The University of Birmingham has long been committed to supporting students with disabilities, including dyslexia and other health conditions. We are collecting this information to ensure the support needs are identified. The information does not form part of the selection process.

Please enter the code most relevant to you in the box in Section 5. If appropriate please give details of any special requirements or additional support needs you might have.

- 00 None
- 01 Specific learning difficulties, eg. dyslexia
- 02 Blind or partially sighted
- 03 Deaf or hard of hearing
- 04 Wheelchair user or mobility difficulties
- 06 Mental health difficulties
- 07 Unseen disability, eg. diabetes, epilepsy, heart condition
- 08 Multiple disabilities
- 09 Disability/special need not listed
- 10 Autistic spectrum disorder

### 6. Financial information

If your tuition fees are being paid by a company, a Government Department, an Educational Institution or an employer, please complete Section 6. If you do not complete this section it will be assumed that you will be paying the tuition fees yourself. Please note – The University does not recognise bank loans, family members or friends as sponsors and in such cases we will consider you as self-funded and you will be responsible for the payment of your tuition fees when you register.

## Processing your application

All enrolment forms should be initially returned to your contact in the Department. These will then be forwarded to the central Admissions Office for processing. It is imperative that Sections 7 and 8 are completed, failure to do so may result in a delay in your application being processed.

Upon receipt of your form you will be registered onto the stated programme of study. You will then be issued with your username and password, to access the computer facilities, and your ID card.

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#### 4. Education – qualifications already held

University/College/Institution (including website address)	Dates of attendance Full or part-time	Qualifications obtained	Classification/ Score/Grade/GPA	Subject	Date of award

#### 5. Disability (including dyslexia or health conditions)

The University of Birmingham has long been committed to supporting students with disabilities, including dyslexia and other health conditions.

Please select the most appropriate code listed in guidance note 5

If you have a disability please give details of any special requirements or additional support needs.

#### 6. Financial information

Invoices will only be sent to sponsoring organisations. Students on some courses may be required to pay on enrolment  
Who will pay your fees?

You  Sponsor

Sponsoring organisation: Name

Address

Amount to be invoiced (please complete on field only):

Sponsor to pay  % of tuition fees (100% = full fees) or

Sponsor to pay £  as a one-off payment towards tuition fees

## 7. Student declaration

Please note that you cannot become a registered student of the University until you have read and signed to say that you agree to the declaration. On agreeing with the Declaration you will be registering with the University of Birmingham for the selected academic year. Good luck with your studies.

### DECLARATION

I declare that the information that I have given is true and complete and, being admitted to be a student of the University of Birmingham, promise to obey the Charter, Statutes, Ordinances, Regulations and Codes of Practice, to submit to discipline, and to uphold its honour and credit to the best of my ability, both while a student and, if admitted to a degree, as a graduate. I understand that any mis-statement by me of my qualifications or circumstances may lead to the termination of my registration as a student. I agree to the University of Birmingham processing personal data obtained as part of online registration, or other data that the University may obtain from me or other sources, in accordance with the Data protection Act 1998. I agree to the processing of such data for any purposes connected with my studies, my health and safety, or for any other legitimate reason and to the publication of my degree classification at the end of my studies (see Student Handbook for detailed information about Data Protection). I understand that my academic data may be disclosed to organisations acting as my sponsor.

Neither the student nor the University shall be liable to each other for any failure or delay in performing obligations, if failure is due to any cause beyond that party's reasonable control eg. war, national emergency, terrorism, acts of god, government restrictions, industrial action or unforeseen closure of the University.

In accordance with requirements of S22(3) Education Act 1994 the University and the Guild have issued a Student Code of Practice which is available from Legal Services at [legalservices@contacts.bham.ac.uk](mailto:legalservices@contacts.bham.ac.uk)

Applicants signature:

Date:

     

## 8. Identity card

The University of Birmingham requires you to be issued with an identity card (ID) and you are asked to complete these arrangements now to facilitate visits later in the academic session.

Please stick the photograph so that the top and left borders are exactly against the lines (do not use staples or pins).

If you have any further queries please contact [studentidcards@contacts.bham.ac.uk](mailto:studentidcards@contacts.bham.ac.uk)

Attach photograph here

## 9. To be completed by the course tutor or other authorised persons

Failure to complete this section may delay the registration process  
I agree to the admission of the student to the programme stated above.

Signature:

Date:

     

Print name:

If the applicant has declared a disability (section 5), has the applicant been referred to Student Support and Counselling Services

 Yes No