

# Application Guidance Notes

In order to apply for the Birmingham Foundation Academy you will need to complete and submit your application via our online application form. You will not be able to partially complete and then save the application form so you must ensure that you have read these guidance notes thoroughly and that you have sufficient time to complete all the fields relevant to you.

Once you have submitted your application form you will be sent an acknowledgement email confirming receipt, and you will then need to submit scanned copies of all your academic transcript/s and certificate/s via email to [foundation-academy@contacts.bham.ac.uk](mailto:foundation-academy@contacts.bham.ac.uk) in order to complete your application. Please note, we will not be able to make a decision on your application until these are received. If you have not yet completed your qualification please send your transcript of results received to date. You may also send copies of any English qualifications you hold at this stage, however, this is not mandatory at the point of application.

## Completing the application form

The application form is divided into the following sections. Please note that the fields that have an asterisk (\*) must be completed.

### Personal information

**Title\***

**Full name (First name\*/Last name\* are mandatory fields)**

**Permanent home address (Address line 1\*, Town/City\*, Country\*, and Postcode\* are mandatory fields)** All applicants must provide a home address. This is the address we will use to contact you unless you have specified a different correspondence address or you are applying through a University of Birmingham Overseas Representative.

**Home Telephone\* - please include the international dialing code**

**Mobile Telephone\* - please include the international dialing code**

**\*Email address & \*Verify email address** All applicants will need to enter the email address they wish to be contacted at in both of these fields. This is the address that all communication about your application will be sent to.

**Gender\*** - select from the drop down list

**Date of Birth\* (day/month/year)**

**Correspondence Address** – if you have a different correspondence address to your permanent one please list it here. It is mandatory to answer the question ‘Do you wish us to send correspondence to your permanent address, given above?’\*

**Alternative telephone – please include the international dialing code**

**Nationality\***

**Country of birth\***

**Country of permanent residence\***

**Passport details**

**Are you applying via a University of Birmingham Overseas Representative?** If yes, please select from the drop down list provided.

## Birmingham Foundation Academy Pathways

**Study Pathway\*** Please select your pathway of choice

**Personal statement\*** Please enter a statement outlining your reasons for wanting to study for the Birmingham Foundation Academy and your pathway of choice. Please also outline why you feel you are suitable for the programme. There is a limit of 2000 characters for this section.

## Educational history

**School/college name\***

**School/college address\***

**Study dates\* (From and To DD/MM/YYYY)**

**Name of highest educational qualification(s)\*** - Please provide the original title of your qualification in the native language and in English (where appropriate)

**Grade/GPA achieved or predicted\***

**Language of instruction\***

## English language proficiency

**Most recent test (IELTS/TOEFL/Pearson)** – The name of the most recent English proficiency test you have taken (where appropriate)

**IELTS TRF/Registration number** – Your test registration or reference number

**Date taken (DD/MM/YYYY)**

**Test scores** – Overall and individual elements

**Tests to be taken (IELTS/TOEFL/Pearson etc)**

**Language test date to be taken**

## Parent/guardian details

**You only need to complete this section if you will be under 18 years of age at the start of the programme**

**Title**

**Name**

**Relationship to applicant**

**Address details**

**Telephone**

**Email address**

## Sponsorship and payment

**How do you intend to fund your studies?** Please indicate if you/your family will be paying for your fees or whether you expect to be receiving sponsorship

**If sponsored, please provide sponsor contact details**

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 fees when you register.

## Disability

**Disability** This information will be treated in the strictest confidence and does not form part of the selection process. We are collecting this data to ensure support needs are identified. If you have any support requirements, please indicate these at this stage.

## Ethnicity

**Ethnicity\*** This information will be treated in the strictest confidence and does not form part of the selection process. We are collecting this data for equal opportunities monitoring.

## BFA sources of information

**Please indicate how you found out about this programme**

## Criminal convictions

**Declare whether you have any relevant criminal convictions\***

**If yes, please provide further details**

## Declaration

**By submitting this application you agree to the following:**

I certify that the information given in this application and in the supporting documents is accurate and complete to the best of my knowledge.

I agree to the University processing personal data contained in this application or other data which the University may obtain from myself or other sources.

I agree to the processing of such data for any purpose connected with my studies or my health, welfare and safety, or for any other legitimate reason.

I agree to the processing of such data for any purpose connected with my studies or my health, welfare and safety, or for any other legitimate reason. If I have applied through a University Overseas representative, I agree to the University sharing this information with them.

## Data Protection

The University of Birmingham holds information about everyone who applies to the University and everyone who studies here. We use the information from your application form to administer your application and to compile statistics that may be published or passed to government bodies such as the Higher Education Statistics Agency (HESA).

If your application is successful we will also use the information to administer your studies, to monitor your performance and attendance, and to provide you with support.