

## **Application Guidance Notes**

In order to apply for the Birmingham International 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.

During the application process you will be able to upload your supporting documents. If you do not have these available at this time then you will be able to send scanned copies of all your academic transcript/s and certificate/s via email to [foundation@contacts.bham.ac.uk](mailto:foundation@contacts.bham.ac.uk). 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.

Once you have submitted your application form you will be sent an acknowledgement email confirming receipt. You will also be told your ID number which you must then quote in all future correspondence.

### **Completing the application form**

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

### **Personal information**

When completing this section please state all of your official names as they appear on official documents such as your passport (first/given, middle and surname/family names).

You must provide your date of birth, gender, nationality, country of birth and area of permanent residence.

You must also tell us if you have a valid passport or not. If you have a valid passport then you will be required to provide your name as it appears on there, your passport number, passport nation, the date of issue and the date of expiry.

If you are an international applicant and are currently or have previously studied within the UK you must ensure that you enter this information within the Educational History section of the application form. You are required to provide this information in accordance with UK Home Office immigration regulations.

### **Permanent Home Address**

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.

All applicants will need to enter the email address they wish to be contacted at. This is the address that all communication about your application will be sent to.

### **Correspondence Address**

If you are applying through a University of Birmingham overseas representative please select 'Yes' and then select your particular representative from the drop down list available.

Or, if you have a different correspondence address to your permanent one please provide this to us. Please also tell us the dates between which you will be using this address for your correspondence.

### **Birmingham International Academy Pathways**

Here you are required to select the Birmingham International Academy pathway which you wish to apply for. You are also required to tell us which degree pathway you wish to proceed on to should your application be successful.

If you would like more information about the foundation pathways available then please see the information on the [BIA website](#).

**Personal statement**

Please enter a statement outlining your reasons for wanting to study for the Birmingham International Academy and your pathway of choice. Please also outline why you feel you are suitable for the programme. Approximately 500 words are required. There is a limit of 4000 characters for this section.

You are also able to upload your personal statement at the end of the application if you prefer.

**Educational history**

In order for us to fully consider your application you are required to provide us with details regarding your education history. Please include as much information as you can about school level qualifications that you have completed or are due to complete this academic year.

In addition to completing this section, you will be required to upload scanned copies of your qualifications at the end of the application. We require your transcript/s and certificate/s. If you have not yet completed your qualification/s please upload a copy of your transcript to date.

When entering the title of your qualification please provide the original title in the native language and in English (where appropriate).

If you have taken any qualifications after your school level study please provide details. You can select to enter another qualification if you wish.

If you are an international applicant please ensure you have provided details of any study undertaken in the UK within this section of the application form.

**English Language proficiency**

If English is not your native language you will be required to provide details of your current or most recent English language proficiency test or qualification.

If you have taken an IELTS, TOEFL or Pearson test you will be required to enter the scores you achieved in each of the four bands, Reading, Writing, Listening and Speaking as well as the date on which you sat for the test. You will also be required to enter your registration or candidate number if you have taken an IELTS or TOEFL test.

If you do not currently hold an English language proficiency test but are planning to take one in the near future please provide these details.

**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. The information you provide to us will be held on your applicant record.

**Sponsorship and Payment**

It is important that you have sufficient funds to pay for your tuition fees and living expenses during your period of study.

If you are going to be sponsored please provide this information to us.

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

**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**

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.

**BIA sources of information**

Please give sources of information that you used to find us by selecting from the list available. If you select Other, please provide further details.

**Criminal convictions**

In order to protect our students and staff we are required to ask if you have any relevant unspent criminal convictions. A relevant conviction is for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant. However, certain programmes (for example teaching, health or social-work related) are exempt from the Act and different rules apply with regard to criminal convictions and the University may ask you to agree to a criminal record check as a condition of an offer for your subsequent degree programme if you are successful.

**Document Uploads**

Here you are able to upload your supporting documents. You must first select the document type from the drop down list and then choose the relevant file from its location on your computer.

You are able to upload 6 documents within the application form. If you wish to provide more documents to support your application you can email them to [foundation@contacts.bham.ac.uk](mailto:foundation@contacts.bham.ac.uk)

**Declaration**

By indicating 'Yes' to the declaration you are confirming that you agree to statements set out.

If you do not agree to indicate 'Yes' to this declaration then you will not be able to submit your application form.

**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.