

Enrolment Form

Admissions use only:

ID

Return form to:

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This form should only be used for admissions to a negotiated programme of study for an external body by contract or admission for single modules. Please contact the Admissions Manager, responsible for your department, for agreement to use this form.

Please read the accompanying Guidance Notes and complete the form in

CAPITAL LETTERS in black ink.

1. **Personal details and contact information**

Title (Mr, Mrs, Miss, Ms etc):

Family name/surname: Click or tap here to enter text.

Fist name/ given name: Click or tap here to enter text.

Gender: Male Female

Ethnic Origin (please see guidance notes 1.ii)

Date of birth (DD/MM/YYYY): Click or tap here to enter text.

Have you previously applied to the University of Birmingham? Yes No If yes, please quote your student ID number if known

Permanent home address: Click or tap here to enter text.

Mobile number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

1. **Nationality and residence details**

Nationality: Click or tap here to enter text.

If you have dual nationality please enter your second nationality Click or tap here to enter text.

Country of birth: Click or tap here to enter text.

Country of permanent residence: Click or tap here to enter text.

1. **Programme of study**

Programme title: Click or tap here to enter text.

Programme code (if known):Click or tap here to enter text.

You can choose to study a full programme or select one or more individual modules from a programme below:

Module Title and code(s) if known:

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Start date (DD/MM/YYY): Click or tap here to enter text.

Department or School (if known) Click or tap here to enter text.

1. form)
2. **Education – qualifications already held** (Please attach scanned copies of your certificates and transcripts with your application form)

University/College/Institution (including the website address: Click or tap here to enter text.

Country of study: Click or tap here to enter text.

Dates of attendance and full or part-time: Click or tap here to enter text.

Qualification obtained: Click or tap here to enter text.

Classification/Grade/GPA: Click or tap here to enter text.

Subject: Click or tap here to enter text.

Date of award: Click or tap here to enter text.

1. **English language** (Please attach scanned copies of your English language certificate with your application form)

What is your first language? Click or tap here to enter text.

Are you a national from a majority English speaking country? If yes, which country? Click or tap here to enter text.

Were taught in English at school/university? Click or tap here to enter text.

For how many years? Click or tap here to enter text.

Do you hold an English language qualification? Click or tap here to enter text.

Type of English language qualification Click or tap here to enter text.

1. **Professional and work experience**

Employer: Click or tap here to enter text.

Job title: Click or tap here to enter text.

Nature of work and any key responsibilities: Click or tap here to enter text.

Full time/Part time: Click or tap here to enter text.

**Please provide details of professional qualifications, registrations with professional bodies or other relevant qualifications**

Qualification Click or tap here to enter text.

Awarding Body Click or tap here to enter text.

Date of award/Expected date of award: Click or tap here to enter text.

1. **Personal statement**

Please provide a statement that describes why you are interested in applying for this CPD. The statement should be a maximum of 250 words and attached as a document with your application form.

1. **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 Click or tap here to enter text.

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

Click or tap here to enter text.

1. **Financial information**

Please state how your attendance on this Professional Education course(s) will be funded

You:  Sponsor:

Sponsoring organisation name: Click or tap here to enter text.

Contact name: Click or tap here to enter text.

Billing address: Click or tap here to enter text.

Accounts email address: Click or tap here to enter text.

Telephone: Click or tap here to enter text.

Signed: Click or tap here to enter text.

Position: Click or tap here to enter text.

I agree to pay the fees for the applicant to attend the course - An invoice will be sent to you at the address above following the workshop.

1. **Criminal convictions**

Do you have any unspent criminal convictions? (See guidance note 7): Yes:  No:

1. **Student declaration**

**DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

**DATA PROTECTION**

By submitting this form, I agree to the University of Birmingham contacting me for the purpose outlined on this form and that my details will be kept, stored, and used in line with our enquirer privacy notice (www.birmingham.ac.uk/privacy/student-enquirer). You are agreeing that the

University may contact you via email (which also includes social, digital media and other electronic channels. Where you have provided us with a phone number, we may also contact you from time-to-time via SMS message or by telephone. You will have the right to change your mind and withdraw consent at any time. We will send you an email within one week of registering. If you don’t receive this email please check your spam

Delegate signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

**How did you find out about our Professional Education programmes?**

Facebook  LinkedIn  Instagram  Twitter  Email  Colleague/friend  Other Click or tap here to enter text.

1. **To be completed by the Admissions Tutor**

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

Signature Click or tap here to enter text.

Print name Click or tap here to enter text.

Date Click or tap here to enter text.

If the applicant has declared a disability (section 5), has the applicant been referred to Student Support and Counselling Services: Yes:  No:

1. **Guidance Notes**

**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.

**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. 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

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

**Financial information**

If your tuition fees are being paid by your employer, please complete the Section. If you do not complete this section it will be assumed that you will be paying the tuition fees yourself folders and settings to ensure that your email provider isn't blocking emails from us. If you would like to not receive any more communications from us in the future, please select the opt-out function which can be found at the footer of every email

**Criminal convictions**

In order to protect our students and staff we are required to ask if you have any relevant unspent criminal convictions. ‘Relevant’ means offences against the person, whether of a violent or sexual nature, or 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 Rehabilitation of Offenders 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 offer.