

Study Centre Application Form



Welcome to Arden University. We need you to complete this form in BLOCK CAPITALS as this helps our team to pick out the key information. Once complete please return, along with any supporting documents, to your chosen Study Centre for processing. If you have any questions, or need any help, when completing this form please call your dedicated Course Advisor who will be happy to help.

Please read Arden University's terms and conditions (arden.ac.uk/terms-and-conditions) and privacy policy (arden.ac.uk/privacy-policy) before completing this form. By signing this form you are providing your permission for us to store and process the information you supply in this form, including your personal data, in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2016/679 and our terms and conditions.

Please complete the application form and then email it to your programme consultant or studyberlin@arden.ac.uk

About You

PERSONAL DETAILS

To save this form, you will require Adobe Acrobat Reader 7 or above

Surname/Family name:

Country of permanent residence:

Forenames:

Nationality:

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

Previous surname/Family name (if applicable):

Date of birth:

Gender:

☐ Male ☐ Female ☐ Other

ADDRESSES

Permanent home address:

Address for correspondence (if different from home address):

Postcode:

Postcode:

Tel (home):

Tel (home):

Mobile:

Mobile:

Email:

Email:

Skype:

The Course

INTAKE DATE

☐ February ☐ September
☐ April ☐ November
☐ June

STUDY CENTRE

☐ Berlin
☐ Hamburg

COURSE TYPE

☐ MBA ☐ Undergraduate
☐ Masters ☐ Degree with
foundation year entry

Course Title:

What device will you use to access the online element of the course?

Own laptop computer

Own desktop computer

Shared laptop computer

Shared desktop computer

Tablet e.g. iPad

Smart phone

I don't have one

Your experience

EDUCATION AND QUALIFICATIONS

Please share details on any academic and profession qualifications that you already have or are currently studying for/waiting for results.

Name of Institution/Address	Dates (Month/Year) From <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/>	Qualification/Award (include class & division or grade obtained if known)	Main subjects
Name of Institution/Address	Dates (Month/Year) From <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/>	Qualification/Award (include class & division or grade obtained if known)	Main subjects
Name of Institution/Address	Dates (Month/Year) From <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/>	Qualification/Award (include class & division or grade obtained if known)	Main subjects

NB: You must include photocopies of all academic achievements supporting your application, including transcripts where possible.

ENGLISH LANGUAGE COMPETENCE

Students educated outside the UK should enclose copies of their English Language qualifications.

Is English your first language? ☐ YES ☐ NO

Is/was English the language of instruction of your first Degree? ☐ YES ☐ NO

If you have answered no to both the above questions please list any formal English Language qualifications with results obtained (i.e. IELTS, TOEFL, GCE, GCSE) and the dates you took the test, or will be taking the test.

English qualification	Result	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

NB: Students educated outside the UK must provide evidence, before they can be admitted to their chosen course, that they have sufficient command of both spoken and written English. Acceptable evidence includes: GCSE/O-level English Language at grade C or above; an overall 6.0 score for undergraduate or 6.5 for postgraduate with at least 5.5 in each component for undergraduate and 6.0 in each component for postgraduate study in the British Council IELTS test; a score of 575-600 (depending on the department) in TOEFL, including a satisfactory mark in the Test of Written English (TWE).

EMPLOYMENT DETAILS/OTHER EXPERIENCE

Your work experience can help to support your application. Please share details of any paid or voluntary experience you feel is relevant to your application. We only need you to cover the last 5 years.

Employer	Titles and duties of post	Dates From <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/>
Employer	Titles and duties of post	Dates From <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/>
Employer	Titles and duties of post	Dates From <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/>
Employer	Titles and duties of post	Dates From <input type="text"/> <input type="text"/> <input type="text"/> To <input type="text"/> <input type="text"/> <input type="text"/>

Your reasons

REASONS FOR APPLICATION FOR COURSE

Please share any motivations and concerns for studying this course. This information will help us support you as best we can. Continue on a separate sheet if necessary. Indicate here if you have done this.

OTHER INFORMATION

How did you first learn about your proposed programme of study?

- ☐ 1. Newspaper ☐ 2. Google ☐ 3. Yahoo ☐ 4. MSN ☐ 5. Friends/family ☐ 6. TV ☐ 7. Hotcourses
- ☐ 8. Other - please specify

Applications to other institutions: Please give details of other institutions/programmes of study for which you are applying at this time:

REFEREES

Please forward the enclosed reference forms to your two referees, giving their names and addresses below. References are required for all University programmes and should be enclosed with your application. Ideally you should nominate a professional referee as well as an academic contact.

Name:

Address:

Telephone:

Fax:

Name:

Address:

Telephone:

Fax:

DISABILITY/SPECIAL NEEDS

Please tick the box next to the statement which is most appropriate to you.

This information will be used to assess whether any special arrangements need to be made for you to study with us.

- | | |
|--|---|
| <input type="checkbox"/> You do not have a disability nor are you aware of any additional support requirements in study or accommodation | <input type="checkbox"/> You need personal care support |
| <input type="checkbox"/> You have dyslexia | <input type="checkbox"/> You have mental health difficulties |
| <input type="checkbox"/> You are blind/partially sighted | <input type="checkbox"/> You have an unseen disability, e.g. diabetes, epilepsy, asthma |
| <input type="checkbox"/> You are deaf/have a hearing impairment | <input type="checkbox"/> You have two or more of the above disabilities/special needs |
| <input type="checkbox"/> You are a wheelchair user or have difficulties with mobility | <input type="checkbox"/> You have a disability not listed above |

*These have been based on the categories in the Office of Population Censuses and Surveys (OPCS) 1991 UK.

Do you have any unspent criminal convictions?

☐ YES ☐ NO

You are required to state whether or not you have any criminal convictions, excluding motoring offences for which a fine and/or up to three penalty points were imposed. If you tick the 'yes' box, you may be required to provide details of any convictions.

MONITORING INFORMATION

Arden is committed to a policy of equal opportunities. In order to monitor the effectiveness of this policy, applicants are asked to complete this equal opportunities monitoring section. These statistics are used solely for the purpose of monitoring application rates and form no part of the selection procedure.

YOUR ETHNICITY

Please tick the box which you feel describes your ethnic origin.

- | | | |
|--|--|---|
| <input type="checkbox"/> 10 - White | <input type="checkbox"/> 32 - Asian or Asian British - Pakistani | <input type="checkbox"/> 43 - Mixed - White and Asian |
| <input type="checkbox"/> 15 - Gypsy or Traveller | <input type="checkbox"/> 33 - Asian or Asian British - Bangladeshi | <input type="checkbox"/> 49 - Other mixed background |
| <input type="checkbox"/> 21 - Black or Black British - Caribbean | <input type="checkbox"/> 34 - Chinese | <input type="checkbox"/> 50 - Arab |
| <input type="checkbox"/> 22 - Black or Black British - African | <input type="checkbox"/> 39 - Other Asian background | <input type="checkbox"/> 80 - Other ethnic background |
| <input type="checkbox"/> 29 - Other Black background | <input type="checkbox"/> 41 - Mixed - White and Black Caribbean | <input type="checkbox"/> 90 - Not known |
| <input type="checkbox"/> 31 - Asian or Asian British - Indian | <input type="checkbox"/> 42 - Mixed - White and Black African | <input type="checkbox"/> 98 - Information refused |

ALL APPLICANTS should note that Arden University reserves the right to withdraw a course up until its start date. See terms and conditions for full details.

DECLARATION (to be signed by all applicants) I undertake to comply with the University's Regulatory Framework and ensure payment of all fees and other liabilities.

Signed:

Date:

Please complete the application form and then email it to your programme consultant or studyberlin@arden.ac.uk.



Arden University
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