

## Notes for Guidance in completing the Undergraduate direct entry application form

These notes are intended to help you complete the Undergraduate direct entry application form correctly so that it can be processed as efficiently as possible.

### Section 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) Date of birth – please enter as day, month, and year (eg, for 29 September 1982 please write 29/09/82)
- iii) 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
Black – Caribbean	21
Black – African	22
Black – Other	29
Asian – Indian	31
Asian – Pakistani	32
Asian – Bangladeshi	33
Asian – Chinese	34
Asian – Other	39
White/Black Caribbean	41
White/Black African	42
White and Asian	43
Other Mixed	49
Other	80
Not known	90
Information refused	98

- iv) 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. If you have applied through an agent, please enter the agent's address details in the correspondence/temporary address section.

- v) Criminal convictions

In order to protect our students, we are required to ask if you have any relevant criminal convictions. You must tick the 'yes' box if you have a relevant conviction. 'Relevant' means offences against the person or offences for drug dealing or trafficking or supplying. Convictions that are spent are not considered to be relevant.

### Section 2: Programme of study

Please refer to the University website [www.bham.ac.uk](http://www.bham.ac.uk) for programme information. Point of entry refers to the year of the programme you wish to enter in to. Our programmes only start in September, please state the year which you wish to be considered for (eg, 2009). Check website for further details regarding start dates.

### Section 3: Nationality and residence details

For further 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)

### Section 4: Disability

The University of Birmingham has long been committed to supporting students with disabilities, including dyslexia or health conditions. We are collecting this information to ensure that 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 4. If appropriate please also 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 or Asperger Syndrome

**Section 5: Education**

In this section you should give details of your current academic studies. Please list your current programme of study, the subjects studied and grades obtained, and subjects you are studying and any predicted grades.

**Section 6: English Language qualifications**

All students **must** have an acceptable English language qualification to study at the University of Birmingham. A range of English language tests are acceptable, including IELTS and TOEFL. If English is not your first language you will need to obtain a recognised English Language qualification before admission.

**Section 7: Any other information**

This section gives you an opportunity to provide any additional information relating to your application.

**Section 8: Declaration**

Please sign and date the application form. It is important that you read the statement of consent immediately above the signature line.

Thank you for your co-operation in providing all the relevant information.

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