

## INTERNATIONAL STUDENT APPLICATION FORM IFP, UG, PGT & MBA

Please send your completed application form and supporting documents to [applyinternational@chester.ac.uk](mailto:applyinternational@chester.ac.uk)

Please read the 'Guidance Notes' section thoroughly before completing this application form.  
Please do not use this form to apply for Postgraduate Research based programmes or if you are Home/EU applicant.



### SECTION A: PROPOSED STUDY

**A1. Type of study**

International Foundation Programme (IFP)                      Bachelor degree including Foundation Year  
Undergraduate (UG)                      Postgraduate (PGT)                      MBA

**A2. Study Programme/Foundation Pathway**

1st choice:

2nd choice:

**A3. Progression Route** (If you are applying to study a Foundation Pathway please state which undergraduate course you wish to progress on to upon completion).

**A4. Mode of Study**                      Full-time                      Part-time

**A5. Year/level of entry** (for undergraduate students only):

International Foundation Programme (IFP)                      UG Year 1/Level 4                      UG Year 2/Level 5                      UG Year 3/Level 6

**A6. Do you want to transfer academic credits gained from another higher education provider?**

Yes                      No

If yes, please give further details by providing the name of the awarding body and qualification/credits gained.

**A7. Proposed start date:**

## SECTION B: PERSONAL DETAILS

**B1.** First name(s):

**B2.** Surname/family name:

**B3.** Title: (eg Mr)

**B4.** Nationality:

**B5.** Passport number: *(leave blank if you do not have a current passport)*

**B6.** Date of birth: *(dd/mm/yy)*

**B7.** Expected age on enrolment:

**B8.** Country of birth:

**B9.** Gender: Female Male

**B10.** Home address:

Postal/Zip code:

Contact address:

*(If different from home address)*

Postal/Zip code:

**B11.** Home telephone number:

**B12.** Mobile/cell phone number:

**B13.** Personal email address:

**B14.** Agent email address:

## SECTION C: QUALIFICATIONS OBTAINED

Level/ Qualification (eg HSSC, HND, Degree)	Subject(s)	Course Duration		Name of College/ University	Results (grades or bands)
		Start Month/Year	End Month/Year		

**SECTION D: QUALIFICATIONS PENDING**

Level/ Qualification (eg HSSC, HND, DEGREE)	Subject(s)	Course Duration		Name of College/ University	Expected results (grades or bands)
		Start Month/Year	End Month/Year		

**SECTION E: PREVIOUS STUDY IN THE UK**

**E1.** Have you ever studied or made a visa application to study in the UK previously?:      Yes      No

**E2.** Have you previously received a visa refusal to study in the UK?      Yes      No  
Please attach a copy and indicate the reason for this refusal.

**E3.** When did you arrive in the UK for the first time?

**SECTION F: EMPLOYMENT INFORMATION (IF APPLICABLE)**

Name and address of employer (please state country if outside the UK)	Start date (month/year)	End date (month/year)	Position held and main duties (please state whether full or part-time)

## SECTION G: ENGLISH LANGUAGE

If English is not your first language, and/or you will be applying for a Tier 4 student visa to enter the UK for study purposes, you must demonstrate your English language proficiency to the University of Chester as part of the admissions process.

**G1:** If you have taken an 'IELTS Academic for UKVI' English language test and you wish for us to use this to assess your English language proficiency, please state the score below and include a copy of your test certificate with your application:

Writing:                      Reading:                      Speaking:                      Listening:

Overall Score:

**G2.** The University accepts a number of in-country English language tests (e.g. Nigerian WAEC, Indian 12th, Malaysian 1119 and others) as evidence of satisfying our entry criteria. If you wish for us to use this to assess your English language proficiency, please state the test and score below (not applicable to International Foundation Programme applicants):

Test	Score
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**G3.** The University of Chester offers its own in-house English language entry test (UoCELT) to students who are applying for Bachelor's degrees or master's degrees. If you wish to be considered for this test to demonstrate your English language proficiency and gain entry please contact [applyinternational@chester.ac.uk](mailto:applyinternational@chester.ac.uk) with your request. Please title your email UoCELT Request (not applicable to International Foundation Programme applicants).

## SECTION H: PERSONAL STATEMENT

Please attach a personal statement that sets out your reasons for undertaking the course. This should be at a minimum of 500 words detailing your reasons for applying, explaining your choice of course at Chester, what you hope to do in your future career and how the course is relevant to your plans.

This statement should be written entirely in your own words. Any text found not to be your own may result in your application being rejected.

International Foundation Programme Applicants: Please write a short paragraph and reasons for applying for the course

## SECTION I: FUNDING YOUR STUDY

**I1.** How will you fund your studies? (Please tick box):

Yourself/Self finance

Government sponsorship

Private sponsorship

Education loan

Other (please specify):

**I2.** Are you able to satisfy the UKVI financial requirements? (see guidance notes):      Yes              No

## SECTION J: REFERENCES

Please provide the name and address of at least one referee in support of your application. **Please note that it is your responsibility to ensure the references are returned to the University.**

If you are applying for MBA, and have relevant work experience your reference has to be from your current or most recent employer.

**Important:** The reference must be original and in most cases written on headed paper, signed by the referee and can be posted, faxed or emailed to us.

International Foundation Programme Applicants: This is not a requirement

If you are applying for the International Foundation Programme you are not required to provide a reference

## SECTION K: ADDITIONAL INFORMATION

### K1. Disability/Specific Needs

If you have any disability, specific learning difficulty or mental health difficulty that might necessitate special requirements or facilities, please tick the appropriate box.

None	Personal care and assistance	Dyslexia
Mental health difficulties	Blind/Partially sighted	Unseen disability (e.g. diabetes, asthma)
Deaf/Hard of hearing	One or more of the listed disabilities	Wheelchair user
Other (please specify):		

### K2. Do you have any criminal convictions?      Yes      No

Please refer to the notes in the guidance notes regarding the definition of criminal convictions. If Yes, please provide brief details. If you do not tick either box, we will need to contact you to get this information and this will delay your application.

## SECTION L: CHECKLIST

### Have you?

1. Completed the application in full (please keep a copy for your records)
2. Attached copies of all transcripts/certificates - evidence of qualifications obtained.  
(Please do not send us any original documents - we only require copies.)
3. Attached copies of any English language qualifications gained (e.g. IELTS/PTE)
4. Enclosed a reference (signed by the referee and provided on letter headed paper) – not applicable to International Foundation Programme applicants
5. Attached a Personal Statement (minimum 500 words) – for International Foundation Programme applicants please provide a paragraph outlining your reasons for applying to the course
6. Attached evidence of any work experience stated on application form (if applicable)
7. Attached copies of your passport and ALL current and previous UK Visas (if applicable)

*For further information about pre-sessional entry requirements please visit [www.chester.ac.uk/international](http://www.chester.ac.uk/international)*

**DECLARATION**

I confirm that to the best of my knowledge, the information given in this form is correct and complete, I understand that the University of Chester will withdraw my application if found to have been falsified.

I understand that I am responsible for payment of all tuition fees and acknowledge the University of Chester will not accept any liability for my tuition fees or living expenses in the event of my admission.

I agree to comply with the statutes, ordinances, bye-laws, regulations, rules and conditions of the University of Chester for the time being in force, including Health, Safety and Disciplinary Regulations. I agree that all ideas, materials or work produced by me and submitted as part of the requirements of my programme of study and all intellectual property rights therein will become the absolute property of the University of Chester, unless specifically agreed to the contrary.

**DATA PROTECTION ACT 1988**

I consent to the University of Chester processing personal data contained in this form, or other data which may be obtained from me or others, including details of academic performance, learning support needs, disciplinary matters, destinations and comments on quality, closed circuit TV and video recording on University premises and holding my photograph which is used on the student ID card and for any purpose connected with my application for admissions, immigration purposes, my studies, my health and safety, implementation of the Rules, to provide data that the University is required to hold or supply to Higher Education Statistics Agency (HESA) or for any other legitimate reason. I consent to the disclosure of such information for academic purposes, in response to requests for references relating to continuing education, training or employment, for implementation of the Rules or in relation to council tax matters. I also give explicit consent for the University to check, verify or communicate any personal data that I have provided in this form or at any other point on any other documents during and in support of my application for admission to the University with the UK Border Agency. I understand that HESA pass data to organisations that need it to carry out their statutory functions connected with funding higher education. I am aware that I may request a copy of information held about me on request and on payment of the appropriate fee and that further information regarding HESA can be found on the University's intranet.

**SIGNATURE:****DATE:****Once completed this form should be returned by post, fax or email to:**

Address: International Admissions, International Office,  
University Of Chester, Parkgate Road,  
Chester CH1 4BJ, United Kingdom.

Email: [applyinternational@chester.ac.uk](mailto:applyinternational@chester.ac.uk)  
Web: [www.chester.ac.uk/international](http://www.chester.ac.uk/international)  
Facebook: [university.of.chester.international](https://www.facebook.com/university.of.chester.international)

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**APPLICATIONS WILL NOT BE CONSIDERED WITHOUT COPIES OF ACADEMIC CERTIFICATES AND TRANSCRIPTS.****Equality & Diversity**

'The University of Chester is committed to the active promotion of equality of opportunity.  
Applications are particularly welcome from those groups currently under-represented in higher education.'

For a copy of our diversity and equality policy in admissions, please contact us at [enquiries@chester.ac.uk](mailto:enquiries@chester.ac.uk)

## GUIDANCE NOTES

### Introduction:

Thank you for your interest in studying at the University of Chester. Please ensure that you read these guidelines fully prior to completing your application.

This form should only be used by non-EU residents interested in International Foundation Programmes and UG and PGT degrees. If you have a doubt regarding your residential/fee status, please contact the International Office and request a fees assessment questionnaire. Applications for MPhil/PhD degrees should not be made using this application form. Please contact the Postgraduate Research Admissions directly by email at: [pgradmissions@chester.ac.uk](mailto:pgradmissions@chester.ac.uk) for details on Research Degrees.

All details on the courses available to international students are available on our website and in our prospectus.

Please apply by emailing the completed application form together with all supporting documents to [applyinternational@chester.ac.uk](mailto:applyinternational@chester.ac.uk)

The following documents must be supplied with your application:

- Attached copies of all transcripts/certificates – evidence of qualifications obtained.
- Attached copies of any English language qualifications gained (e.g. IELTS).
- Enclosed a reference (signed by the referee and provided on letterhead paper).
- Attached Personal Statement (minimum 500 words, 750 for MBA applicants).
- Attached evidence of any work experience stated on application form (if applicable).
- Attached copies of your passport and ALL current and previous UK Visas (if applicable).

Upon receipt of your application we will send you an acknowledgement with a decision to follow in due course. The timings will depend on the completeness of your application. Further information regarding the course, accommodation, enrolment and registration will be sent to students closer to the enrolment date.

If you require further information or assistance, please contact the international office by telephone 01244 512465 or email [international@chester.ac.uk](mailto:international@chester.ac.uk)

### Section A: PROPOSED STUDY

- Please state the exact title of the programme as it appears in our Website/Prospectus.
- Please note that the majority of international students will only be able to study on full-time basis, for further clarification please contact the International Office.

### Section B: PERSONAL DETAILS

- Please fill in these details carefully, in block capitals.
- Please state your name and date of birth as it appears on your passport.
- Please provide your home and contact address (if applying through an agent, the agent's address must go in the contact address).
- It is vital that you supply us with your personal email address, as this will be the primary method of contacting you regarding your application.

### Section C and D: QUALIFICATIONS

- Qualifications Obtained: Please list all the qualifications completed and passed.
- Qualifications Pending: Please list all the qualifications still to be completed or where the results are pending.
- Copies of transcripts and certificates for all qualifications stated in Section C and D must be provided.
- If your qualifications are not in your current name, please provide evidence of your change of name.
- If your transcripts are not in English, please provide an authorized English translation.

### Section F: EMPLOYMENT INFORMATION

Please provide details of your most recent and/or most relevant employment, including the dates, organization and post(s) held. Please include all your work experience, training and employment, paid or unpaid, full or part-time, in your home or outside. Weekend and vacation work may be included.

Please also attach evidence of this work experience. This could be, for example, an offer of employment or an employer reference.

### Section G: ENGLISH LANGUAGE

If you are not from a majority English speaking country, you will be required to provide evidence of your English Language proficiency. Further information can be found here: <https://www.gov.uk/tier-4-general-visa/knowledge-of-english>

English language proficiency tests include UKVI IELTS. For more information regarding acceptable English Language scores please visit our website or email us at [international@chester.ac.uk](mailto:international@chester.ac.uk)

If you do not meet our English language entry criteria, you may be eligible for a pre-sessional English language course or you may be able to take our University of Chester English Language Test (UoCELT). Please visit [www.chester.ac.uk/international](http://www.chester.ac.uk/international) for further details.

## Section I: FINANCING YOUR STUDY

Please provide details on how you are going to pay your tuition fees during your studies at the University of Chester. Alternatively if you are hoping to apply for a scholarship please provide details of this.

The University may ask you to provide evidence, including bank statements, to demonstrate that you are able to satisfy the UKVI financial regulations. Please make sure you are familiar with the UKVI financial requirements.

Further finance guidance can be found on the UKVI website: <http://www.ukvi.homeoffice.gov.uk/visas-immigration/studying/adult-students/can-you-apply/money/how-much/>

## Section H: PERSONAL STATEMENT

A detailed guidance about writing a personal statement can be found here: <http://www.ucas.ac.uk/students/apply/howtoapply/personalstatement/>

This statement should be written entirely in your own words. Any text found not to be your own may result in your application being rejected.

## Section J: REFERENCES

References from family and friends are not acceptable.

All references must be supplied on headed paper and signed by the referee.

If applying for the MBA programme, the referee should clearly state their name, address, occupation, how long they have known you, and in what capacity. The reference should also include details of your duties carried out, ability, commitment and suitability for the programme.

Please note if you are applying for an International Foundation Pathway you will not be required to provide a reference with your application.

## Section K: ADDITIONAL INFORMATION

### DISABILITY/SPECIFIC NEEDS

The University is very willing to help students with disabilities. In order to allow the University to provide the best available support for you, we need to know about the nature of your disability and how it might affect your studies. The information you provide will not affect judgments concerning your academic suitability for a course, and will be treated confidentially by the University.

If you declare any disability or mental health difficulty, the Disability Support Team will contact you in due course regarding your needs.

## CRIMINAL CONVICTIONS

To help the University reduce the risk of harm or injury to its students caused by the criminal behavior of other students, we must know about any relevant criminal convictions that an applicant has. Please provide us with a brief description.

Relevant criminal convictions are only those convictions 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 and you should not reveal them.

Please note that some programmes require you to apply for a Disclosure and Barring Service check. You will be contacted with further information where appropriate.

If you do not tick either box, we will need to contact you to get this information and this will delay your application.

## Section L: CHECK LIST

This indicates the documents you need to provide with your application. If you are not able to provide all these documents at the time of submitting your application, we can make an initial assessment, however this initial assessment cannot be made without copies of your academic transcripts/certificates.

### DECLARATION:

Before signing the application form please read the declaration paragraphs carefully. You must sign it or we cannot process your application. Any offer of a place you may receive is made on the understanding that in accepting you agree to abide by the rules and regulations of the University of Chester, and by signing the declaration you are confirming your agreement to this.

### What Happens Now?

- If we require any further information you will be contacted via email.
- Successful applications will receive either a conditional or unconditional offer depending on the completeness of the application. Unsuccessful applicants will be notified via email.

Detailed information about the application process can be found on our website in the "How to Apply" section.