

SECTION A: YOUR DETAILS (PLEASE TICK THE APPROPRIATE BOX)

Surname/Family Name (as appears on your passport)		Title Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>		Male <input type="checkbox"/> Female <input type="checkbox"/>	
First/Given Names (as appears on your passport)		Date of Birth (DD/MM/YYYY)	Passport No		
Country of Birth		Nationality			
ADDRESS AS APPEARS ON YOUR PASSPORT			ADDRESS FOR CORRESPONDENCE (IF DIFFERENT):		
Town/City (if any)		Town/City (if any)			
State/Province (if any)		State/Province (if any)			
Country		Country			
Postcode	Mobile	Postcode	Mobile		
Telephone Number		Telephone Number			
E-mail Address		E-mail Address			

SECTION B: WHICH COURSE DO YOU WANT TO STUDY?

Enter the courses for which you wish to be considered (in order of preference)

1.

2.

3.

Application for entry in the academic year (e.g. 2010/11) & term (e.g. Spring, Fall)

 If you have previously attended Stevens College (please tick)

Please enter your student ID (if known)

SECTION C: SCHOOL DETAILS

Please attach copies of Certificates / Transcripts

Secondary School Certificate / Junior Secondary / 'O' Level (if undertaken)

Award Title		Date Achieved	DD/MM/YYYY	Division or Grade	
Name of the School/College					
Awarding Body		Roll/ID No.			

Higher Secondary Certificate / High School / Senior School / 'A' Levels

Award Title		Date Achieved	DD/MM/YYYY	Division or Grade	
Name of the School/College					
Awarding Body		Roll/ID No.			

SECTION D: COMPLETED COLLEGE/UNIVERSITY QUALIFICATIONS

Please attach copies of Certificates / Transcripts

Degree (e.g. BA, BSc, BBA)					
Award Title					
Duration		From :	DD/MM/YYYY	To:	DD/MM/YYYY
Subject				Date Achieved	DD/MM/YYYY
				Result or Grade	
Name of the Institution					
Awarding Body (if different from Institution)					
Higher Degree (e.g. MA, MSc, MPhil)					
Award Title					
Duration		From :	DD/MM/YYYY	To:	DD/MM/YYYY
Subject				Date Achieved	DD/MM/YYYY
				Result or Grade	
Name of the Institution					
Awarding Body (if different from above)					
Other Qualifications (e.g. professional Certificate, Diploma, Advanced Diploma, PGD)					
Award Title					
Duration		From :	DD/MM/YYYY	To:	DD/MM/YYYY
Subject				Date Achieved	DD/MM/YYYY
				Result or Grade	
Name of the Institution					
Awarding Body (if different from Institution)					

SECTION E: QUALIFICATION NOT YET COMPLETED OR CERTIFIED (IF ANY)

Award Title					
Duration		From :	DD/MM/YYYY	To:	DD/MM/YYYY
Subject Studied				Expected Completion Date	DD/MM/YYYY
				Expected Division Grade	
Name of the Institution					
Awarding Body (if different from Institution)					

SECTION F: ENGLISH LANGUAGE QUALIFICATIONS

Please attach a copy of your certificates

Please list all English qualifications gained):				
Qualification (e.g. TOEFL/IELTS)	Candidate ID	Grade/Score/Band (e.g. %, A/B/C, 1/2/3)	Center ID	Date Achieved (DD/MM/YYYY)
English language qualifications not yet completed or results awaited:				
Qualification (give other details, if available) (e.g. TOEFL/IELTS)				Date Result Due (DD/MM/YYYY)

SECTION G: WORK EXPERIENCE

Please attach academic CV

Most Recent Employment					
Job Title		From :	DD/MM/YYYY	To:	DD/MM/YYYY
Job Description					
Company Name and Address					

SECTION H: CRIMINAL CONVICTIONS

Do you have any criminal convictions? Yes No
SECTION I: SPECIAL NEEDS OR SUPPORT

Do you have a disability/special needs? Yes No

If you have a disability, special needs (including dyslexia) or a medical condition, please tick the appropriate box and enclose further details where necessary:

Deaf/partial hearing	<input type="checkbox"/>	Wheelchair/mobility	<input type="checkbox"/>	Blind/partial sight
Personal care support	<input type="checkbox"/>	Learning difficulty	<input type="checkbox"/>	Autistic disorder
Multiple disabilities	<input type="checkbox"/>	Mental health	<input type="checkbox"/>	Other disability

Explain what special or extra facilities or support you may need at the College. Please use a separate sheet of papers.

SECTION J: PERSONAL STATEMENT

Information about yourself helps us assess your skills and suitability for the course.

Please describe, on a **separate sheet of paper or on the back of this form**: **a)** Your reasons for choosing Stevens College and the particular course **b)** The knowledge and skills you have obtained through your education and/or work (whether paid, voluntary or domestic) which might be relevant to the course **c)** The challenges you are facing in your studies, work or career development **d)** Your future career plans **e)** Your general interests, including hobbies and sporting activities.

SECTION K: HOW DID YOU LEARN ABOUT STEVENS COLLEGE?

<input type="checkbox"/> Website	<input type="checkbox"/> Exhibition	<input type="checkbox"/> Word of Mouth
<input type="checkbox"/> Recruitment Agent	<input type="checkbox"/> Magazine	<input type="checkbox"/> if Other (please specify)
<input type="checkbox"/> Careers Office	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Current Student	<input type="checkbox"/> School

SECTION L: DECLARATION

I certify that to the best of my knowledge the information given on this form is true, complete and accurate and no information requested or other material has been omitted and if I am admitted to the Stevens College I undertake to observe the College's regulations. I give my consent to the processing of my data by the College. I accept that, if I do not comply with these requirements, the College shall have the right to cancel my application and I shall have no claim against the College in relation thereto.

- I have attached a copy of my passport (showing photo, signature and passport number, personal details)
- I have attached copies of all relevant certificates/transcripts
- I have attached English language qualifications/achievements

Information on how to pay can be found at <http://www.stevenscollege.net>

Print Name :

Signature Date.....

SECTION M: SEND THIS FORM TO COLLEGE OR AUTHORIZED AGENT

DBH Aidan House (5th & 6th Floor),
Sunderland Road, Gateshead,
Tyne & Wear, NE8 3HU, UK.
Phone: 0191 478 8379
Fax: 0191 478 8301
e-mail: info@stevenscollege.net
www.stevenscollege.net
Agent Stamp & Signature

Remember to include photocopies of your qualifications and supporting documentation
Stevens College is registered in England & Wales No. 07024610

PERSONAL STATEMENT

(Please use separate sheet if require)

FOR OFFICE USE ONLY

- The student meets minimum entry requirements for the programme*
- Academic qualifications has been verified*
- The student's english language proficiency has been verified*
- The student's financial ability has been verified*
- Accepted* *Rejected*

Name of the officer

Date: