

# Undergraduate Application Form

**To the Applicant:**

- Please complete the form in black ink, in type or BLOCK CAPITALS
- Programmes normally commence in September or January. There is no formal closing date for applications, but early application is advised.
- If you are recognised by the UK authorities as an immigrant, a settled person or a refugee and have lived in the UK since being recognised please enclose a copy of the letter from the Home Office recognising you as a person in one of these categories.
- All applications to Glasgow Caledonian University are considered on an equal basis which takes no account of religious, racial, gender, age or political considerations.

1. Personal Details						
Surname/Family Name					Country of Birth	
Forenames					Nationality	
Title (Mr/Mrs/Miss/Ms)					If you live in the UK, since which date? Since Birth <input type="checkbox"/>	
Date of Birth	Day	Month	Year		Month	Year
	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 60px;" type="text"/>		<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
Have you previously studied in the UK? If yes please provide details in the Qualifications section including those where no award was achieved.						Yes <input type="checkbox"/> No <input type="checkbox"/>

2. Contact Details			
Permanent home address		Contact/Correspondence address (If you wish to receive all correspondence at an address different from your permanent home address please provide details. If you are represented by an agent, the agent should place their stamp here.)	
Postcode	<input style="width: 150px;" type="text"/>	Postcode	<input style="width: 150px;" type="text"/>
Telephone (Inc. country code)	<input style="width: 150px;" type="text"/>	Telephone (Inc. country code)	<input style="width: 150px;" type="text"/>
Email	<input style="width: 150px;" type="text"/>	Email	<input style="width: 150px;" type="text"/>
It is essential that you provide us with a clear, valid email address as this is the method we will use to contact you.			

3. Course Details	
Title of Course(s)	<input style="width: 90%; height: 30px;" type="text"/>
Point of entry (e.g first, second etc)	<input style="width: 90%; height: 30px;" type="text"/>
Mode of Study	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other, please state: _____ <small>Please note that not all courses offer full time, part time and distance learning options. Please refer to gcu.ac.uk for availability.</small>
Date of Entry	Month:    January <input type="checkbox"/> September <input type="checkbox"/> Year: _____ <small>Please note that not all courses offer a January and September intake. Please refer to gcu.ac.uk for available entry dates.</small>

For Office Use Only	
<input type="checkbox"/> COF	COF T
<input type="checkbox"/> UOF	Dec S
<input type="checkbox"/> RJT	Dec RR
<input type="checkbox"/> PUQ	
<input type="checkbox"/> PCQ	
Decision made by (signature): _____	
Date (decision made): _____	

**4. Qualifications**

Please give details of your secondary school qualifications. Continue on a separate sheet if necessary.

Subject and level	Examining Body	Result	Grade or band	Exam date

**5. Please detail any courses undertaken in higher education (e.g. college/university level) including those where no award was achieved. Please include any pending awards.**

Awarding Institution (University/College)	Name of Course	Final Grade	Started		Completed	
			Month	Year	Month	Year

**6. Please give details of any professional qualifications undertaken. Please include any pending awards.**

Name of awarding body	Qualification	Result	Date

**7. If your first language is not English, you will be required to provide a valid IELTS or TOEFL certificate\*. Without this the University will be unable to make you a final offer. \*For a list of other English language qualifications accepted by the University please refer to our website.**

Is English your first language?      Yes       No

If no, please give details of English language courses undertaken, including those where no award was achieved. Please attach copies of certificates, for any award held. If you are currently undertaking an English language course, please give details of the course and the expected completion date.

Qualification (e.g. IELTS, TOEFL)	Scores/Grade	Date

Would you like us to include an appropriate Pre-Sessional English programme as part of your offer?      Yes       No

Please note that you must provide evidence of your current English language level in order to be issued with an offer that includes a Pre-Sessional English programme.

### 8. Employment/Work Experience

Please give details of your work experience (if any), including name and address of employer(s), position held, type of work undertaken and duties. Continue on a separate sheet if necessary.

Dates:	Position held:	Name and address of employer:
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Main duties and responsibilities:

Dates:	Position held:	Name and address of employer:
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Main duties and responsibilities:

### 9. Additional Information/Supporting Personal Statement

Please provide any other information you wish to support your application, including information offered in lieu of formal qualifications e.g. relevant experience for mature students. Please include your reasons for wanting to study your choice of course at GCU. Continue on a separate sheet if necessary.

### 10. Source of Funding

Please state how you intend to fund your proposed study. Give details of any application(s) for grant/scholarship/sponsorship you have made. If a grant/scholarship/sponsorship has already been awarded please attach a copy of supporting documentation. Please note completion of this section does not constitute an application for financial support.

### 11. Additional Information

Do you have a disability? Yes  (please indicate below) No

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 00 No known disability             | <input type="checkbox"/> 06 Mental health difficulties                                | <input type="checkbox"/> 11 A specific learning difficulty (e.g. dyslexia) |
| <input type="checkbox"/> 02 Blind/partially sighted         | <input type="checkbox"/> 07 An unseen disability<br>(e.g. diabetes, epilepsy, asthma) | <input type="checkbox"/> 96 A disability not listed above                  |
| <input type="checkbox"/> 03 Deaf/hearing impairment         | <input type="checkbox"/> 08 Multiple disabilities                                     | <input type="checkbox"/> 97 Information refused                            |
| <input type="checkbox"/> 04 Wheelchair user/mobility issues | <input type="checkbox"/> 10 Autistic spectrum disorder                                | <input type="checkbox"/> 99 Not known                                      |
| <input type="checkbox"/> 05 Personal care support           |   |  |

If you have marked 'A disability is not listed above', please use the space provided to give your answer.

\_\_\_\_\_

We will only use this information to provide you with details of our disability service. You can find further information regarding our disability services on our website: <http://www.gcu.ac.uk/student/disability>

Do you have any criminal convictions? Yes  No  If yes, we will contact you for further details.

### 12. Where did you hear about GCU?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Careers Office | <input type="checkbox"/> Newspaper           | <input type="checkbox"/> Agent (please give name) _____ |
| <input type="checkbox"/> Employer       | <input type="checkbox"/> Open Day/Exhibition | <input type="checkbox"/> Other (please specify) _____   |
| <input type="checkbox"/> Friend/Family  | <input type="checkbox"/> GCU website         | <input type="checkbox"/> Other website _____            |

### 13. Application Checklist

Please use this checklist to ensure your application is complete. If you do not have all documents at the time of application your application may be delayed. Please provide any missing information as soon as possible.

	Enclosed	To follow	Not available/ applicable
Signed application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of university/college certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of academic transcripts/mark sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two reference letters (2 academic, or 1 academic and 1 employer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of English language qualifications (required if your first language is not English)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the photo/data page of passport (essential for international students requiring a student visa)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Official translations of any documents not in English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 14. Disclaimer (To be signed by the applicant)

#### Using your personal information

Personal information which you supply to GCU will be used to make a decision on your application, and support you throughout the entire application process.

We may share your information with, and obtain information about you from third parties including sponsors, agents, service and system providers.

GCU is the data controller for your information. Further information on how your information is used and your rights is available online at:

<http://www.gcu.ac.uk/student/regulations/datap/>  
or contact: [dataprotection@gcu.ac.uk](mailto:dataprotection@gcu.ac.uk); telephone: 0141 331 8392

#### International students

GCU works with partners to support international students during the application process. Your information may be shared with your agent who represents you. This may involve your information being transferred outside the European Economic Area.

Should you be unsuccessful in your application to your programme of choice, it may help to identify a relevant pathway programme if GCU shares your information with its partner institution INTO GCU.

I agree to my personal information being shared with INTO GCU:

Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send your completed application form and supporting documents to:

Admissions and Enquiry Service, Glasgow Caledonian University,  
Cowcaddens Road, Glasgow G4 0BA, Scotland, United Kingdom  
Or email it to [applications@gcu.ac.uk](mailto:applications@gcu.ac.uk)