

The following notes relate to the numbered sections in the application form and are intended to help you complete the form. Please ensure that you have read them thoroughly before completing your application.

Section 1 Personal details

Surname/family name/forenames

Please enter your title, surname and forename(s) exactly as they appear on official documents such as examination certificates, passport or driving licence.

Preferred first name

If you have a different name you would rather be known by, please enter it here. For example, your proper name is Andrew but you are known as Andy.

Previous surname/family name

If you have changed your name since your 16th birthday, please enter your previous surname or family name. If not, please leave this section blank. This will help the University when checking your educational records.

Address

Your Home/permanent address is the address where you usually live. If you would prefer correspondence to be sent to a different address, please complete the section 'Correspondence address'. It is essential that you inform the University if your correspondence address changes.

Email address

Please enter your personal email address. If we are able to contact you by email any queries we have about your application can be resolved faster. Please keep the University informed of any change to your current email address.

Unique Learner Number

Enter your ten-digit Unique Learner Number here. If you do not have a ULN, please leave this section blank.

Section 2 Programme of study

Title of course applied for

Please enter the exact course title as specified in the University prospectus or website. Several courses have similar names and if we need to clarify these details at a later stage, your application could be delayed.

Point of entry

Please enter the year of entry for which you are applying, e.g. Year 1.

Location

Please tick whether you wish to study via distance learning or be taught on campus. If the course you are applying for is taught on a campus outside of Portsmouth (e.g. Chichester College), please specify the campus here.

Alternative choice

Please enter the exact course title as specified in the University prospectus or website. Your alternative choice will only be considered if we are unable to offer you a place for your first choice.

Have you studied at the University of Portsmouth previously?

If you have studied at the University of Portsmouth previously please tick the 'Yes' box and provide details in the spaces provided.

Section 3 Residence

Nationality

Please enter your nationality as stated in your passport. If you have dual nationality, please enter both.

Area of permanent residence

Please enter your permanent country of residence. If your permanent home is in the UK, please specify the country, e.g. England.

Residential category

This section helps to establish the level of tuition fees (home or overseas) that you will be charged if you are offered a place. Using the category definitions and notes below please select the residential category which you think applies to you and enter the code in the box provided. The category that you choose is *provisional*. The University will make the final decision on your category and may request additional information from you if there is a query about the information you have provided.

- 1 UK Citizen or EU national:** You are a UK or EU national, or are the child or grandchild, or the spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education.
- 2 EEA or Swiss national:** EITHER: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education.
OR: You are the child of a Swiss national and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education.
- 3 Child of a Turkish worker:** You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.
- 4 Refugee:** You have been recognised as a refugee by the British government or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.
- 5 Humanitarian Protection or similar:** You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.
- 6 Settled in the UK:** You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education.
- 9 Other:** You do not fit into any of the above categories.

Notes

- If your category code is '9', but you are granted British citizenship or Indefinite Leave to Remain after the date of your application, please contact Academic Registry immediately as your residential category may be reconsidered.

2. If your category code is '9', but you, your spouse or civil partner or either of your parents are later granted refugee status, Humanitarian Protection or Discretionary Leave, please contact Academic Registry immediately as your residential category may be reconsidered.
3. If your category code is '9', but you, your spouse, your civil partner or either of your parents are later granted EU citizenship, please contact Academic Registry immediately as your residential category may be reconsidered.

Section 4 Non-UK nationals

Date of first entry to live in the UK

If you were born outside the UK, but now live here please give the date when you began to live here permanently. The date should be found in your passport or other papers used to gain admission to the UK. Do not give a date if you are staying in the UK on a temporary basis, for example for the purpose of study.

Have you been granted Indefinite Leave to Enter or Remain?

If you have been granted Indefinite Leave to Enter or Indefinite Leave to Remain please tick the 'Yes' box.

Student visa required?

If you need a student visa to study in the UK, tick 'Yes'. If you do not need a student visa, tick 'No'.

Section 5 Equal opportunities monitoring

This information will be used by the University for statistical purposes only and will not affect the decision on your application. The University is required to release this information to the Higher Education Statistics Agency to whom all UK universities are legally obliged to report data.

Ethnic origin

Please read the list below and enter the code that best describes your ethnic origin.

11 White	33 Asian – Bangladeshi	49 Other Mixed background
21 Black – Caribbean	34 Asian – Chinese	80 Other Ethnic background
22 Black – African	39 Other Asian background	90 Not known
29 Other Black background	41 White and Black Caribbean	98 I prefer not to say
31 Asian – Indian	42 White and Black African	
32 Asian – Pakistani	43 White and Asian	

Disability/special needs

If you have a disability, special needs (including dyslexia or another specific learning difficulty) or a medical condition, please tick the 'Yes' box and select the most appropriate code from the list below. If you do not have a disability, special needs or a medical condition, please tick 'No'. The information you provide in this section will not influence the assessment of your application.

- A** No disability.
- B** You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder.
- C** You are blind or have a serious visual impairment uncorrected by glasses.
- D** You are deaf or have a serious hearing impairment.
- E** You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.
- F** You have a mental health condition, such as depression, schizophrenia or anxiety disorder.
- G** You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D.
- H** You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches.
- I** You have a disability, impairment or medical condition that is not listed above.
- J** You have two or more impairments and/or disabling medical conditions.

Care

If you have not spent time in care please tick the 'No' box. If you have spent any time in local authority care, including if you have been in public care and had lived in one or more of foster care, semi-independent living or residential care homes, please tick the 'Yes' box and indicate how long you were in care:

A Less than one week	C Three months to one year	E Three years or more
B One week to three months	D One year to three years	

Parental education

Please indicate whether or not any of your parents, step-parents or guardians have themselves undertaken a course at higher education level, such as a degree, diploma or certificate of higher education.

Previous qualification

Please enter the appropriate code to indicate the highest academic qualification you have achieved.

DUK UK doctorate degree	J10 Foundation degree	P63 International Baccalaureate (IB) Certificate
DZZ Non-UK doctorate degree	J20 Diploma of Higher Education (DipHE)	P64 Cambridge Pre-U Diploma
D80 Other qualification at level D	J30 Higher National Diploma (HND)	P65 Cambridge Pre-U Certificate
MUK UK Master's degree	J49 Foundation course at level J	P68 Welsh Baccalaureate Advanced Diploma
MZZ Non-UK Master's degree	J48 Certificate in Education (CertEd) or Diploma in Education (DipEd) (i.e. non-graduate initial teacher training qualification)	P80 Other qualification at level 3
M2X Integrated undergraduate/postgraduate taught Master's degree on the enhanced extended pattern	J80 Other qualification at level J	P91 Level 3 qualifications of which some or all are subject to UCAS Tariff
M41 Diploma at level M	C20 Certificate of Higher Education (CertHE)	P92 Level 3 qualifications of which none are subject to UCAS Tariff
M44 Certificate at level M	C30 Higher National Certificate (HNC)	Q51 14–19 Higher Diploma (level 2)
M71 PCE or PGDE	C44 Higher Apprenticeship (level 4)	Q52 Welsh Baccalaureate Intermediate Diploma
M80 Other taught qualification at level M	C80 Other qualification at level C	Q80 Other qualification at level 2
M90 Taught work at level M for institutional credit	C90 Undergraduate credits	R51 14–19 Foundation Diploma (level 1)
HUK UK first degree with honours	P41 Diploma at level 3	R52 Welsh Baccalaureate Foundation Diploma
HZZ Non-UK first degree	P42 Certificate at level 3	R80 Other qualification at level 1
H11 First degree with honours leading to Qualified Teacher Status (QTS)/registration with a General Teaching Council (GTC)	P46 Award at level 3	X00 Higher education (HE) access course (QAA)
H71 PGCE	P47 AQA Baccalaureate (Bacc)	X01 Higher education (HE) access course
H80 Other qualification at level H	P50 A/AS level	X02 Mature student admitted on basis of previous experience and/or admissions test
JUK UK ordinary (non-honours) first degree	P51 14–19 Advanced Diploma (level 3)	X06 Not known
	P53 Scottish Baccalaureate	
	P62 International Baccalaureate (IB) Diploma	

Socio-economic background

Please select from the list below.

- | | | | |
|---|--|---|---------------------------------------|
| 1 | Higher managerial and professional occupations | 6 | Semi-routine occupations |
| 2 | Lower managerial and professional occupations | 7 | Routine occupations |
| 3 | Intermediate occupations | 8 | Never worked and long-time unemployed |
| 4 | Small employers and own account workers | 9 | Not classified |
| 5 | Lower supervisory and technical occupations | | |

Section 6 Criminal convictions

To help us ensure that the interests and safety of all members of the University community are safeguarded, we must know about any relevant criminal convictions that an applicant may have. If you have a **relevant** criminal conviction, please tick the box. The information that you provide will not affect the academic assessment of your application. However the University may want to consider the application further or ask for more information before making a decision.

If you have a relevant criminal conviction that is **not** spent, please tick the box; otherwise leave it blank.

What is a relevant criminal conviction?

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:

- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- Offences listed in the Sex Offences Act 2003.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
- Offences involving firearms.
- Offences involving arson.
- Offences listed in the Terrorism Act 2006.

If your conviction involved an offence similar to those set out above, but was made by a court outside of Great Britain, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, you should tick the box.

Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless you have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.

What does 'spent' mean?

If a person does not re-offend during their rehabilitation period, their conviction becomes 'spent' (as defined by The Rehabilitation of Offenders Act 1974). Convictions that are spent are not considered to be relevant and you should not reveal them. You should note that certain offences are never spent.

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. The University will then ask you for more details.

Section 7 Funding

Please enter the appropriate code to show how you intend to finance your studies. **If you are an international student**, on entry to the UK you will have to demonstrate that you have sufficient funds to pay for your fees and support yourself throughout your studies.

- | | | | | | |
|----|--|----|---|----|--|
| 01 | No award or financial backing | 14 | Research Council – Engineering and Physical Sciences Research Council (EPSRC) | 39 | Scottish Local Authority – discretionary award |
| 02 | Award assessed by English or Welsh LA and paid in full by LA or by the SLC (includes EU students assessed by DfES) | 15 | Research Council – Economic and Social Research Council (ESRC) | 41 | EU Commission (EC) |
| 03 | Paid in full by Student Awards Agency for Scotland (SAAS) | 16 | Research Council – Particle Physics and Astronomy Research Council (PPARC) | 42 | Overseas student award from HM Government/British Council |
| 04 | Paid in full by DELNI/Northern Ireland Education and Library Boards | 17 | Arts and Humanities Research Funding Board (AHRB) | 43 | Overseas government |
| 05 | Institutional waiver of support cost | 19 | Research Council – not specified | 44 | Overseas Development Administration |
| 06 | Local Government – Channel Islands and Isle of Man/Scottish FE Bursaries | 21 | Charitable foundation | 45 | Overseas institution |
| 07 | Fee waiver under government unemployed students scheme | 22 | International agency | 46 | Overseas industry or commerce |
| 08 | British Academy | 31 | Departments of Health/NHS/Social Care | 47 | Other overseas funding |
| 09 | Fees paid under part-time graduate apprentice study programme | 32 | Departments of Social Services | 48 | Other overseas – repayable loan |
| 11 | Research Council – Biotechnology and Biological Sciences Research Council (BBSRC) | 33 | DfES | 52 | Mix of student and SLC |
| 12 | Research Council – Medical Research Council (MRC) | 34 | Other HM Government departments/public bodies | 53 | Mix of student and Student Awards Agency for Scotland (SAAS) |
| 13 | Research Council – Natural Environment Research Council (NERC) | 35 | Scholarship of HM Forces | 54 | Mix of student and DELNI/Northern Ireland Education and Library Boards |
| | | 36 | Scottish Enterprise Network/Highlands and Islands Enterprise/(LECs) | 61 | UK industry/commerce |
| | | 37 | LA training grants scheme | 71 | Absent for year |
| | | 38 | Department of Agriculture and Rural Development for Northern Ireland (DARD) | 81 | Student's employer |
| | | | | 96 | FE student – New Deal |
| | | | | 97 | Other |
| | | | | 98 | No fees |

Section 8 Previous education

Please use this section to provide details of up to ten of the most recent secondary schools, colleges or universities you have attended. Please list your current/most recent studies first.

Section 9 Qualifications completed or certified

Please list all qualifications for which you have accepted certification from an awarding body, even if you are retaking all or part of the qualification.

Please enclose evidence of your academic qualifications with your application (e.g. copies of certificates or transcripts). Photocopies are sufficient at application stage. However, you may need to provide original or certified copies of your documentation at a later stage.

Section 10 Qualifications not yet completed

Please list all qualifications for which you are currently studying or for which you are awaiting examination results. If you have any queries about entering your qualifications, please speak to your school or college, or whoever may be helping you with your application.

Section 11 English language proficiency

If your first language is not English, the University will require you to achieve a satisfactory score in an approved English Language qualification. In general, only qualifications achieved in the last two years will be accepted as evidence of current language proficiency. If you have already taken or are planning to take an English language test please give details in the spaces provided.

Please provide original or certified copies of your English language certificates with your application form.

Section 12 Employment and work experience

Please provide details of any employment or work experience to support your application, giving a brief description of the nature of your work and responsibilities. If your employment/work experience is relevant to your proposed programme of study you may wish to include further details in your personal statement.

Section 13 Reference

The University requires one reference in support of your application to help assess your suitability for your chosen course. Your reference should be given by one of your teachers/tutors or by someone who is able to comment on your academic ability as well as your potential to succeed on your chosen programme of study. If you are not in full-time education, you should ask a responsible person who knows you to provide your reference. This could be an employer, training officer, careers adviser, a teacher on a recent relevant further education course, or a senior colleague in employment or voluntary work. Your referee should know you well enough to write about you and to comment whether you are suitable for higher education. Please list the name and contact details for your referee in the spaces provided. We are unable to accept references from family, other relatives or friends.

A separate reference request sheet is included with the application form. Please send your referee this sheet as soon as possible. The reference should be returned to you in a sealed envelope which you should forward (unopened) to Academic Registry **with your application**.

Please note that it is your responsibility to contact your referee. We are unable to make a decision about your application until we receive your reference.

Section 14 Personal statement

Please write a statement to support your application to study on this course. You may continue on a separate sheet if necessary. We suggest you include some or all of the following points:

- Your reasons for choosing the course.
- What interests you about your chosen subject.
- Any job, work experience, placement or voluntary work you have done, particularly if it is relevant to your subject. You may want to include the skills and experience you have gained from these activities.
- How your programme choice fits with your future career plans.
- If you are planning to take a year out, your reasons why.
- Your social, sports or leisure interests.
- Details of any non-examination based activities you have undertaken in preparation for higher education such as AimHigher, NAGTY, Sutton Trust, GOALS, LEAPS or ASPIRENorth.

If you are not in full-time education, you should give details of any relevant work experience, paid or unpaid, and information about your current or previous employment.

If you are an international student you may also like to include the following:

- Why you wish to study in the UK.
- What evidence you have to show that you can complete a higher education course that is taught in English. Please say if some of your studies have been assessed in English.

Section 15 Nominated access

If you are likely to be away at any time during the application period, for example on a gap year, you may wish to nominate someone who can make decisions on your behalf and discuss your application with us, e.g. a parent, other relative or guardian. If you are using an agent, you can choose to enter their details.

Section 16 Declaration

Please read the declaration carefully, then sign and date the form.

Submitting your application

When you have completed your application form please return it, together with evidence of your academic qualifications and your reference to:

Admissions, Academic Registry, University of Portsmouth, University House, Winston Churchill Avenue, Portsmouth PO1 2UP, United Kingdom

Telephone: +44 (0)23 9284 8484 Fax: +44 (0)23 9284 3082 Email: admissions@port.ac.uk Web: www.port.ac.uk

The University will acknowledge receipt of your application by email. Your application will then be passed to the appropriate department for consideration. We usually aim to make a decision on your application within four weeks. Please note that if you have not submitted all the required documentation, your application will be delayed until all your documents have been received. If you have any questions about the status of your application please contact the relevant faculty admissions office. Contact details are available at www.port.ac.uk/undergradadmissions. International applicants should contact our International Admissions team at international.admissions@port.ac.uk. If your application is unsuccessful we will provide feedback on request. Please email: admissions@port.ac.uk.