

WELCOME

We are delighted that you are thinking about becoming a student at a UHI college or research institution. UHI operates a fair and open admissions system committed to equality of opportunity and non-discrimination. We consider all applications on merit and on the basis of ability to achieve, without discrimination on grounds of gender, age, disability, ethnicity and socio-economic background. We welcome applications from all prospective students and aim to provide appropriate and efficient services to students with disabilities.

HOW TO APPLY

If you are a school pupil

- Use this form to apply for a Higher National Certificate (HNC) or Higher National Diploma (HND)
- To apply for a degree course you should go through UCAS using UHI UCAS code H49 (please see www.ucas.com/apply)

If you have left school

- Use this form to apply for any UHI course
- However, if you are also applying to other higher education institutions or universities, you should go through UCAS using UHI UCAS code H49 (please see www.ucas.com/apply)

Please refer to the UHI prospectus for information on available courses, or search the UHI course database online at www.uhi.ac.uk/courses.

COMPLETING THE APPLICATION FORM

Once you have chosen your course, fill in the application form as fully as possible. For course details, including code, location and mode of study, look up the relevant pages in the UHI prospectus, or on the course database: www.uhi.ac.uk/courses.

Some of the information we ask for, including ethnic origin and occupational background, is required for monitoring the fairness and equality of our admissions procedures.

WHAT TO INCLUDE TO SUPPORT YOUR APPLICATION

- Your personal statement on a separate sheet of paper
- A copy of your English language certificate, if English is **not** your first language

WHERE YOU CAN STUDY

Argyll College UHI – www.argyllcollege.uhi.ac.uk
Highland Theological College UHI – www.htc.uhi.ac.uk
Inverness College UHI – www.inverness.uhi.ac.uk
Lews Castle College UHI – www.lews.uhi.ac.uk
Moray College UHI – www.moray.uhi.ac.uk
NAFC Marine Centre UHI – www.nafc.ac.uk
North Highland College UHI – www.northhighland.ac.uk
Orkney College UHI – www.orkney.uhi.ac.uk
Perth College UHI – www.perth.uhi.ac.uk
Sabhal Mòr Ostaig UHI – www.smo.uhi.ac.uk
SAMS UHI – www.sams.ac.uk
Shetland College UHI – www.shetland.uhi.ac.uk
West Highland College UHI – www.whc.uhi.ac.uk
Learning Centres UHI – www.uhi.ac.uk/learning-near-you

FURTHER HELP AND INFORMATION

For further information on courses, or to get this application in an alternative format, such as large print or braille, contact the **UHI information line: 0845 272 3600**. For help in making your application please contact your preferred college or learning centre directly.

For everything you need to guide you through the application process please visit: www.uhi.ac.uk/application-process.



PERSONAL DETAILS Cont'd

Nationality

Country of birth

Area of permanent residence *(this should be the district, borough or county for UK residents OR country if outside the UK)*

Will you have been resident in the UK/European Economic Area for three years immediately before the start date of your course?

Yes

No

Date of first entry to UK *(dd/mm/yy)*

Is English your first language?

Yes

No

Number of years resident in UK

Number of years resident in other European Economic Area

For fee status, do you consider yourself a Home/EU/EEA student

or international student

How do you expect your fees will be paid? *(please circle one of the following)*

SAAS/other Govt agency

Employer

Self

Don't know

*Please note that evidence may be required to support residency for fee status.***EDUCATION**Please give the names and addresses of the last three educational establishments you have attended *(starting with the most recent)*

| Month/year From | Month/year To | Name and address | Full-time or Part-time |
|-----------------|---------------|------------------|------------------------|
| | | | |
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Please give details below of your academic qualifications for which results are known, details of any examinations you will be taking or for which you are awaiting results *(Please list known results before awaiting results. Examples of qualification levels are: Intermediate2, Standard Grade, Scottish Higher, A Level, EU qualification. Include any English language certificates if English is not your first language. Continue on a separate sheet if necessary)*

| Subject | Level | Awarding body <i>(if known)</i> | Qualification known or awaiting results? | Year | Grade <i>(if applicable)</i> |
|-------------------------------|------------------------------------|---------------------------------|--|-------------|------------------------------|
| EXAMPLE... <i>Mathematics</i> | <i>International Baccalaureate</i> | <i>IBO</i> | <i>Known</i> | <i>2009</i> | <i>S4</i> |
| EXAMPLE... <i>History</i> | <i>Scottish Higher</i> | <i>SQA</i> | <i>Known</i> | <i>2009</i> | <i>B</i> |
| EXAMPLE... <i>English</i> | <i>A Level</i> | <i>AQA</i> | <i>Awaiting results</i> | <i>2010</i> | |
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RELEVANT WORK EXPERIENCEPlease provide details of any relevant work experience *(starting with the most recent, continue on a separate sheet if necessary)*

| Employer's name | Job title/description | Month/year From | Month/year To |
|-----------------|-----------------------|-----------------|---------------|
| | | | |
| | | | |
| | | | |

PERSONAL STATEMENT

On a **separate sheet of paper**, please tell us why you decided to choose this course and a little about yourself, your current or previous employment (including any work experience), hobbies and what you have been doing most recently. This is an important part of your application, for help in completing this visit www.uhi.ac.uk/personal-statement.

REFERENCE

References are not normally required, however for certain courses and, in the case of students who do not have the usual entry requirements, a reference may be requested. Therefore, please give contact details of someone who would be willing to act as a referee for you.

| | | Contact details of referee |
|---|----------------------|--|
| Name of referee | <input type="text"/> | <i>Address</i> <i>Telephone number</i> <i>Fax number</i> <i>Email address</i> |
| Relationship of referee to you | <input type="text"/> | |
| Occupation of referee | <input type="text"/> | |
| School/college/organisation (if appropriate): | <input type="text"/> | |
| <input type="text"/> | | |

Information gathered in the following section is not used in the selection process but is required for statistical purposes and to help us identify any support needs you may have.

HEALTH or MEDICAL CONDITIONS

UHI welcomes students with disabilities. We would encourage you to disclose any disability, health or medical condition and we will try to meet your needs where we reasonably can (*please put a cross in the relevant box*)

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

I have personal care support I carry medicines which are time critical in their application (e.g. Epi-pen)

Please describe any additional support requirements you may have below

I would like someone to contact me to discuss my requirements

If you are applying for or intending to progress to a degree course, the degree for which you study may, at the sole discretion of UHI, be awarded by UHI or by another higher education institution including, but not limited to, the University of Aberdeen or the University of Strathclyde.

UHI Millennium Institute and Academic Partners are registered under the 1998 Data Protection Act. By signing this form you consent to these bodies holding and processing your personal data for all purposes connected with our statutory and business requirements. Where required, your information may be supplied to other official agencies e.g. Higher Education Statistics Agency (HESA), Universities and Colleges Admissions Service (UCAS).

I confirm that to the best of my knowledge, the information I have given on this form is correct.

Signature: _____ Signature of parent/guardian if under 16: _____

If you are on the 'At Risk' register please tell the college you are applying to.

Please return your completed form to: Admissions, UHI Millennium Institute, Executive Office, Ness Walk, Inverness, IV3 5SQ.

Information gathered in the following sections is not used in the selection process but is required for statistical purposes.

ETHNIC ORIGIN

Please put a cross in the box that best describes your ethnic origin

White:

- 13 Scottish
 17 English
 18 Welsh
 12 Irish
 19 Other

Asian:

- 31 Indian
 32 Pakistani
 33 Bangladeshi
 34 Chinese
 39 Other

Black:

- 21 Caribbean
 22 African
 29 Other

Mixed:

- 41 White and Black Caribbean
 42 White and Black African
 43 White and Asian
 49 Other

- 80 Any other background
 98 Information refused

ADDITIONAL INFORMATION

If you are under 21, please give the occupation of your parent, step-parent or guardian who earns the most. If they are retired or unemployed, give the most recent occupation

If you are over 21, please give your own current or most recent occupation

Do any of your parents, step-parents or guardians have any higher education qualifications, such as a degree, diploma or certificate of higher education?

Yes No Don't know I prefer not to say

Have you ever been in care?

(for example foster care, semi-independent living or residential care home)

Yes No I prefer not to say

If you have answered 'Yes' to the question above, please indicate the total length of time you have been in care

Less than 1 week 1 week to 3 months
 3 months to 1 year 1 year to 3 years
 3 years or more

Which of the following best describes your current position

At school Other education (at college or university) In full-time work In part-time work
 Not working (not registered as unemployed) Registered unemployed Other

SOURCE OF INFORMATION

What were the two most important sources of information in your decision to apply to UHI Millennium Institute? *(please put a cross in the two boxes that apply)*

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> FT College prospectus | <input type="checkbox"/> INT Other website | <input type="checkbox"/> LIB Library | <input type="checkbox"/> OD Visit to college/open day |
| <input type="checkbox"/> UHIP UHI prospectus | <input type="checkbox"/> RA Radio | <input type="checkbox"/> LF Leaflet through door | <input type="checkbox"/> SL School |
| <input type="checkbox"/> ULF UHI course leaflet | <input type="checkbox"/> TV TV advertisement | <input type="checkbox"/> CSS College student services | <input type="checkbox"/> LC Learning centre |
| <input type="checkbox"/> WEB College website | <input type="checkbox"/> UTV UHI TV advertisement | <input type="checkbox"/> CA Careers office | <input type="checkbox"/> EM Employer |
| <input type="checkbox"/> UWEB UHI website | <input type="checkbox"/> NE Press advert/article | <input type="checkbox"/> CE Careers convention | <input type="checkbox"/> FF Friends/family |

Other source not on the list *(please specify)*

FOR OFFICE USE ONLY

Applicant ID number

Course code

Date received