



## WELCOME

We are delighted that you are thinking about studying at the University of the Highlands and Islands (UHI). 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

Please refer to the UHI prospectus for information on available courses before applying, or search our full course database online: [www.uhi.ac.uk/courses](http://www.uhi.ac.uk/courses).

Once you have found a course you want to study and are ready to apply you can complete this application form or do it online by selecting the Apply tab on the course's web page. There is also more information online on how to apply: [www.uhi.ac.uk/apply](http://www.uhi.ac.uk/apply).

All applications for undergraduate full-time degree study should be made through UCAS and you should use the University of the Highlands and Islands institution code H49. Applications for postgraduate or part-time study should be made directly to the university. You can apply for an HNC or HND directly to the university as long as you are not applying through UCAS to other institutions, where this is the case, your UHI HNC/D application should be included as one of your UCAS options. Please ensure that you also enter the correct campus code for the location at which you wish to study; individual campus codes are listed on the page under 'Where you can study'; for more information about the different campuses please go to: [www.uhi.ac.uk/campuses](http://www.uhi.ac.uk/campuses). Visit [www.ucas.com](http://www.ucas.com) for additional help and information on completing your application through UCAS.

If you have any further queries please call our information line on **0845 272 3600** or email: [info@uhi.ac.uk](mailto:info@uhi.ac.uk).

## 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](http://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

Please check that you have included the following with your application where applicable.

- Your personal statement on a separate sheet of paper
- A copy of your English language certificate, if English is **not** your first language
- A copy of your transcripts, certificates and work place reference (*if applicable*). These should be in the original language and if not in English they should be translated in full into English by an official translator.
- A copy of your passport or ID card if you are not a UK National

## WHERE YOU CAN STUDY (UHI campus codes in brackets)

- (A) Argyll College UHI – [www.argyll.uhi.ac.uk](http://www.argyll.uhi.ac.uk)
- (H) Highland Theological College UHI – [www.htc.uhi.ac.uk](http://www.htc.uhi.ac.uk)
- (I) Inverness College UHI – [www.inverness.uhi.ac.uk](http://www.inverness.uhi.ac.uk)
- (L) Lews Castle College UHI – [www.lews.uhi.ac.uk](http://www.lews.uhi.ac.uk)
- (M) Moray College UHI – [www.moray.uhi.ac.uk](http://www.moray.uhi.ac.uk)
- (N) NAFC Marine Centre UHI – [www.nafc.ac.uk](http://www.nafc.ac.uk)
- (T) North Highland College UHI – [www.northhighland.ac.uk](http://www.northhighland.ac.uk)
- (O) Orkney College UHI – [www.orkney.uhi.ac.uk](http://www.orkney.uhi.ac.uk)
- (P) Perth College UHI – [www.perth.uhi.ac.uk](http://www.perth.uhi.ac.uk)
- (K) Sabhal Mòr Ostaig UHI – [www.smo.uhi.ac.uk](http://www.smo.uhi.ac.uk)
- (S) SAMS UHI – [www.sams.ac.uk](http://www.sams.ac.uk)
- (C) Shetland College UHI – [www.shetland.uhi.ac.uk](http://www.shetland.uhi.ac.uk)
- (B) West Highland College UHI – [www.whc.uhi.ac.uk](http://www.whc.uhi.ac.uk)  
Learning Centres UHI

## 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 further information on key application process dates please visit: [www.uhi.ac.uk/en/studying-at-uhi/first-steps/already-applied](http://www.uhi.ac.uk/en/studying-at-uhi/first-steps/already-applied).

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

Is your gender identity the same as the gender you were assigned at birth? Yes  No  I prefer not to say

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

What is your religion?

- No religion  Christian  Jewish  Prefer not to say  
 Buddhist  Hindu  Any other religion or belief  
 Sikh  Spiritual  Muslim

What is your sexual orientation?

- Bisexual  Gay Man  Gay Woman / Lesbian  Heterosexual / Straight  Other  Prefer not to say

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  3 years or more  1 year to 3 years

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 the University of the Highlands and Islands? *(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



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Applicant ID number

Course code

Date received

## COURSE DETAILS

Year of entry (e.g. 2013)

Month of entry

UHI college you are applying to

If you are not attending the main college campus, please state where you will be studying (e.g. name of learning centre, work place or home)

Title of the course you are applying for (If you wish to be considered for more than one course, you can give details for up to three courses in order of priority)	Course code (if known)	Year of course (1st, 2nd, 3rd, 4th)	Mode of study (see codes below)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mode of study: Full-time (FT), Part-time (PT), Distance Learning (DL), Evening (EW)

## PERSONAL DETAILS

Title (e.g. Mr/Mrs/Miss/Ms/Dr etc)

Date of birth (dd/mm/yy)

First name

Middle names

Surname

Gender

(m/f or other)

Previous surname (if any)

Contact address (if different to home address)

Home address

  

Postcode:

  

Postcode:

Contact numbers

Day

Evening

Mobile number

SQA/Scottish Candidate No (if applicable)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Email address

Have you ever been a student at a UHI college?

Yes

No

If yes, please state your student number below (if known)

Address at time of study (if different from above)

  

Postcode:

Last course studied



## RELEVANT WORK EXPERIENCE

Please provide details of any work experience relevant to your application.  
(Please start with the most recent and continue on a separate sheet if necessary)

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

## EXTRACURRICULAR ACTIVITIES

Have you taken part in any formal activities/courses in preparation for Higher or Further Education? (e.g. ASPIRENorth activities, SWAP, LEAP, summer schools, taster courses)

No such activities/courses undertaken  ASPIRENorth  SWAP  LEAP  Other

If other, please specify \_\_\_\_\_

If you have taken part in any specific preparation courses, please provide details of the activities undertaken and what you feel you gained from them in the personal statement section.

## 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. Include details of any non-examination based activities you have undertaken in preparation for higher or further education, such as ASPIRENorth. This is an important part of your application, for help in completing this visit [www.uhi.ac.uk/personal-statement](http://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.

Name of referee

Relationship of referee to you

Occupation of referee

School/college/organisation (if appropriate)

Address of referee

Telephone number of referee  Fax number of referee

Email address of referee

Information gathered in the following section is not used in the selection process but will enable us to work with you to identify support needs you may have as early as possible. The information supplied will only be used for this and statistical purposes.

## HEALTH or MEDICAL CONDITIONS

We welcome applications from students with additional needs. Our methods of teaching and assessment are flexible and designed to meet a wide range of individual needs, where we reasonably can. *(Please put a cross in the boxes that apply)*

- |   |  |
|---|--|
| 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 \_\_\_\_\_

There is a range of sources of support that you can access as a university student: [www.uhi.ac.uk/en/students/support](http://www.uhi.ac.uk/en/students/support).

The University of the Highlands and Islands 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  
Shetland College UHI  
Gremista Industrial Estate  
Lerwick  
Shetland  
ZE1 0PX