



## 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 or ethnic background. We welcome applications from all prospective students and aim to provide appropriate and efficient services to students with disabilities.

## APPLICATION PROCESS

Please tick the appropriate box below:

### Applying directly

- Use this form to apply for any course at UHI
- Please refer to the UHI prospectus for information on available courses, or search the UHI course database online at [www.uhi.ac.uk/courses](http://www.uhi.ac.uk/courses)

### Applying through an agent or institution

Please provide us with details of the agent/institution overleaf in the address section and note that all correspondence will be sent to this address.

You should complete this form and pass it to your agent or contact person at your institution.

Please fill in the application form **fully**. For course details, including UHI campuses, course code 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).

## WHAT TO INCLUDE TO SUPPORT YOUR APPLICATION

- Please provide a copy of your transcripts, certificates and work place reference. If any of these documents are not in English, then they must be accompanied by a full English translation provided by a certified translator (*if applicable*)
- Please provide a copy of your English language certificate, if English is **not** your first language
- A copy of the personal details page of your Passport

## WHAT NEXT?

If you meet the entry requirements and general criteria for the course you are applying for, we will send you a conditional offer letter confirming that we are offering you a place. Any conditions, such as reaching a particular IELTS score for English, and payment of full fees (if applicable) will be shown on this letter.

Subject to conditions being met (including payment of full fees you will be sent an unconditional offer letter, giving you further information about accommodation, course dates and course induction. This letter will include your confirmation of acceptance for studies (CAS) number which you will need to apply for your visa (if required).

## 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 University of the Highlands and Islands, Executive Office, Ness Walk, Inverness, Scotland, IV3 5SQ or email: [info@uhi.ac.uk](mailto:info@uhi.ac.uk)



**FOR OFFICE USE ONLY**

Applicant ID number

Course code

Date received

**COURSE DETAILS**

Year of entry

(e.g. 2015)

Month of entry

(e.g. September)

UHI college or research  
institution applying to

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)

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)

Gender

(m/f)

Date of birth

(dd/mm/yy)

First names

Family name/  
surname

Previous  
surname

Telephone number  
(include country code)

Mobile  
number

Personal email

Skype ID

Nationality

Country  
of birth

Country of permanent residence

**ADDRESS**

Note: \* If you are using a representative, we will use this as a correspondence address.

**1. Address in home country**

Home address:

Country:

Postcode/zip code:

**2. Address in the UK (if applicable)**

UK address:

Country:

Postcode/zip code:

**3. Address of representative (if applicable)\***

Name of agent/institution:

Contact person:

Agency address:

Country:

Postcode/zip code:

Agency telephone number:

Agency email:

## PASSPORT, VISA AND PREVIOUS UK STUDIES DECLARATION

*(This section must be completed. If not, this may result in a delay in your application)*

Passport number  Expiry date  Country of issue

Have you ever been refused a visa for any country, including the UK, in the last 10 years? Yes  No   
*(If yes, please provide full details and attach a copy of your visa refusal documents)*

Have you previously studied in the UK? Yes  No   
*(If YES then complete the table below. If NO then answer the question below the table)*

Month/year From	Month/year To	Name of University/College	Qualification achieved
<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"/>

I have never had a tier 4 Visa

I have visited the UK   
*(insert visa type and attach copy/ies)*

## FEE STATUS

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 the UK   
*(dd/mm/yy)*

Number of years resident in other European Economic Area   
*(Please note that evidence may be required to support residency for fee status)*

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

How do you expect your fee to be paid? Self  SAAS/other Govt. agency  Scholarship   
*(please tick one of the following)* Employer  Don't know

## ENGLISH LANGUAGE QUALIFICATIONS

Please complete this section as it is vitally important in determining your English level and whether you meet our English entry criteria. You will be required to provide evidence of your English level.

What is your native language?

Do you have any of the following English Language Qualifications?

IELTS  Cambridge  GCSE  Pearson Test  None

Other   
*(Please state)*

Grades/Score  Date Achieved

## EDUCATIONAL QUALIFICATIONS

Mention all courses, examination and qualifications in chronological order whether completed or still waiting for result.

Month/year From	Month/year To	Name of college/institution and country	Qualification title/Subject and level	Result awarded <i>(If result pending, please indicate)</i>

Please submit copies of all official certificates and transcripts with this application  
*(with certified English translation if relevant)*

## WORK EXPERIENCE

Please provide details of any work experience in chronological order with the most recent first  
*(a reference might be required at a later stage)*

Month/year From	Month/year To	Name of organisation, place and country	Designation held

Continue on a separate sheet, if required.

## PERSONAL STATEMENT

On a separate sheet of paper, please tell us your reason for choosing the University of the Highlands and Islands and the particular course. You should include details of knowledge and skills you have obtained through your education and/or work (whether paid or voluntary) which might be relevant to the course, your future plans and general interests, including hobbies and sporting activities. You should submit this with your application.

**(Note: your application will not be considered without a personal statement)**

## REFERENCES

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. It is not permitted for family, friends, partners or ex-partners to write your reference.

If you previously studied at another UK institution, you must provide a reference for that particular institution.

Name of referee	<input type="text"/>		
Relationship of referee to you	<input type="text"/>	Occupation of referee	<input type="text"/>
School/College/organisation <i>(if appropriate)</i>	<input type="text"/>		
Address of referee	<input type="text"/>		
Telephone	<input type="text"/>	Fax	<input type="text"/>
		Email	<input type="text"/>

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).

**Please note:** In order for the university to comply with the Data Protection Act 1998 we can only talk or correspond with you/your country representative about your application. If someone else calls or contacts the university on your behalf we require your written permission before we can respond (e.g. parent, relative, sponsor etc.)

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

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

For applicants under 18, we require the signature of a parent or guardian.

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

Please return your completed form to:

International Admissions  
University of the Highlands and Islands  
Executive Office  
12b Ness Walk  
Inverness  
Scotland  
IV3 5SQ

Tel: +44 (0)1463 279 000  
Fax: +44 (0)1463 279 001

## CHECKLIST:

Please return this completed form along with the following supporting documents:

- A copy of the photo pages of your passport and any previous UK visas
- Personal statement
- English language qualifications
- Copies of official examination certificates and transcripts  
*(in original language and translated in full into English by an official translator)*

Information gathered in this 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.

## 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

## 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 tick 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 below

---



---



---

I would like someone to contact me to discuss my health or medical requirements

## 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)*

- FT College prospectus  
 UHIP UHI prospectus  
 ULF UHI course leaflet  
 WEB College website  
 UWEB UHI website

- INT Other website  
 PO Poster  
 UTV UHI TV advertisement  
 NE Press advert/article  
 LIB Library

- AG Agent  
 CSS College student services  
 CA Careers office  
 IOH International office at home institution

- CE Education fair  
 OD Visit to college/open day  
 SL School  
 EM Employer  
 FF Friends/family

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

## CRIMINAL CONVICTION

Do you have a criminal conviction? Yes  No

(You must answer this question in order for us to process this application. If you have been convicted of a crime then you must select yes box. For certain courses this may affect whether or not you are accepted on the course)