



Application Form

Send completed forms to: Email: study@jibc.co.uk

Post: JIBC Admissions Office
Box 104,
28 Park Street Luton
Bedfordshire LU1 3FL
United Kingdom

Telephone: +44 (0)3301136858
Mobile: +44 (0)7438247652
www.jibc.co.uk

This form is intended to provide us with information to help ensure a good match between the course or programme and its participants. Academic Directory and Guidance Notes for details of the entry requirements and admission procedure on the College website.

Course applied for: L3 L4 L5 L6 L7 PG Dip English

Course Title:

Short Course Business Skill Trade MA DBA
Where applicable please refer to course details.

Mode of study: Part-time Full-time Online **Month of Entry:** **Year of Entry:**

Personal details

Surname

First name(s)

Title *eg Mr, Mrs, Ms*

Date of birth

Sex M/F

Contact address:

Tel No (home)

Fax No

Tel No (work)

Mobile Tel No

Email

Nationality

Country of birth

Country of permanent residence

Passport Number

Other form of ID *(please state with ID number)*

Do you live in the UK on a Visa? *(Please select)* Yes

No

Do you have any criminal convictions? *(Please select)* Yes

No

Do you have a disability, any special needs or require learning support? *(Please select)* Yes

No

If Yes, please give details:

How will the course fee be paid? Private finance

Sponsored by organisation: In part

In full

Name of organisation

Academic record

Please list all colleges and universities attended, giving dates of course, title and subject of degree or qualification and exact classification of award. **Please include both undergraduate and postgraduate degrees.**

College/University	Course title and award	Result	From - To

If you do not have a first degree or equivalent, please provide details of any other relevant qualifications or experience which you feel would be relevant.

Professional

Please give details of membership of professional bodies, including, where relevant, qualifications awarded. If you have not completed your professional qualification, please indicate when the results are expected.

Professional body	Date joined	Qualification obtained	Full or part time	From - To

Please give details of any other courses or academic achievements not already mentioned which might help your application.

EU / Overseas applicants only - English Language Proficiency

If any of your qualifications have been obtained from a non-UK institution, please provide information or evidence to show that your qualification is equivalent to a UK degree. **Please attach copies of your certificates to your completed application.**

For students whose first language is not English, please indicate the formal qualifications you have gained or are taking in English (eg TOEFL, IELTS, Cambridge Proficiency). **Please attach copies of your certificates to your completed application.**

Qualification obtained	Institution where obtained	Result	From - To

If you do not hold a formal English Language qualification, please indicate how you have acquired your proficiency in written and spoken English

Employment and work experience

Please list most recent first and work backwards - Please account for any absences from employment

Name of organisation	Address (town, country)	Position held	From - To

General

Please write *in your own words*:

- What are your reasons for applying for this course? Please refer to career and personal reasons as appropriate. Indicate how you intend to manage your studies online with your other commitments.

- How will you benefit from an Undergraduate Diploma/ Postgraduate Diploma course at this time?

- How might this program fit in with your career plan over the next 5 years?

Reference Details

Please supply the names and addresses of two referees:

Surname First name(s) Title *eg Mr, Mrs, Ms*

Address:

Postcode

Email:

Telephone:

Surname First name(s) Title *eg Mr, Mrs, Ms*

Address:

Postcode

Email:

Telephone:

Please, provide the proposed subject area you intend to progress in your study

Proposed progression course:

• The proposed subject area (please tick appropriate box)

Art & Design	Business	Computing	Economics	Education
Engineering	Health & Social Care	Humanities	Law	Sciences
Social Sciences	Social Work	Surveying	Music	

IMPORTANT:

Does the proposed research give rise to ethical considerations, eg will it involve the use of human subjects?

(Please select) **Yes** **No**

If yes, the project plan must be approved by the Faculty Research Ethics Committee before registration can be confirmed.

Have you previously made contact with a Supervisor at JIBC to discuss your proposal?

(Please select) **Yes** **No**

If yes, please provide the name of the person you spoke to:

If no please refer to the postgraduate brochure provided or the University's website.

Declaration (to be completed by all applicants)

I confirm that the information that I have provided is accurate true and may be verified on request by JIBC.

Please tick **Name:**

Date:

Guidance notes

Application. Please use fillable PDF – type all information. Print and sign the document exactly as you have signed your passport.

Information waiver. Please indicate all those who are allowed access to your admission and registration information. If you do not wish anyone to have access to your information, then leave information blank. Permission can be revoked by informing the International office in writing anytime.

Refund policy. Read the entire document before signing.

Transcripts. Original language and translated and notarized/certified copies if in a language other than Proof of English, (IELTS or TOEFL) or proof of acceptance to a pathway partner, if applicable.

£150.00 application fee. Payment by credit card, on the last page of the application

COURSE DETAILS

- Indicate with a cross in the boxes provided the award you are applying for.
- Write the full name of the course you are applying for as it appears in the course directory or JIBC Web-site.
- Enter the mode of study of your course. Some courses are not offered on a full-time basis so, please refer to the course directory for the available modes of study.
- Enter the academic year and month that you wish to start your course. Note that some courses have more than one intake each academic year. Refer to the course directory for details.

PERSONAL DETAILS

- Please give your full name including all surnames if more than one. Note that the name you provide on your application will be used on all of your future student records if you are offered a place at JIBC
- Address for correspondence refers to your permanent home address or the address that you require correspondence to be sent to.

ACADEMIC RECORD

- Please give the full title(s) of the qualification(s) obtained or pending.
- State the full name(s) of the institution where you studied including the location e.g. town and country.
- State the date that the course started and is due to finish and the duration of the course.
- Please note that we require copies of qualification transcripts with your application. If you still have qualifications pending please state this in the application.

EMPLOYMENT AND WORK EXPERIENCE

- Please list your most recent employment first and work backwards.
- Please state the town and country of your employment, and the dates that employment commenced and ceased.

REFERENCES

- Please also supply the details of two referees that can comment on your suitability for the course for which you are applying. These should be the same people that you pass the enclosed reference forms to.
- At least one academic reference (e.g. college/university tutor or course director) is required. If you left higher education several years ago please request a reference from a professional who can comment on your suitability for the course you have applied for.
- Technology courses will consider industry and academic references.
- References from relatives are not acceptable.
- Social Work applicants are not required to submit reference forms, but must state the details of two referees in the space provided on the application form.

DECLARATION

Disability or Special Needs

Please provide details of any disability/special need. We ask for this information to allow the College to evaluate what suitable support may be available to you for the duration of your intended programme of study. Please note that this information has no bearing on the academic assessment of your application

Disability codes.

0 None 1 You have a specific learning disability (for example dyslexia). 2 You are blind or partially sighted. 3 You are deaf or hard of hearing. 4 You use a wheelchair or have mobility difficulties. 5 You have Autistic Spectrum Disorder or Asperger Syndrome. 6 You have mental health difficulties. 7 You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition 8 You have two or more of the above. 9 You have a disability, special need or medical condition that is not listed above.

CRIMINAL CONVICTIONS

The College has a duty to request that you declare any criminal convictions to ensure the safety and security of its students and staff. For some courses this is a legal requirement. We may need to write to you for details of a conviction if you answer 'yes'. If this question is unanswered it is likely to delay the processing of your application while we seek your response.