



## 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
- To allow us to process your application, you must send a non-refundable administration fee of £100 along with your application form. This will be deducted from your fees
- 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

*(Please note all correspondence will be sent to this address)*

Name of agent/institution: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Please 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 applicable)*
- Please provide a copy of your English language certificate, if English is **not** your first language
- Your administration fee *(direct applications only)*

## 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.

Please note that your application will not be processed unless we receive the balance of £100 administration fee\* with your application form (please see [www.uhi.ac.uk/international](http://www.uhi.ac.uk/international) for administration fee payment instructions). This fee is non-refundable and will be deducted from your tuition fees if you are successful.

Subject to conditions being met (including payment of full fees less the £100) 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)

\* Study abroad students and those applying through an agent are exempt from the administration fee.

**FOR OFFICE USE ONLY**

Applicant ID number

Course code

Date received

**COURSE DETAILS**

Year of entry (e.g. 2010)

Month of entry  
(e.g. September)

UHI college or research institution you are 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)

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)

Date of birth (dd/mm/yy)

First names

Age (yrs/mths)

Surname

Gender (M/F)

Previous surname (if any)

Home address (if different to contact address)

Contact address  
in the UK  
(if applicable)

Postcode:

Postcode:

Contact numbers

Day

Evening

Mobile number

Email address

Passport No.

<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"/>
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Passport country of issue

Passport expiry date

Have you ever been a student at a UHI college? Yes  No

Address at time of study (if different from above)

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

Postcode:

Last course studied



## OTHER RELEVANT QUALIFICATIONS

Please submit one copy of each of your transcripts and certificates with your application.

Qualification title/subject and level	Name and country of examining body	Month/Year	Result awarded (If result pending, please indicate)

## RELEVANT WORK EXPERIENCE

Please provide details of any work experience relevant to your application and submit a reference from each employer as evidence.

*(Please start with the most recent and continue on a separate sheet if necessary)*

Name of organisation	Designation held	Place and country	Month/Year From	Month/Year To

## PERSONAL STATEMENT

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/apply](http://www.uhi.ac.uk/apply). *(Continue on the next page and a separate sheet if necessary)*

## PERSONAL STATEMENT *Cont'd*

### 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)*

#### Contact details of referee

*Address*

*Telephone number*

*Fax number*

*Email address*

Information gathered in the following sections 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 tick 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

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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)*

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> <b>FT</b> College prospectus  | <input type="checkbox"/> <b>INT</b> Other website        | <input type="checkbox"/> <b>AG</b> Agent                                     | <input type="checkbox"/> <b>CE</b> Education fair            |
| <input type="checkbox"/> <b>UHIP</b> UHI prospectus    | <input type="checkbox"/> <b>PO</b> Poster                | <input type="checkbox"/> <b>CSS</b> College student services                 | <input type="checkbox"/> <b>OD</b> Visit to college/open day |
| <input type="checkbox"/> <b>ULF</b> UHI course leaflet | <input type="checkbox"/> <b>UTV</b> UHI TV advertisement | <input type="checkbox"/> <b>CA</b> Careers office                            | <input type="checkbox"/> <b>SL</b> School                    |
| <input type="checkbox"/> <b>WEB</b> College website    | <input type="checkbox"/> <b>NE</b> Press advert/article  | <input type="checkbox"/> <b>IOH</b> International office at home institution | <input type="checkbox"/> <b>EM</b> Employer                  |
| <input type="checkbox"/> <b>UWEB</b> UHI website       | <input type="checkbox"/> <b>LIB</b> Library              |  | <input type="checkbox"/> <b>FF</b> Friends/family            |

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

## ADMINISTRATION FEE

I enclose an administration fee of £100 in addition to my application form, I am paying by:

Cheque  Bankers draft  Bank transfer

*Please make administration fee payable to the college you are applying to.*

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