

**Application
Form**
Guidance Notes

PLEASE COMPLETE THE FORM IN BLOCK CAPITALS, USING BLACK INK. IF YOU HAVE ANY QUERIES WHILST COMPLETING THE FORM, PLEASE CALL US ON 0131 455 2535.

Section 1 - Programme

The enclosed application form can only be used for the following programmes: full-time Postgraduate, part-time and distance learning, BSc and MSc Nursing programmes.

For **full-time undergraduate** programmes you should apply through UCAS at **www.ucas.ac.uk**.

For Nursing, Midwifery and Pre-Registration programmes you should apply through CATCH (Centralised Applications to Nursing & Midwifery Training Clearing House)

Address CATCH
 PO Box 21
 Edinburgh
 EH2 2YS

Website: www.nes.scot.nhs.uk/nursing/recruitment/catch

If applying after September 2009, applicants for these courses should be made via UCAS.

1.1 Postgraduate and Part-time

Details of the programmes offered by Edinburgh Napier University can be found in our prospectus or on our website at **www.napier.ac.uk**. If you would prefer to apply online please access online applications by visiting our website and selecting 'Course Selector'.

1.2 Listing a choice of programmes

Applications are processed sequentially, therefore, it is important that if you are listing a choice of programmes, you list them in the order of preference, 1st being your first choice.

Note - if you are successful in gaining an unconditional place which you firmly accept, for your first choice, applications for the remaining choices will be cancelled.

Section 2 - Personal Details

2.1 Name

The name you give will be the name under which you will be registered with the University and which will appear on your certificates. Please ensure your surname/family name and other names are in the correct order to avoid any misunderstanding. The form of your name should correspond with official documentation i.e. passport, birth certificate. This may be verified at the start of your programme.

2.2 Address

Please provide telephone, mobile phone and e-mail address if applicable, as these often make communicating faster.

2.3 Correspondence Address

The correspondence address is where we will write to you. If it is the same as the permanent home address please just enter 'AS ABOVE'. If you will be at your correspondence address for a limited period of time please give a date in the '**valid until**' section.

If your personal details change, please inform the Admissions Services **in writing** as soon as possible, using the contact details given on your acknowledgement letter or e-mail admissions@napier.ac.uk.

Section 3 - Education

3.1 Latest Education

Name

Give the name of the School, College or University you last attended or are attending.

Title of Highest Award

Give the subject name and the level i.e. BEng / BSc of your highest award achieved or being studied

Date of leaving

Enter **Current** if still attending

3.2 Qualifications Achieved

Please provide details of your qualifications, including professional qualifications, listing the most recent first.

If you are applying for a Postgraduate programme you need only enter details of your Degree(s) in this section.

Copies of any non-UK qualifications must be attached to this application.
PLEASE DO NOT SEND ORIGINAL CERTIFICATES.

3.3 English Language Qualifications

Applicants whose first language is not English must provide evidence of recent formal qualifications they hold to prove English Language skills.

Copies of any non-UK qualifications must be attached to this application.
PLEASE DO NOT SEND ORIGINAL CERTIFICATES.

3.4 Qualifications currently being studied

Please provide details of your current studies.

If you are a final year student on a degree programme, please provide a transcript of your results and give details of your expected final/overall result.

Section 4 - Employment

Please provide details of your employment: **company name**, your **job title**, **from (start) and to (end) dates**, whether or not your post was/is **full-time** or **part-time**. List your present or most recent job first.

Section 5 - Further Supporting Information

5.1 Personal Statement

Use this space to tell us why you are interested in the subject for which you have applied. Describe your academic interests, relevant work experience and reasons for applying to Edinburgh Napier University. Continue on a separate sheet if required.

5.2 Postgraduate Educational Reference

THIS IS ONLY REQUIRED FOR POSTGRADUATE APPLICANTS.

In the space provided on the application form please enter the name and full postal address of your referee. You should be aware that the University may contact your referee to clarify any details of your application and in order to confirm the authenticity of your reference.

Section 6 - Application Declaration

APPLICATIONS MUST ONLY BE SIGNED BY THE APPLICANT.

Please sign and date this section and tick the boxes to indicate which additional documents have been enclosed.

By signing this declaration you are confirming that:

- You understand that it is your responsibility, if admitted, to ensure that tuition fees are paid in accordance with the University's Regulations.
- You understand and consent to the University holding the information from your application form, including sensitive personal data, to administer your application and to compile statistics that may be published or passed for analysis to government departments and bodies such as the Higher Education Statistics Authority (HESA) or the Scottish Funding Councils (SFC). If your application is successful we will also use the information for purposes connected with the administration of your studies, including matriculation, student loans, fees and rents, monitoring your performance and attendance, supporting your pastoral and welfare needs, graduation and alumni activities. You should also be aware that in certain circumstances your data may be disclosed to the police and government agencies, including HM Border and Immigration Agency. If you have any queries regarding the University's use of your information please contact the University's Data Protection Officer.

We will write to you to acknowledge receipt of your application. If you have a query or if you fail to hear from us within 21 days, please contact us using our contact details at the end of this booklet.

Supplementary Personal Information Form

Please ensure that you complete all sections of this form. This information is important to us, but does not form any part of the application/decision process. This form will be detached from your application whilst the application is being considered.

Although none of the information provided on this form is considered in the decision-making process of your application we are, however, unable to make a final offer to you without this completed form.

1. Programme

Please enter in the same format as section 1 of the application form

2. Personal details

Please enter in the same format as section 2 of the application form

3. Ethnicity

This information is required by the Higher Education Statistics Authority (HESA), and for the University to meet its obligations under the Race Relations Amendment Act 2000.

4. Entry Category

This information is required for both statistical purposes and to assist in the calculation of your fee status.

If you have previously studied in Higher Education please give the **name of the institution** and the **country** where the institution is.

5. Residence Category

Nationality - This is the country where you have legal nationality. For UK applicants please indicate whether you are Scottish, English, Welsh or Northern Irish. For all other countries this should be the country issuing your passport.

Country of birth - Please enter the name of the country in which you were born.

Permanent Domicile - This should be the country of your permanent or home address prior to the start of your programme.

Length of stay - please give the length in years and months that you have been resident in your country of Permanent Domicile (as above).

Passport Number - This is to be completed by all non UK/EU applicants as a requirement of the UK Points Based Immigration System.

6. Personal Record

6.1 Disability / Special Needs

Please tick the relevant boxes.

The University welcomes applications from people with disabilities, special needs and medical conditions; our policy is to consider applications solely on academic grounds.

It is useful for us to be aware at this stage of your requirements, and of assistance we can provide during your period of study. If you have ticked yes in the Disability/Special Needs section please tell us about your special needs, or the support you require as a result of your disability or medical condition in the space provided. This might include adapted accommodation, extra equipment, readers or interpreters or extra time to complete your course. If you do not know what facilities or support you need, or wish to discuss anything please contact Student Wellbeing now on 0131 455 2929.

6.2 Criminal Convictions

To help universities reduce the risk of harm to their students caused by criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has. Relevant criminal convictions are only those convictions for offences against a person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered and you should not reveal them. If you have a relevant criminal conviction that is not spent, please indicate this by placing a ✓ in the yes box.

For courses in health and courses involving work with children or vulnerable adults, you must tell us (by entering a ✓ in the yes box) about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bindover orders. For these courses you may need an 'enhanced disclosure document' from the Scottish Criminal Record Office Disclosure Service and we will send you the appropriate documents to fill in if that is the case.

Applicants who enter a ✓ in the yes box will not be automatically excluded from the application process, however we may ask for more information before making a decision.

7. Payment of Fees

All applicants are responsible for their own fees and it is the applicants responsibility to apply to the relevant agency for funding.

8. Fee Calculation

The information in this section will be used to determine which fees you pay for your programme.

1. Your permanent address has been in the European Union (including the UK) for the whole of your life and you have been living there for the last 3 years immediately before the start of your course.
2. If your permanent home is in the European Union (including the UK) but you are not presently living there, please provide details of your reasons and dates for your absence.
3. If you are a Non EU National, who is exempt from immigration control and resident in the UK for the last three years for purposes other than full-time education, please provide further details.
4. Applicants must be recognised as a refugee or be the wife or child of a refugee or have been granted exceptional leave to enter/remain, humanitarian protection or discretionary leave. Please provide copies of any relevant documentation.
5. Migrant worker definition - EEA and Swiss Migrant Workers

To qualify for 'home' fees as a migrant worker, you must be a national of an EEA member state or of Switzerland and you have taken up work since moving to the UK.

6. None of these - please provide further information

Postgraduate Educational Reference Form

Please pass your **reference form** to your chosen referee. It is normal for you to pass all of your completed forms to your referee to return with your reference. However, if you do not want your referee to see your application details, you may return the application form directly to us. We will be unable to make a final offer to you until the reference has been received.

You should ensure that your application form reaches us before the form is returned by your referee, alternatively the form may be returned with your application form. It is the applicant's responsibility to ensure that the reference form is returned to us.

All references should be written and signed by the referee and carry an official business stamp or have an official letterhead or business card attached.

Note - If you have not been in education in the last two years an employers reference may be submitted in place of the educational reference.

Information

EU Countries

Austria	Latvia
Belgium	Lithuania
Bulgaria	Luxembourg
Cyprus	Malta
Czech Republic	Poland
Denmark	Portugal
Estonia	Romania
Finland	Slovakia
France	Slovenia
Germany	Spain
Greece	Sweden
Hungary	The Netherlands
Ireland	United Kingdom
Italy	

Member States of the European Economic Area (EEA)

All of the countries on previous page plus Iceland, Liechtenstein and Norway.

International applicants can obtain more information and guidance from UKCISA (UK Council for International Student Affairs)

9 - 17 St Albans Place
London, N1 0NX

Web: www.ukcisa.org.uk

Useful University Contacts

Admissions Office

e: admissions@napier.ac.uk

t: +44 (0) 131 455 2535

International Office

e: International@napier.ac.uk

t: +44 (0) 131 455 4701

Student Affairs: Customer Services

e: enquiries@napier.ac.uk

t: +44 (0) 8452 60 60 40

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