**APPLICATION FORM**

**2023 University English Language Programme**

***Congratulations on taking the first steps to study at the University of Stirling English Language Programme!***

Please ensure that you complete your application in as much detail as possible. While completing, please refer to the enclosed **Guide/Instructions provided below**. If you have any problems completing the application please do not hesitate to contact the ELP Team at [elp@stir.ac.uk](mailto:elp@stir.ac.uk) or +44 1786 467038 (from outside the UK).

**Arrival Dates: Saturday 5th & Sunday 6th August**

**Programme Dates: Monday 7th August – Friday 1st September**

**Departure Date: Saturday 2nd September**

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| **1. Identification Details** | **Please complete this section in BLOCK CAPITALS and refer to the Guide/Instructions provided below** | | |
| **Surname / Family name (As appears on passport)** | Click or tap here to enter text. | | |
| **Title (Mr/Mrs/Miss/Ms/Mx)** | Click or tap here to enter text. | | |
| **Forenames (As appears on passport)** | Click or tap here to enter text. | | |
| **Known as** | Click or tap here to enter text. | | |
| **Date of Birth (DD/MM/YYYY)**  **You must be over 18 when the programme begins** | Click arrow to pick a date | | |
| **Gender** | Click or tap here to enter text. | | |
| **Nationality (country that issued passport)** | Click or tap here to enter text. | | |
| **\*Ethnicity (please refer to** [**Guide**](#ethnicity) **below)** | Click or tap here to enter text. | | |
| **Permanent home address** | Click or tap here to enter text. | | |
| **Correspondence address (or provider address)** | Click or tap here to enter text. | | |
| **Contact email address** | Click or tap here to enter text. | | |
| **Contact telephone number** | Click or tap here to enter text. | | |
| **2. Education Details** |  | | |
| **Home university/college/school (if applicable)** | Click or tap here to enter text. | | |
| **Current level of study (e.g., 2nd year/sophomore)** | Click or tap here to enter text. | | |
| **3. English Language Level** | **Please see** [**instructions**](#englishlanguage) **below** | | |
| **Existing English language ability (please select)** | Pre-intermediate ​☐​  Intermediate ​☐​  Upper-intermediate ​☐​ | | |
| **Other evidence of proficiency (e.g., prior study in English)** | Click or tap here to enter text | | |
| **4. Additional Support Needs** | | **\*(Please refer to** [**Instructions**](#disability) **below)** |

Please indicate any disabilities, special needs, arrangements or facilities you may require during your studies at the University of Stirling, using codes where possible.

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| **Code** | Please enter code from instructions | If you do have additional support needs, please email [iss@stir.ac.uk](mailto:iss@stir.ac.uk) to discuss your requirements further. |
| **Dietary Requirements or allergy information** | |  |
| **5. ELP Programme Guarantee** | |  |
| **Wednesday 31st May 2023** | | Application Deadline |
| **Cancellation dates** | | **Cancellation penalty after date listed you will be charged:** |
| **Tuesday 20th June 2023** | | £600 |
| **Tuesday 4th July 2023** | | Full programme fee |

**Please note that in order to formally cancel, the applicant or their study abroad provider/agent must contact the ELP by email no later than the date listed above indicating desire to cancel and reason. Students will be liable to pay the penalty listed above should they cancel after these dates.**

I understand that if I withdraw I will be charged the amounts above depending on the date I withdraw and I will be invoiced and liable for these costs. Please check the box to agree

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| --- | --- |
| **6. Application Checklist and Declaration** |  |
| **Please ensure that you include the following when submitting your application pack:**  the completed Application Form  a copy of your current passport. This should be a copy of the front cover and your passport picture page containing your passport number. Please note that this is required at the point of application | |
| All applications are considered in line with the University of Stirling Admissions Policy and therefore with the Equality Act (2010).  The University of Stirling routinely gathers and stores personal data relating to prospective students, applicants, and students at the points of application, admission, enrolment and on an ongoing basis throughout the period of your studies at the University, in line with the nature and requirements of its work. When you apply to the University, the University will use the information about you that you provide on your application form to process your application and communicate with you through the admissions process. If you go on to enrol as a student with the University, the University will continue to use your personal data throughout the period of your studies. See the following link for information on how and the extent to which the University shall process your personal data: [Privacy Notices | About | University of Stirling](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/privacy-notices/) Please read these documents carefully to fully understand our views and practices regarding your personal data and how we will treat it. Within the University’s overall Privacy Notice, you can find information relating to your rights and contact details should you have any issues about this statement or the way the University has handled your personal data. You will also find links to the University’s [Data Protection Policy](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fview.officeapps.live.com%2Fop%2Fview.aspx%3Fsrc%3Dhttps%253A%252F%252Fwww.stir.ac.uk%252Fmedia%252Fstirling%252Fservices%252Fpolicy-and-planning%252Fgdpr%252Fdocuments%252FDataProtectionPolicy.docx%26wdOrigin%3DBROWSELINK&data=05%7C01%7Cholly.butwright%40stir.ac.uk%7Cc6739c55d03c4c0c987c08db039f9acc%7C4e8d09f7cc794ccb9149a4238dd17422%7C0%7C0%7C638107756266221541%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Am%2Ba%2BXNh39mPQDqmg6gD5ql1kbAFVfR6kYFV%2B1ygIa8%3D&reserved=0) and [Guidance Handbook](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fview.officeapps.live.com%2Fop%2Fview.aspx%3Fsrc%3Dhttps%253A%252F%252Fwww.stir.ac.uk%252Fmedia%252Fstirling%252Fservices%252Fpolicy-and-planning%252Fgdpr%252Fdocuments%252FDataProtectionGuidance.docx%26wdOrigin%3DBROWSELINK&data=05%7C01%7Cholly.butwright%40stir.ac.uk%7Cc6739c55d03c4c0c987c08db039f9acc%7C4e8d09f7cc794ccb9149a4238dd17422%7C0%7C0%7C638107756266221541%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=5gFNcfIiYMIQKSHIeb4tWiCCah3UXg2OuP5hrNL5m%2BM%3D&reserved=0). From the overall Privacy Notice you can find more detailed information regarding how we process personal information specifically in relation to [applicants to study](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/privacy-notices/applicants-to-study/) and [students](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/privacy-notices/students/).  If you have any queries relating to the application process itself, please refer to the contact details at the head of the form.  University courses, services and procedures are continuously reviewed, revised, and enhanced and this may result in some changes between the time of application and the date a student commences study with the University. Where any changes may impact upon an applicant, the University will keep the applicant fully informed. | |
| **DECLARATION**  I hereby apply for a programme of study at the University of Stirling, and I confirm that the information given is correct. I confirm that the documentation I supply with my application is genuine, and I understand that the University of Stirling will withdraw my application if any aspect of my application is found to have been falsified.  I hereby accept that the University of Stirling will accept no liability for my tuition fees or living expenses in the event of my admission.  I have also read the section above about how my data will be processed and the university procedures. | |
| **Applicant Signature** | |
| **Date** Click or tap here to enter text. | |

Should you require any assistance or have any questions regarding the application process please email [elp@stir.ac.uk](mailto:elp@stir.ac.uk).  We look forward to welcoming you to the 2023 University English Language Programme!

**Application Guide / Instructions**

**\***Ethnicity

Please insert the applicable code from the table below onto the Application Form. Please note that the University uses this information to monitor application rates and equal opportunities only, not for admission purposes. It is confidential and protected from misuse.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **White** |  | **Mixed** |  | **Black or Black British** |  | **Asian or Asian British** |  |
| British | 11 | White & Black Caribbean | 41 | Caribbean | 21 | Indian | 31 |
| Irish | 12 | White & Black African | 42 | African | 22 | Pakistani | 32 |
| Other White | 19 | White & Asian | 43 | Other Black | 29 | Bangladeshi | 33 |
|  |  | Other Mixed Background | 49 |  |  | Chinese | 34 |
|  |  | Other Ethnic | 80 |  |  | Other Asian | 39 |
|  |  | Information Refused | 98 |  |  |  |  |

**\***Disabilities/Additional Support Needs

The University of Stirling actively provides support for a range of disabilities through our Accessibility and Inclusion Service: [http://www.stir.ac.uk/student-support/accessibility-&-inclusion-service](http://www.stir.ac.uk/student-support/accessibility-%26-inclusion-service) Please insert the applicable code from the table below onto the Application Form and provide further information on Section 3 of the Application Form. By completing this section, you will be put in contact with our Accessibility and Support Services to establish the support required to enable you to study effectively at the University of Stirling.

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| --- | --- | --- | --- |
| **Disability** | **Code** | **Disability** | **Code** |
| Dyslexia | G | Mental health difficulties | F |
| Blind / partially sighted | C | Unseen disability (e.g., diabetes, epilepsy, asthma) | E |
| Deaf / hearing impairment | D | Multiple disabilities | J |
| Wheelchair user / mobility difficulties | H | Other disability | I |
| Social / communication impairment | B | No disability | A |

**\***English Language Proficiency

Please note that it is necessary, for those students whose first language is not English, to demonstrate a measure of English-language ability by having passed one of a list of recognised tests and examinations. One of the following qualifications will be acceptable. **For students on certain recognised exchange programmes, there may be an inter- university agreement for the recognition of a student’s English language ability which may mean that admission is possible without the student having to sit or hold one of the following tests. In this case, a students’ academic reference would have to attest to their ability to attend classes and complete assignments in English. Students should check with their exchange co-ordinator, where applicable.**

Please see below a list of the most commonly accepted examinations and our minimum pass levels:

|  |  |
| --- | --- |
| EXAMINATION | MINIMUM PASS LEVEL |
| **IELTS**  (Academic & General Training) | A minimum overall IELTS score of **6.0** (with at least **5.5** in each skill) |
| **TOEFL** | A minimum overall TOEFL score of 8**0** (with at least **17** in each skill) |
| **Cambridge Certificate in Advanced English** | Grade C |

For a full list of English Language Examinations for undergraduate students, please see <https://www.stir.ac.uk/international/international-students/english-language-requirements/>