INSTRUCTIONS FOR APPLICANTS

The application form should be completed by you in as much detail as possible. When completing the Additional Details section please refer to the enclosed notes for your guidance. Use **BLOCK CAPITALS** and black ink.

The Reference Form should be sent to the referee you have nominated, preferably with a stamped addressed envelope addressed to the University Admissions Office. This reference should be an academic one if you have undertaken any qualifications in the past three years. A professional reference will be acceptable if you do not fulfil the above criteria. Please ensure that your referee knows that prompt return of this form is essential. Please attach certified copies (copies signed by your referee/employer/doctor) of all recent qualifications gained. If a previous graduate please attach a certified copy of your first degree qualification.

If you hold and HNC or HND qualification it may be easier for you to forward a copy of your certificate detailing units achieved rather than enter them in the Qualifications Completed section

CREDIT:
Your application for credit should be supported by copies of certificates and /or transcripts. In some cases more detail will be required, but will be discussed with you at interview, or by contact from a member of the Admissions Office Staff. Credit is not normally given for work experience but it is possible to be exempted from an early unit in Computing Science on the basis of experience. If you wish to be considered for exemption please append an A4 sheet giving full details of this experience.

EDUCATION:
All students who wish to complete the professional training aspects of the education degree programme (and graduate with a teaching qualification), please contact the Admissions Office for more information.

<u>Applicants over 21:</u>
Applicants over 21 who do not meet standard university entrance requirements will normally be invited for interview with an Admissions Selector.
<u>Applicants under 21:</u>
Applicants under 21 **must** meet university entrance requirements for their intended subject. Please refer to the Full-time University Prospectus for specific subject entry requirements, or contact the UK Undergraduate Office for further advice.

It is important that you complete the module choice form, indicating which modules you wish to take in your first semester. Please send your completed application form together with your module choice form to:

> UK Undergraduate Office
> Student Recruitment & Admissions Service
> Development & External Affairs
> University of Stirling
> Stirling, FK9 4LA

Criminal convictions

To help the University reduce the risk of harm or injury to other students, you must declare all relevant criminal convictions. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, convictions 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 to be relevant and you should not reveal them (but please read below).
If you are applying for a course involving work with children or vulnerable adults. ALL criminal convictions are considered relevant – including spent sentences and cautions (including verbal cautions) and bind-over orders. If you are convicted of a relevant offence after you have applied, you must inform us immediately.

Applicants who enter X in the box will not automatically be excluded from the application process. However, the university may want to consider the application further or ask for more information before making a decision.

Courses in teaching, health, social work and nursing

For these courses, you must enter X in the box if any of the following statements apply to you.
    a.   I have a criminal conviction.
    b.   I have a spent criminal conviction.
    c.   I have a caution (including a verbal caution).
    d.   I have a bind-over order.
    e.   I am serving a prison sentence.
 	
       If statement e. applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.

All other courses

For these courses, you must enter X in the box if either of the following statements apply to you.
    a.   I have a relevant* criminal conviction that is not spent.
    b.   I am serving a prison sentence for a relevant criminal conviction.
 	
If statement b applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.
Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

If you are convicted of a relevant criminal offence after you have applied, you must tell us.

Notes

Ethnicity

(We use this information to monitor application rates and equal opportunities only, not for admission purposes. It is confidential and protected from misuse)

Insert the applicable code on the application form

White
British	11
Irish	12
White Scottish	13
Irish Traveller	14
Other White	19

Asian or Asian British
Indian	31
Pakistani	32
Bangladeshi	33
Chinese	34
Other Asian	39

Black or Black British
Caribbean	21
African	22
Black Other	29

Mixed
White/Black Caribbean	41
White/Black African	42
White & Asian	43
Other Mixed Background	49

Other Ethnic	80
Info. Refused	98

Occupational Background

If you are under 21, please give occupation of your parent, stepparent or guardian, spouse/partner who earns the most. If he or she is retired or unemployed, give their most recent occupation.

If you are over 21, please give your own occupation.

Please note that we use this information to monitor application rates and equal opportunities only, not for admissions purposes. It is confidential and protected from misuse.

Disability

If you have a disability, special needs (including dyslexia or another specific learning difficulty) or a medical condition, you must select the most appropriate code from the list below. If you do not have a disability, special needs or a medical condition, you must select code A.

Please say if you will need any facilities or support as a result of your disability or special needs in the Special Needs or Support section on the application form.

A   No disability

B   You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder

C   You are blind or have a serious visual impairment uncorrected by glasses

D   You are deaf or have a serious hearing impairment

E   You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

F   You have a mental health condition, such as depression, schizophrenia or anxiety disorder

G   You have a specific learning difficulty such as dsylexia, dyspraxia or AD(H)D

H   You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches

I   You have a disability, impairment or medical condition that is not listed

J   You have two or more impairments and/or disabling medical conditions

N   Not Known

T   Autistic disorder