

APPLICATION FORM

2018 International Summer School



Congratulations on taking the first steps to study at the University of Stirling International Summer School!

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 ISS Team at iss@stir.ac.uk or +44 1786 467038 (from outside of UK) and it will be a pleasure to assist you.

Block 1: Saturday 9 June–Saturday 7 July 2018

Block 2: Saturday 7 July – Saturday 4 August 2018

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)	Title (Mr/Mrs/Miss/Ms/Mx)
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Forenames
(As appears on passport)

Known as	Sex (male/female)
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Date of birth (DD/MONTH/YY)	Gender
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Nationality (Country that issued passport)	*Ethnicity (please refer to Section 1 of Guide below)
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Passport Number	Issue Date (DD/MONTH/YY)	Expiry Date (DD/MONTH/YY)
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Second Nationality (if applicable)

Permanent home address	Address for correspondence <u>or</u> name and address of agent
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Postcode:	Postcode:
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*Email:	*Email:
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Tel:	Tel:
	Dates at correspondence address:
	From: To:

2. Education

Home university/college/school

Current year/level of study at start of ISS (eg 2nd Year/sophomore)

Your degree programme/major at your home university/college

3. Further Information

(Please see Guide/Instructions below)

***Disabilities/Additional Support Needs**

Please indicate any disabilities, special needs, arrangements or facilities you may require during the ISS, using codes where possible.

Code:

Other:

***Please refer to Guide/Instructions**

4. *English Language Proficiency

(Please see Guide/Instructions below)

Is English your first language? Yes No

If No, please give details of English language qualifications you hold or intend to take below:

Name of test (eg. IELTS):

Grade/result:

Date awarded/to be awarded:

Other evidence of proficiency
(eg. prior study in English):

5. Module Selection

I would like to apply to ISS:

- Block 1 only -- 2 modules total**
- Block 2 only -- 2 modules total**
- Blocks 1 & 2 -- 3 modules total**
- Blocks 1 & 2 -- 4 modules total**
- Blocks 1 & 2 with ISS9IN Internship module -- 3 modules total***

Please indicate which modules from the ISS 'What Can I Study?' page you would like to apply for (www.stir.ac.uk/iss/modules).

The maximum course load per block is two modules. As space in each module is limited, please select a reserve module for each block. Students will automatically be assigned reserve modules if their preferred are fully subscribed. Please indicate with an asterisk (*) those modules which are compulsory for their degree programme at their host university.

For each module, enter the ISS MODULE and TITLE.

ISS MODULE CODE (eg. ISS9RC)	ISS MODULE TITLE (eg. Religion and Conflict)
Block 1 Module 1	
Block 1 Module 2	
Block 1 Reserve	
Block 2 Module 1	
Block 2 Module 2	
Block 2 Reserve	

6. Academic Transcripts

Please include the appropriate contact name and additional information required for your academic transcripts to be posted once the ISS is completed.

Contact:

Address:

Postcode:

Email:

Telephone:

Please indicate if this is a home university, agent, personal contact or other:

7. ISS Programme Guarantee

I understand that if I withdraw from the 2018 ISS after confirming my letter of offer Dates and Deadlines below, I will be liable to pay a withdrawal penalty of £700 per block for which I have applied. If I withdraw, the credit card provided below will be charged. If I do not withdraw, this card will not be charged and I will be given instructions for paying my full ISS programme fees before the start of the ISS, either directly or through my agent or university.

I also understand that if I withdraw after 4 May 2018, I may be required to pay the full ISS programme fee, using this credit card number.

I wish to guarantee my place on the ISS programme by: Visa MasterCard

Cardholder Name _____ Card Number _____

Expiry Date _____ Security Code _____

Signature _____

8. Application Pack Checklist (Please see Guide/Instructions below)

Please ensure that before you submit the application pack it includes the following;

┆ the completed Application Form

┆ a copy of your academic transcript

┆ a suitable academic reference or recommendation that attests to your ability to study and participate in a new, foreign learning environment as you will encounter when participating in the ISS

┆ (non-native English speakers only) printed evidence of English language competence

┆ Please note -- you must provide a copy of your current passport. This requires a copy of the front cover and the photo page containing your passport number. Please note that this is required at the point of application (alternatively, please provide a statement that indicates you are in the process of applying for a passport)

*Criminal convictions

Do you have any criminal convictions? Yes No

If yes, please detail:

9. Dates and Deadlines

Application Deadlines	Block
Friday 23 March 2018	ISS9IN Internship for International Summer School
Friday 6 April 2018	Block 1 and/or Block 2
Acceptance Deadlines	Block
Monday 9 April 2018	Deadline to return Acceptance Form – ISS9IN
Monday 23 April 2018	Deadline to return Acceptance Form – Block 1 and/or Block 2
Cancellation dates	Cancellation penalty after date listed
Tuesday 24 April 2018 Tuesday 24 April 2018 Tuesday 24 April 2018	from Block 1: £700 from Block 2: £700 from Block 1 and 2: £1400
Friday 4 May 2018	Full programme fee as listed in ISS prospectus

If you have missed the application deadline, please do not hesitate to get in touch with iss@stir.ac.uk as we may be able to consider late applications on an individual basis.

Please note that in order to formally cancel, a student, or their agent, must contact the ISS by email or phone 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.

9. Applicant's Declaration

Please sign and date below.

We'd love to keep in touch by sending you essential information about the University. By saying yes, we can:

- Keep you up to date with your application
- Let you know about events you might like to attend
- Give you all the information you need to know about studying at Stirling

You can unsubscribe from these messages at any time.

Yes, keep me up to date by email

By signing up to receive emails, you are agreeing to the University's Terms of Use (<https://www.stir.ac.uk/legal/#one>) and Privacy Statement (<https://www.stir.ac.uk/legal/#four>)

The University of Stirling takes your privacy seriously. We'll only use the information you give us to send you relevant updates about the University. We may ask our partners at QS Enrolment Solutions to process your data and send emails on our behalf, but we'll never pass your details on to a third party without your permission.

Applicant's Signature: _____

Date: _____

Submitting Your Application

1. Please send the completed application and required documents by email to iss@stir.ac.uk.
2. Please note: when we receive your completed set of application materials, we will ask academic departments to approve your course choices.
3. Following this review we will send you a decision letter. If you are offered admission you will receive an Offer Letter, which includes a listing of modules for which you have been pre-approved and an Acceptance Form (Appendix 2 of your Offer Letter), which should be signed and returned to the ISS office by email, mail or fax by the dates listed above. Please note if you have applied through an agent you may be asked to send your Acceptance Form to the agent instead of directly to the University of Stirling.
4. Please note that you will not be registered for the ISS until the ISS Team has received the signed Acceptance Form (included in your acceptance Offer Letter).
5. We will confirm receipt of your ISS Acceptance Form, via email.
6. Further details about airport pick up, the ISS orientation programme, social events and excursions and other useful information will be emailed to students in welcome packs to be sent in the lead up to the ISS.
7. Should you need to post any or all of your application, please post it by 'Air Mail' to

**International Summer School Office
4B49 Cottrell
University of Stirling
Stirling
FK9 4LA
Scotland, UK**

Should you require any assistance or have any questions regarding the application process please email iss@stir.ac.uk and it will be a pleasure to assist you.

***We look forward to receiving your application and to welcoming you to the
2018 International Summer School!***

7.

INSTRUCTIONS/GUIDE TO COMPLETING THE APPLICATION FORM



Please refer to the notes below for guidance whilst completing the Application Form.

The Data Protection Act 1998 and your privacy

The University processes for educational purposes the personal information which you provide on your application form. By giving this information you consent to all such personal information being made available for official purposes to academic and support staff of the University. Except where disclosure is required by law, or where you have separately agreed to disclosure to organisations providing you with financial support, such information will be kept confidential within the University. You will be asked to sign a statement to this effect as and when you enrol at the University.

On Section 1.

(*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				

(*E-mail address)

Please ensure that you provide a valid e-mail address as we rely heavily on e-mail to communicate with students throughout the application process.

On Section 3.

(*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>

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.

Dyslexia	G	Mental health difficulties	F
Blind / partially sighted	C	Unseen disability (eg. 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

On Section 4.

(*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 student's 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 80 (with at least 17 in each skill)
Cambridge Certificate in Advanced English	Grade C

For a full list of English Language Examinations: <http://www.stir.ac.uk/study-in-the-uk/entry-requirements/english/>

ISS admission would normally fall under 'Undergraduate Courses'.

On Section 8.

(*Criminal Convictions)

Please note that you must check the 'Yes' box if you have a conviction, not including:

- A motoring offence that you received a fine or similar penalty for; or
- A spent sentence (as defined by the UK Rehabilitation of Offenders Act 1974), except for certain courses (please contact the International Office for more information).

If you have not been convicted of a criminal offence, you must check the 'No' box.

If you check the 'Yes' box, we shall ask you to send more details.

If you are not sure whether to tell us about a previous conviction, you should get more advice from your local Citizens Advice Bureau or probation service, or from NACRO (National Association for the Care and Resettlement of Offenders). You can also contact a solicitor, but may have to pay for legal advice.

Please note that we will not be able to process this form unless either the 'Yes' or 'No' box is checked and that this may delay your application. If you are convicted of a criminal offence after you have applied you must inform the University.