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Photographs

GUILDHALL COLLEGE

Office use only

CAS Number			
Date Received		Student Number	
Decision	Offer: <input type="checkbox"/> Unconditional <input type="checkbox"/> Conditional <input type="checkbox"/> Reject		
Programme of Study			
Start Date:		End Date:	
Conditions:			
Admissions Manager Signature:			

Application Form

Please use **BLOCK** letter and black ink pen to fill this form

Type: Local Overseas

1: Name and personal details

Title	First Name		
Middle Name(s)		Last Name	

Date of Birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality		Place of Birth	
UK Entry Date		Passport No.	
Visa Expiry Date		Visa Type	<input type="checkbox"/> Student <input type="checkbox"/> Other _____

Disabilities: By your own assessment, please tick appropriate box.

- A No known disability or special requirements
- B Blind/partially sighted
- C Deaf/hearing impairment
- D Dyslexia
- E Mental health difficulties
- F Multiple disabilities
- G Require personal care support
- H Unseen disability, asthma, epilepsy etc.
- I Other - please specify _____

2A: Contact details

Correspondence address

Address Line1	
Address Line2	
Postcode	
Country	
Telephone:	
Mobile:	
Email Address:	

Overseas address

Address Line1	
Address Line2	
Postcode	
Country	
Telephone:	
Mobile:	
Email Address:	

2B: Emergency contact (UK Address, if possible)

Name			
Address			
Postcode		Country	
Telephone:		Mobile	
Email Address:			

3: Course details

Course Title			
Awarding Body			
Course Level			
Intake		Specialisation	
Start date		End date	

4A: Previous academic qualifications

Title of qualification	Specialisation	Year of Award	Awarding Body

4B: Qualification pending:

5: Employment

Employment & Location	Position held	From	To

5: Proficiency in English language If English is not your first language; please state your qualifications and proficiency in it*.

You must have one of the following:

Tests	Yes?	Other Evidence	Yes?
IELTS	<input type="checkbox"/>	Passed English test organised by Guildhall	<input type="checkbox"/>
ESOL Skills for Life	<input type="checkbox"/>	Studied in the UK (English Medium)	<input type="checkbox"/>
TOEFL	<input type="checkbox"/>	Other (Please mention) _____	<input type="checkbox"/>

* Please see guideline notes

6: Study plan and intention:

Please answer the following questions about your reason for applying and the personal skills, abilities and experience that you may have that would make you suitable for this programme. This part must be filled by all:

What do you expect to learn in the chosen course of study? Please specify the subjects of your interest from the course:

Is there a same/similar course available in your country? If yes, in view of the cost involved in overseas study why have you chosen to study in the UK?

Have you applied in any other college/university? If so, please provide us with details. Also specify why have you chosen to apply to Guildhall College then?

How many hours per week do you expect to attend classes?

Do you intend to stay in the country upon completion of your course?

Yes No

What kind of job are you planning to apply for after completion of the course you are applying for? Or are you planning to establish your own business? Please specify:

What skills do you possess which you think would be beneficial in considering your application?

What relevant experience do you have in support of your application?

Are you confident that you can pass a unit or module within the first 2 attempts?

Yes No

7: Financial capability:

What is the annual income of your family (in GBP '£')? _____

Who will be your financial sponsor?

Mother Father Relative Spouse Other

What is your financial sponsor's occupation?

How do you plan to pay your course fees?

Bank loan Amount: £ _____ (GBP)

Self/Company sponsored (Working professional only) Amount: £ _____ (GBP)

Parents' sponsorship Amount: £ _____ (GBP)

Family saving Amount: £ _____ (GBP)

Government/external scholarship Amount: £ _____ (GBP)

Are you applying for any sort of loan or securing any kind of external funding to cover your cost of living in the UK for the entire duration of your course?
Please specify:

How much do you expect to spend (as your living expenses) per month while studying in the UK?

How much money do you plan to carry with you to meet your cost of living when you first arrive in the UK?

Are you planning to cover a part/full amount of your cost of living by working part-time while studying? If yes, how many hours per week do you intend to work while studying and how much do you expect to earn?

Are you planning to bring your dependents in the UK while you are studying?

Yes No

If yes, how many? _____

8: Referees

Referee 1

Name		Email address	
Institution/Organisation		Position	
Address			
Telephone number			

Referee 2

Name		Email address	
Institution/Organisation		Position	
Address			
Telephone number			

How did you come to know about Guildhall College?

- Overseas Representative/Agent (Please specify): _____
- Advertisement (Please specify): _____
- Current/Ex-student (Please specify): _____
- Other source (Please specify): _____

9: Document enclosure and checklist:

(Please tick the appropriate boxes, and sign and date the form)

I have enclosed with my completed application form:

[For online submission, please mind that you must have to provide all original documents when required].

Documents	YES	Documents	YES
Passport copy	<input type="checkbox"/>	2 Photographs	<input type="checkbox"/>
Visa copy	<input type="checkbox"/>	Copies of certificates	<input type="checkbox"/>
Reference letter from previous Institution	<input type="checkbox"/>	Copies of transcripts/mark-sheets	<input type="checkbox"/>
English language test score	<input type="checkbox"/>	Registration document with awarding body (if external programme)	<input type="checkbox"/>

I confirm that; the information in this form is correct and factual to the best of my knowledge. I am responsible to keep abreast of terms and conditions, enrolment and attendance policy produced by the college. I understand and agree to abide by the conditions and regulations set out in the student handbook, which I accept as a condition of this application. I've read the college's "terms and conditions" and other legal policies and agree to follow them during my entire course of study.

Signature:

Name in full (*in block letters*):

Date:

* Please note that failure to sign or date incomplete application by any means shall invalidate this application.

<p style="text-align: center;">Send completed form to: Guildhall College 56-60 Nelson Street, London, E1 2DE Tel: +44(0)2074809000/1/3 Fax: : +44(0)2074809002 Email: enrol@guildhall.ac website: www.guildhall.ac</p>
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GUIDANCE NOTES

Please complete all the blank boxes in sections 1-9 in capital letters using a black or blue ballpoint pen. If you wish to apply for more than one course, please use additional forms.

1: Name and personal details:

Please enter your personal details in each field.

2A/B: Contact details:

Please provide your current address in “Correspondence Address”. If you are applying from overseas, fill the “Overseas Address” section. Please specify the “Emergency Contact” section in case of an emergency.

3: Course details:

Please write in the name of the course you are applying for, including level, specialisation, intake/session and start date. Please leave end date blank if you don't know it.

4A/B. Previous academic qualification:

Please list all relevant qualifications starting with the highest.

5. English proficiency:

Please write down your English language qualification that you achieved. Please note that English Requirement may vary depending on the Awarding Body's requirement.

6. Study plan and intention:

Please write down each and every field with appropriate text that you think suitable for you. Please don't leave it blank.

7. Employment:

If you want us to consider your previous employment(s), please mention starting with the most recent.

8. Referees

Suitable referees would include head teachers or appropriate teaching staff, principal of college, employer, trainee officer, career officer or adult guidance officer or a person with repute within the community. References from your relatives will not be accepted.

9. Checklist and Signed:

Please make sure that you are providing all the required documents with this application form. Ensure that the information provided here is exact by all means and you haven't left any question unanswered.

Your application will not be accepted unless it is signed and dated by you.

10. Please refer to college's website (www.guildhall.ac) for details of “terms and conditions” and “other policies”.