



BIRMINGHAM COLLEGE

APPLICATION FORM

Please read the 'College Prospectus' before completing this form.

Please complete this form in **BLOCK** letters using **BLACK INK**.

www.bcol.co.uk

'Online', 'MS Word & PDF format' application forms are available on the website.



Personal Details

Family Name

First Name(s)

Address (If in UK)

Address (If Overseas)

House No:

House No:

Street:

Street:

Town:

Town:

City:

City:

Post Code:

Post Code:

Country:

Country:

Tel. No.:

Tel. No.:

Mobile No.:

Mobile No.:

Email:

Email:

Date of Birth: (day) (month) (year)

Sex: Male Female

Do You Have a Student Visa: Yes No I don't need a visa

Passport No:

Date of Entry to UK: (day) (month) (year)

Course Details and Fee*

Course title:

Course start date: Duration:

Who is responsible for payment of your course fee? Self Others

If others, please specify name and contact details (please send attachment)

Name:

Address:

Telephone No.: Fax No.:

*Overseas Students requiring 'Student Visa' may only take full-time courses except to participate in customised and specialised programmes and courses.

English Language Proficiency

Is English your first language? Yes No

Have you attended/passed any courses in English language or English Language Proficiency test? Yes No

If yes, please enclose a copy of certificate or give details e.g. name of the course, duration, results, institute name.

Do you want to attend Pre-sessional preparatory English tuition* offered by the college? Yes No

* 'English Language Course' aims to help students with a low level of English to achieve their academic and professional goals by providing a high level of fluency and expression in the English language.

If yes, please choose one of the options Option 1 (4 Weeks) Option 2 (8 Weeks)

Education and Academic qualification

(we may ask proof of all qualifications and certificates obtained if they are required for acceptance on a course)

Name of institute, college, university & country (Professional Training Institutes)	Duration From To (mm/yy)	Degrees/Diploma Certificate (i.e. Bsc, HSC, BBA)	Class/Result	Medium of instruction i.e. English, Chinese

Employment Records (if any)

Designation/Post/Job Title	Details of Employer	Employment Period	
		From	To

Why have you chosen Birmingham College and this particular course?

What are your future plans with regard to both higher education and employment?

How do you think this course will help your academic plans and/or career ambition?

Please write a brief statement about yourself including details of your interests, hobbies, etc.

To help us provide assistance wherever possible state briefly if you have any special needs that the College should be aware of? (Medical, physical, personal, religious, etc.) If you need regular medication (e.g. for epilepsy, diabetes), please write below the type and quantity of medication you take.

How did you hear about the college?

<input type="checkbox"/> Newspaper/Magazine	<input type="checkbox"/> Relative/Friend	<input type="checkbox"/> Website
<input type="checkbox"/> Workshop/open day	<input type="checkbox"/> Agent/consultant	<input type="checkbox"/> Email
<input type="checkbox"/> Other sources (please state)		

Accommodation Form

Do you want us to book your accommodation? Yes No

If Yes, please fill 'Accommodation Application Form' and send it with application form.

If No, please provide contact details of accommodation where you are going to stay during the course?

References

As it is our practice to obtain references prior to the Interview stage, please give the name and address of two referees who we may approach and the capacity in which they are known to you. The referees named must be people who can comment authoritatively on you as a person and must include your current or most recent employer, teacher or a person who knows you well.

Students who are currently studying in the UK do not need to complete this section.

Name	Name
Full Postal Address	Full Postal Address
Relationship (i.e. employer, teacher, family)	Relationship (i.e. employer, teacher, family)
Telephone No.	Telephone No.
Fax No.	Fax No.
Email	Email

Declaration

I confirm by submitting this application form that, to the best of my knowledge, the information in this form is correct. I have read the College prospectus/course brochure. I understand and agree to abide by the conditions and regulations of the College, which I accept as a condition of this application.

Applicant's signature:

Date:

Enrolment Procedure

- Complete the Application for Admission, and send it with
 - one colour passport-size photo, and
 - certified copies of relevant certificates e.g. academic qualification, English test To Birmingham College BMI Building, 9 Margaret Street, Birmingham B3 3BS UK. Tel: +44 (0) 121 212 0888 Fax: +44 (0) 121 212 0666
- When your application has been processed, the College will issue a 'Letter of Acceptance' (Conditional Offer). Overseas students may use the LOA when applying for foreign exchange.
- On receipt of the tuition fee, the College will issue the 'Letter of Enrolment' (Unconditional Offer). This document is essential for overseas students to obtain a student visa to enter or stay in the UK.
- Overseas students should, if possible, obtain a student visa before leaving their respective countries of domicile.

Unspent Criminal Convictions

Do you have a criminal conviction which will be unspent at the time of your admission (if granted) to the College? You should not include any motoring offence for which the penalty was no greater than a fine and/or three penalty points. If you tick the 'Yes' box, the College may ask you for further details. If you do not tick either box, your form will not be processed.

Yes No

Please note that if you are convicted of a criminal offence while your application is being processed, you should notify the College immediately.

For Local Representative Use

Name:

Posting date of Application

Pin Number:

For College Use

Application received by fax, post, courier, online, email:

Date:

Comments and Actions

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