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# TELFORD COLLEGE of Arts and Technology



Accredited by the  
**BRITISH COUNCIL**  
for the teaching of English  
as a Foreign Language

Sponsor Licence Number: DWD9199P4

## APPLICATION FORM FOR INTERNATIONAL STUDENTS

### About You

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Mr/Mrs/Ms/Miss    Male  Female     Nationality: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_    Passport No: \_\_\_\_\_    Visa No: \_\_\_\_\_

Country of Permanent Residence: \_\_\_\_\_    Date entered UK \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_    Postcode \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_    County \_\_\_\_\_    Postcode \_\_\_\_\_

Telephone No: \_\_\_\_\_    Mobile No: \_\_\_\_\_

Fax: \_\_\_\_\_    email: \_\_\_\_\_

### Agent Information (If applicable)

If you are applying through an agency, please complete this section

Name of Agent: \_\_\_\_\_    Address of Agent: \_\_\_\_\_

### Course Details

Name of course(s)	Start date	Finish date
_____	___/___/___	___/___/___
_____	___/___/___	___/___/___
_____	___/___/___	___/___/___

### Education Details

School/College/University attended	Address	Dates From	To
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___
_____	_____	___/___/___	___/___/___

### For office use only

Application Received:	Offer Letter Sent:
English Assessment Booked for:	Course Code:
Target Skills Assessment booked for:	Interview Date:
Recommendation:	Enrolment Date:
CAS Number:	

Directorate of Student Services and Learner Support

**Qualifications achieved**

Name of certificate	Subject	Exam Board	Date taken	Grade
			__/__/__	
			__/__/__	
			__/__/__	
			__/__/__	
			__/__/__	
			__/__/__	

Please attach photocopies of all certificates. Originals must be produced at enrolment

**English Language Requirements**

**English Language Courses**

For English Language courses, please provide evidence of any English language qualifications. Please complete the on-line English assessment at [www.tcat.ac.uk](http://www.tcat.ac.uk) (instructions on page 8).

**Vocational Courses**

Applicants for vocational courses must have IELTS 5.5 (or equivalent). If you have not yet taken an English test, please arrange to do so.

Please indicate any English test you have taken and give the scores:

IELTS Band Score

Speaking	Listening	Reading	Writing
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Other English Language qualifications: \_\_\_\_\_

What is your first language? \_\_\_\_\_ Other languages? \_\_\_\_\_

I have attached a photocopy of my certificates.

**You must bring the originals with you when you start the course.**

**Parent or legal guardian details**

Name of parent or guardian
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Home address (if different from yours)
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Signature of parent/guardian (if you are under 18)
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## Additional Support

In order that we can provide appropriate support for disabled students, it is important that you outline any support needs at this time.  
If you have any special requirements or medical conditions, please give details.

Additional costs may be asked for if special support is needed.

To help us provide any additional support required, please tick as appropriate - do you have:

Difficulty with reading	<input type="checkbox"/>	A 97	Sight difficulty	<input type="checkbox"/>	H 01	Temp disability after illness	<input type="checkbox"/>	Q 08
Difficulty with writing	<input type="checkbox"/>	B 97	Speech difficulty	<input type="checkbox"/>	J 04	Profound/complex difficulties	<input type="checkbox"/>	R 09
Difficulty with hearing	<input type="checkbox"/>	D 02	A Statement of Education	<input type="checkbox"/>	K 97	Multiple disabilities	<input type="checkbox"/>	S 90
Medical condition	<input type="checkbox"/>	E 05	Other Medical conditions	<input type="checkbox"/>	M 05	Other	<input type="checkbox"/>	T 97
Mobility problems	<input type="checkbox"/>	F 03	Emotional/behavioural difficulties	<input type="checkbox"/>	N 06	No disability	<input type="checkbox"/>	U 98
Physical problems	<input type="checkbox"/>	G 04	Mental ill health	<input type="checkbox"/>	P 07	Not known	<input type="checkbox"/>	V 99
Do you have:								
Moderate learning difficulty	<input type="checkbox"/>	01	Dyscalculia	<input type="checkbox"/>	11	Other	<input type="checkbox"/>	97
Severe learning difficulty	<input type="checkbox"/>	02	Other learning difficulties	<input type="checkbox"/>	19	No learning difficulty	<input type="checkbox"/>	98
Dyslexia	<input type="checkbox"/>	10	Multiple learning difficulties	<input type="checkbox"/>	90	Not known/not provided	<input type="checkbox"/>	99

Do you wish to discuss your needs with an appropriate member of staff before an interview?  
Yes  No

Are you a carer for anyone? Yes  No

How did you find out about Telford College and our courses?

From a friend  Telford College website  From the British Council   
 Attended an exhibition  Agent  Name of Agent \_\_\_\_\_  
 Other  \_\_\_\_\_

## Accommodation

Hotel  Homestay  Student Halls of residence  Not required

Accommodation arrival date: \_\_\_/\_\_\_/\_\_\_

Accommodation departure date: \_\_\_/\_\_\_/\_\_\_

Please send me details of guest house/hotels near the College

Do you need transport from Birmingham airport?  Yes  No

Other airport \_\_\_\_\_

There may be a charge if you request an airport transfer from another airport

Special accommodation requests (e.g. smoking or non-smoking, allergies, special food)

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## Terms and Conditions

Please read this carefully and check that you fully understand.

When you have signed and submitted your application form you have entered into a legally binding agreement with Telford College.

- You must include a deposit of £500 with this application before processing can begin. This deposit is non-refundable. Fees cannot be refunded after the start of the course.
- Cheques should be made payable to **Telford College**.
- Cheques must be made in UK pounds (Sterling) and drawn on a British bank (your bank can arrange this for you). We also accept bank transfers or payments by credit card. You will be charged for any other method of payment. (We can provide bank details on request).
- You will receive an invoice for your Programme of Study and accommodation fees (if applicable) on the first day of the course. You will only be accepted onto the course if you pay the fee in full and are officially enrolled on the course.
- You will only be allowed to enrol if you have the appropriate visa - you cannot join the course without this.
- If you stop attending the course we are obliged to inform the Home Office.
- As a sponsor, Telford College applies the UKBA Guidelines for Tier 4 General Students.
- You are advised to take out insurance against Programme cancellation, baggage loss and medical treatment.

### Data Protection Statement 2010 - 2011

Data Protection Act 1998 - The information you provide will be passed to the Learning and Skills Council (LSC). The LSC is responsible for funding and planning education and training for young people and adults in England, and is registered under the Data Protection Act 1998.

The information you provide will be shared with other organisations for the purpose of administration, careers and other guidance, and statistical and research purposes. Other organisations with which we will share information include the Department for Business, Innovation and Skills, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, Department for Children, Schools and Families, educational institutions and organisations performing research and statistical work on behalf of the LSC or its partners.

I give Telford College permission to write to organisations to obtain further information as required for my application to be processed and if necessary invite representatives of organisations involved in my education or care.

I am aware that information about my enrolment, attendance and progress may be shared with the UK Border Agency.

I have read and accept the above Terms and Conditions of enrolment and in signing this I agree to the above.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
(If applicant under 18)

My fees will be paid by me  my sponsor

We do not accept applications from sponsored students without a confirmation letter from the sponsor or an official signature to confirm the sponsor details on page 5.

### Details of Sponsor

I confirm that I am the sponsor for this student. I will pay all fees for the student.

I will pay the accommodation costs  Yes  No

Name of Sponsor \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact telephone number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Official stamp of the sponsoring organisation

### Fee Status and Visa

Which countries have you lived in for the last 3 years? (Please give dates)

\_\_\_\_\_

\_\_\_\_\_

Was your residence in any of these countries **only** for the purposes of full-time education?

Yes  No

Do you have a visa?  Yes  No

If yes, what type of visa do you have? \_\_\_\_\_ Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_

If no, do you need a student visa?  Yes  No

I attach a photocopy of my visa and passport

When we receive your application form and deposit an acknowledgement will be sent to you.

We will then process your application and reply to you within 3 working weeks (21 days).

### Please return form to:

International Admissions, Student Services, Telford College of Arts and Technology,

Haybridge Road, Wellington, Telford, Shropshire, TF1 2NP

### For any further information:

Email

jane.brown@tcat.ac.uk

Website

www.tcat.ac.uk/international

Telephone

+44(0)1952 642390

Fax Number

+44(0)1952 642390

## Personal Statement

All applicants should complete this section.

Please write 200 - 300 words in the space below (you can continue on a separate page).

Why do you want to study at Telford College? What do you intend to do after you finish your course?

Please tell us about your skills, experience and any work placements you have done.

I agree that this is my own work.

Signed \_\_\_\_\_ Date \_\_\_\_\_



## Online English Language Placement Test

To complete our online placement test, please go to our webpage at: [www.tcat.ac.uk/international](http://www.tcat.ac.uk/international) and follow the instructions:

- Click on **International** at the top centre
- Click on **International** homepage
- Click on **placement test** (bottom right)
- Enter username: **webuser**
- Enter password: **enter101**
- Read instructions **how to take the test**
- Click **here** to take the test
- Enter your name, email address and ID
- Your ID will be your first name, followed by the number 1
- When you have finished click **grade and submit** to send your answers (bottom left)
- Enter user name and password again to send the test