**Application Form**

**UAL Level 3 Foundation Diploma in Art and Design**

Please read the Guidelines for Applicants, which can be found at the back of the application form.

When complete please email the application form to: adm.artdes@mmu.ac.uk

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| 1. **Personal Details (Please complete in BLOCK CAPITALS where handwritten)**
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| **Title :**   | **Gender** | Male [ ]  | Female [ ]  |
| **Surname/Family Name :**   | **Previous surname** (if applicable) :  |
| **First Name(s)/Given Name :**  |
| **Date of Birth :**  |  |
| **Addresses** | **Correspondence** (This address will be used for all correspondence) | **Home** (if different from correspondence address) |
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|  | **Postcode**  | **Postcode**  |
| **Email :**  |
| **Telephone numbers** (please include full country and area codes)  |
| **Mobile :**   | **Other contact number :**   |

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| 1. **Nationality and residence details**
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| **Country of birth :**  | **Country of permanent residence :**  |
| **Nationality :**  |  |
| **Applicants not born in the United Kingdom, please answer the following questions** (Tick the box if your answer to the question is yes.) |
| **Are you a non-EU citizen currently resident in the UK?** [ ] If you have checked the box please provide the following information in order to assist us in making an assessment of your tuition fee status.Date of first entry to the UK : Date of most recent entry to the UK : (excluding holidays)Have you been granted Indefinite Leave to Enter/ [ ] Remain in the UK? If yes, please provide a copy of your ILR status as evidence. | **Do you need a visa to study in the UK?** [ ] If you have checked the box, please provide your passport number : If you did not check the box, under what immigration category will you enter the UK : Have you previously been granted a visa to study in the UK?If yes, please attach a copy of any such visas to your application form. [ ]  |
| If you are a non-British EU National who is not living in the UK, will you have been resident in the EU for 3 years prior to the 1st of September of the year in which the course begins? [ ]  |

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| 1. **English language**
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| **All applicants must provide evidence that they meet the minimum English Language requirements for their chosen course.**Do you hold any English language qualifications? Yes [ ]  No [ ] Do you intend to sit an English language qualification before coming to study at MMU? Yes [ ]  No [ ] **Please confirm below which English Language qualification you have completed or will be sitting. Attach copies of the certificate(s) for completed qualifications.****Please note, if you require a Tier 4 visa there are specific minimum English language requirements.** |
| **Name of English language qualification**Type of test taken | **Awarding body/College/University** | **Date qualification obtained/date you are taking the qualification** | **Result** |
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| 1. **Qualifications held**
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| **Please list all subjects taken, whatever the result, in chronological order. Continue on a separate sheet if necessary. Please provide copies of certificates/transcripts for the most recently completed qualification.** |
| **Level** | **Subject** | **Date completed** | **Name of college/university and country** | **Result** |
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| 1. **Qualifications pending**
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| **Please list qualifications you are currently studying for or in respect of which you are awaiting results, including details of modules being studied this academic session, if applicable. Continue on a separate sheet if necessary.** |
| **Level** | **Subject** | **Date to be completed** | **Name of college/university and country** | **Predicted result** |
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| 1. **Work history**
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| **Give details of your work experience, training and employment.** |
| **Job title**Nature of work/training | **Name and address of employer** | **Full or** **part-time** | **Start date** | **End date** |
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| 1. **Personal statement**
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| **Please provide a personal statement that sets out your reasons for undertaking the course. Your personal statement should ideally be between 200-300 words.**  |
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| 1. **Portfolio & Entry Project**
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| **Please provide a weblink to your online digital portfolio which should also include your entry project.** **You can find advice on how to create your digital portfolio here:** [**https://www.art.mmu.ac.uk/foundation/apply**](https://www.art.mmu.ac.uk/foundation/apply)**Note: please ensure your portfolio is ‘accessible’. Paste weblink below:** |
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| 1. **Referee (please note that it is your responsibility to contact your referee and ensure your references reach MMU)**
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| **Name** | **Institution/organisation** | **Relationship to you** |
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| 1. **DECLARATION**
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| I declare that the information on this form is correct. I understand that any offer of a place is subject to my acceptance of the University’s terms and conditions. I accept that if I do not fully comply with these requirements Manchester Metropolitan University reserves the right to cancel my application.**Privacy Notice**The Manchester Metropolitan University (‘the University’) is the Data Controller in respect of the personal data you submit in this form. The University is registered as a Data Controller with the Information Commissioner’s Office (ICO), and manages personal data in accordance with the General Data Protection Regulation (GDPR) and the University’s Data Protection Policy. Your personal data will be used to assess your application for study and enrolment with us. We rely upon the following lawful bases to process your personal data for this purpose:* Public task - as a specific task conducted in the public interest by a public authority.
* Contract – as you have asked us to assess your application with a view to entering into a student contract.

The University shares applicant data with the [Higher Education Statistics Authority (HESA)](https://www.hesa.ac.uk/about/what-we-do); there is a legal obligation upon universities to provide student data to the Higher Education Funding Councils. The HESA facilitate this process.We also use data processors who are third parties who provide elements of services for us, such as hosting and supporting our IT systems. We have contracts in place with our data processors. This means that they cannot do anything with your personal data unless instructed.If you wish to exercise your right to withdraw consent to receive marketing information, or your right of access, rectification, and/or to restrict processing under the GDPR please contact: manmetuni@mmu.ac.uk in the first instance. We will retain your personal data as follows:* Non-progressed applications – until the end of the application process plus one year.
* Progressed applications – until the end of the student/university relationship plus six years.

For further information about use of your personal data and your data protection rights please see the [Student Privacy Notice](https://www.mmu.ac.uk/policy/pdf/policy_ref_dpanoticetostudents.pdf) and [University’s Data Protection Pages](https://www2.mmu.ac.uk/data-protection/). Our Data Protection Officer can be contacted using the legal@mmu.ac.uk e-mail address, by calling 0161 247 3331 or in writing to: Data Protection Officer, Legal Services, All Saints Building, Manchester Metropolitan University, Manchester, M15 6BH. You also have a right to lodge a complaint in respect of the processing of your personal data with the [Information Commissioner’s Office](https://ico.org.uk/global/contact-us/) as the supervisory authority.[ ]  I confirm that I have read and agree to the University’s terms and conditions, as outlined above |
| **Applicant’s signature :** | **Date :**  |
| (if you are completing the application form electronically, please type your full name into the signature space) |

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| **Application checklist** |
| Please check that you have included the following with your application form: [ ]  Personal Statement [ ]  Reference or have arranged for it to be sent separately  [ ]  Self-declaration form (section 10) [ ]  Weblink to your Portfolio & Entry Project [ ]  Copies of your qualifications [ ]  Copy of your English Language qualification if you have already taken it.  |

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| 1. **Self-declaration form**
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| This section of the application form will **not** be used for selection purposes. |
| 11.1 **Disability / Special Needs**Please enter the appropriate code if you have a disability, which may in some way affect your studies or may require special facilities or treatment.

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08 Two or more impairments and/or medical conditions51 A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D53 A social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder54 A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy55 A mental health condition, such as depression, schizophrenia or anxiety disorder56 A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches57 Deaf or a serious hearing impairment58 Blind or a serious visual impairment uncorrected by glasses96 A disability, impairment or medical condition that is not listed above |
| 11.2 **Ethnic Origin**Complete this section only if you have shown in section 3 of the form that your country of permanent residence is in the UK.Please enter the code from the list of ethnic origin terms below which you feel most closely describes your ethnic origin.

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| 10 White15 Gypsy Traveller21 Black or Black British – Caribbean22 Black or Black British – African29 Other Black background31 Asian or Asian British – Indian32 Asian or Asian British – Pakistani33 Asian or Asian British - Bangladeshi34 Chinese | 39 Other Asian background42 Mixed – White & Black African43 Mixed – White & Asian49 Other Mixed background50 Arab80 Other Ethnic background90 Ethnicity not known98 Prefer not to say |

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| **Reference** |
| Please read the following **Notes of Guidance** for referees before completing this form. |
| The reference is an integral and important part of the selection process and all the information you give will help to guide admissions tutors in making their decisions.In order that an applicant’s academic and intellectual capacity can be evaluated your reference should if possible cover:1. Suitability for the course applied for
2. Intellectual qualities including:
3. development to date and previous examination performance with special reference to any factors which may, in your opinion, have adversely influenced the result;
4. present performance;
5. potential, including an assessment of the probable results of any pending examinations.
6. Personal qualities
7. Career aspirations
 | **Mature Applicants**Referees may have difficulty in commenting on the academic abilities of mature applicants who may not have any recent educational experience. In these circumstances, referees may wish to confine their comments to matters listed under 1, 2c, 3 and 4.**Providing a reference by other methods**Manchester Metropolitan University is happy to accept references emailed directly by the referee (from a company/institutional email address) to adm.artdes@mmu.ac.uk – the email must clearly display the applicant’s name.References can also be provided on the official notepaper of the referee, with the applicant’s name clearly displayed on the letter, and sent to :**Arts & Humanities Admissions Team**Recruitment & Admissions Manchester Metropolitan University 2nd Floor 6 Great Marlborough StreetManchesterM1 5ALUnited Kingdom  |

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| **Applicant’s full name :** |
| **Course applied for :**  |
| **Name of referee :**  |
| **Post / occupation / relationship :** |
| **Address :** |
| **Telephone number :** |
| **Email address :** |
| **Confidential statement by the referee** |
| Signature : Date :  |

**Guidelines for Applicants**

Please read this section carefully. We aim to process your application quickly and efficiently. Most delays can be avoided by following the information given below.

This form is for applications to the UAL Level 3 Foundation Diploma in Art and Design **ONLY.**

The information you give us on your application form will be used in accordance with the University’s Data Protection Policy: [www.mmu.ac.uk/policy](http://www.mmu.ac.uk/policy)

Some courses may have a deadline by which applications should be received. Please check the information for your chosen course at [www.mmu.ac.uk/study](http://www.mmu.ac.uk/study) or contact Course Enquiries on 0161 247 6969.

1. **Personal details**

Previous surname

If you have changed your name by marriage or otherwise, state your previous surname or family name.

Correspondence address

This address and your email address will be used for all correspondence unless an alternative is provided.

Permanent home address

If different from Correspondence address.

1. **Nationality/Residence/Visa details**

Please complete this section as fully as possible to help us make an assessment of your tuition fee status.

Visa requirement

In order to support the processing of documentation required for visa applications, applicants requiring a visa to study in the UK should indicate by ticking the appropriate box. If you are entering the UK under a different visa please indicate under which Tier you are entering the UK.

1. **English language**

If English is not your first language you will need to enter details of your English language qualification. You should also enclose a copy of your certificate / test report with your application.

4&5. **Entry qualifications**

Please provide details of your completed qualifications, for example GCSEs or Functional Skills.

Please provide details of your A Level or equivalent qualifications. If taking A Levels please indicate your AS grade and predicted A2 grade in the boxes provided.

Please check the entry requirements of the course(s) for which you are applying.

6. **Work history**

Please include all your work experience and training, paid or unpaid, full-time or part-time. This is particularly helpful in enabling us to assess the information provided in your personal statement.

7. **Personal statement**

Enter here any further information you may wish to offer in support of your application. Admissions tutors will be interested in the reasons for your choice of course(s), your career aspirations, and relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details of any non-examined subjects you are studying. If you have been out of education for some time, please outline any relevant experience that may be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work.

8. **Reference**

Your application should be forwarded to us complete with a reference signed by the referee. This should be from someone who can comment on your academic suitability for the course.

Please note that it is your responsibility to contact your referees and to ensure that references reach MMU.

Please note that we will accept references on the reference form if signed, by email direct from the referee (from a company / institution email address) or on headed paper from the referee. All references sent separately from your application form must be clearly marked with the name of the applicant.

9. **Declaration**

Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the University and by signing this form you are confirming your agreement.

The full notice ‘Conditions Applicable to the Provision of the Manchester Metropolitan University’s (‘MMU’) Education Services’ is available on the University website - <http://www.mmu.ac.uk/studenthandbook/>

Should you become a student of the University, this notice shall be the term of any contract between you and the University. Any offer of a place made to you by the University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

10. **Self-declaration form**

This section of the application form will **not** be used for selection purposes.

11.1 **Disability, special needs or medical condition codes**

We aim to create an environment that enables all students to participate fully in university life. To help us make any reasonable adjustments that may be necessary, please use the codes listed in section 10.1 to indicate your specific needs.

11.2 **Ethnicity**

Complete this section only if you have shown in section 3 of the form that your country of permanent residence is in the UK.