

Application for admission

International Foundation Programme

Data Protection

The data on this form will be held and processed in accordance with the provisions of the Data Protection Act 1998. It will be used for general administrative and marketing purposes.

Returning the form

When completed please send to:

The Director
Centre for The International Foundation Programme
University of Reading
Whiteknights
PO Box 217
Reading
RG6 6AH
United Kingdom

Email foundation@reading.ac.uk
Tel +44 (0)118 378 6983
Fax + 44 (0)118 378 6279

For office use only

Application received

Student number

Section A Student's personal details
A1 Personal information

Title (Mr/Mrs/Ms/Miss/Other)	
Family name	
Other names	
Nationality	
Country of birth	
First language	
Date of Birth (dd/mm/yyyy)	
Disability/special needs	Yes <input type="checkbox"/> No <input type="checkbox"/>

A2 Contact details

Permanent home address

Address for correspondence (if different)

Telephone number(s)
Fax number
Email address

Section B Intended degree programme

Subject to satisfactory completion of the Foundation Programme, I wish to follow a degree programme in the following field(s) of study

Please turn over for more questions

Section C Details of parent, guardian or next of kin

Relationship to student
Name
Occupation
Permanent home address _____ _____ _____
Telephone number
Fax number
Email address
I agree to the University of Reading communicating with the above person on all aspects of my application to join the International Foundation Programme Yes <input type="checkbox"/> No <input type="checkbox"/>

Section D Educational background

Please give details of schools, colleges, universities and English language schools attended. You are required to attach original certificates or transcripts.

Name of institution
Address _____ _____
Course/qualification
Dates of attendance

Name of institution
Address _____ _____
Course/qualification
Dates of attendance

Name of institution
Address _____ _____
Course/qualification
Dates of attendance

Name of institution
Address _____ _____
Course/qualification
Dates of attendance

Section E English language background

Have you ever taken any English language examinations (e.g. IELTS, TOEFL, Cambridge First Certificate)?

Please give details and attach your original results certificate _____ _____ _____ _____ _____ _____
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Section F Data Protection Act 1998

I agree to the University of Reading communicating with the following person(s) on all aspects of my application to join the International Foundation Programme

Name _____
Relationship to student _____
Name _____
Relationship to student _____

Section G Declaration

I hereby apply for admission to the University of Reading and if admitted I undertake to conform to the Rules and Regulations

Signature _____
Date _____

Section H Financial guarantee

To be completed by the person responsible for the payment of fees.

I approve of this application and undertake to be responsible to the University of Reading for the payment of all fees in respect of this student.

Signature _____
Date _____
Name _____
Relationship to student _____
Address _____ _____ _____

Section I Source of information

It would be helpful if you could tell us where you **first** heard about this programme

Section J UCAS information

Have you applied through UCAS for entry to British universities?

Yes No

If yes, what is your UCAS number?

Section K Agent details (if applicable)

Agent's name

Agent's signature and stamp

Application checklist

You should include the following items with your completed application form. Please indicate that the item is enclosed by ticking in the appropriate box. If an individual item is not included please indicate when it will be sent.

Please note that your application cannot be processed if the items 1 and 3 below are not sent with your application form.

1 **Original transcript of examinations taken to date**
Must be enclosed

2 **Original of school leaving certificate**
or will send by (date)

3 **Certified translation of transcript and certificate**
(if the original documents are not in English)
Must be enclosed

4 **IELTS/TOEFL certificate** (or equivalent)
or test to be taken by (date)
Results to be sent by (date)

5 **Academic reference**
or will send by (date)

Application fee

An admissions administrative charge of £25 must be enclosed. Please note that this is non-refundable. You may pay by sterling cheque or credit card.

I enclose a sterling cheque for £25 payable to 'The University of Reading'

I wish to pay £25 by credit card (please note that payment by this method will attract a 1% transaction fee).

Type of credit card (please tick appropriate box).

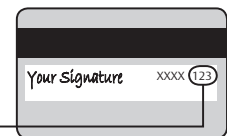
Name of Cardholder

Credit card account number

Card verification number

What is a card verification number?

The card verification number for your credit card is a three digit number printed on the signature panel on the back of your credit card immediately following the last 4 digits of your credit card account number.



Valid from / Card expiry date /

Your signature will authorise the non-returnable application fee being charged to this credit card

Signature

Cardholder address to which credit card statements are sent

Guidance notes for filling in your application form

Section A Student's personal details

Please provide all the details which are asked for. If you have an email address, you should include it as this allows us to communicate with you quickly.

Section B Intended degree programme

You should ensure that you choose a degree programme which is offered by the University of Reading. Please refer to the University of Reading website or the undergraduate prospectus for information about the degrees which are available.

Section C Details of parent, guardian, next of kin

You should provide the name and details of the person who is responsible for your welfare.

Section D Educational background

You should provide details of your secondary school or college and the name of the qualifications you have achieved. If you have attended an English language college in the UK or elsewhere since leaving school, you should include these details.

Please ensure that you include the **original** of any school leaving certificate and/or transcript and a certified translation of these documents if they are not in English. If you are currently studying for examinations but have not yet received your final grades, a conditional offer may be made on the basis of your academic achievements to date. (You should send details of these with your application.)

You are asked to include with your application one reference from a teacher who has taught you. The reference should be on the headed notepaper of the school or college. Ask your referee to seal the reference in an envelope and sign over the seal. It is preferred that your reference is sent with your application form but if you are unable to do so, you should indicate this on the checklist and state when you expect to send the reference.

Section E English language background

Applicants whose first language is not English will normally be expected to take, or have taken, the British Council International English Language Test (IELTS). An overall score of 5.0 to 5.5 (depending on the degree programme for which you

You must read these notes before completing the application form. We cannot process your application if you do not send all the items on the checklist with your application.

You should complete all the required information on the application form. The notes below correspond to the sections on the application form.

are applying) with a minimum of 5.0 in each skill is required. Alternative acceptable qualifications are TOEFL 173 to 190 with TWE 3.0 or a C grade in the GCE O-level examination.

You should not delay sending in your application if you have not yet taken an appropriate test or received your result. In this event, please indicate on the checklist when you will be taking the test and expect to have the result. If your academic qualifications satisfy our entry requirements, an offer can still be made to you conditional on your English language test results.

Section F Data Protection Act 1998

Your application to join the International Foundation Programme and information relating to it, are confidential data under the Data Protection Act 1998. This means that we are unable to discuss your application or matters relating to it with anyone other than you, unless you consent to our doing so. If it is likely that other people will contact the University on your behalf and you wish to authorise the University of Reading to communicate with them, please enter their details in this section.

Section G Declaration

Please enter your signature and the date of your application.

Section H Financial guarantee

This section must be completed and signed by the person who will be paying your tuition fees. If you are to be sponsored by your government or other organisation, the section should be completed by the person within the organisation who will be responsible for dealing with your financial arrangements.

Section I Source of information

Please state how you **first** heard about the International Foundation Programme. This information is for marketing purposes only.

Section K Agent details

This section should be completed only if you are applying through an approved University of Reading agent. If this is the case, please ask the agent to sign and stamp this section of the form.