



Application Form

Solely for the use at Liverpool John Moores University for applications not handled by the Universities and Colleges Admissions Services (UCAS) or other clearing houses.

Please read the accompanying Notes for Guidance before completing this form.

Application Ref No.

I. Personal details		Title <input style="width: 80px;" type="text"/>						
Mr/Ms/Miss/Mrs etc								
Surname/Family Name (BLOCK CAPITALS)								
First name(s)								
Previous surname if changed								
Correspondence address								
Postcode								
Telephone No (including STD code)	Evening (if different)							
Mobile No								
Home address (if different from above)								
Postcode								
Telephone No (including STD code)	Evening (if different)							
Sex: Male (M) <input type="checkbox"/>	Date of birth							
Female (F) <input type="checkbox"/>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <th style="width: 20px;">Day</th> <th style="width: 20px;">Month</th> <th style="width: 20px;">Year</th> </tr> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>		Day	Month	Year			
Day	Month	Year						
Your age on 31 December in year of entry	<table border="1" style="border-collapse: collapse;"> <tr><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr> </table>			Year				
	<table border="1" style="border-collapse: collapse;"> <tr><td style="width: 20px;"> </td><td style="width: 20px;"> </td></tr> </table>			Months				

2. Disability/special needs Please enter the appropriate code in the box provided if you have a physical or sensory disability which might in some way affect your studies at the institution or may require the Institution to make special provision to accommodate your needs. (See notes for Guidance)	<input style="width: 80px; height: 20px;" type="text"/>
Please provide full details in Section 11.	

3. Fee status			
Country of birth			
Nationality			
Country or domicile area of permanent residence			
Applicants not born in the European Union please state:			
	Day	Month	Year
Date of first entry to the EU			
Date of most recent entry to the EU			
Date from which you have been granted permanent residence in the EU			
Payment of fees			
Who is expected to pay your fees? (Research Council, LEA, yourself, family member, employer, other)			
If an LEA, which one?			
Have you previously received an educational award from UK public funds?			YES/NO
If so please provide details			
Funding body	Course	Dates	

4. Details of courses(s) to which you wish to apply				
Month and year in which you wish to start				
Course Title	Preliminary choice of main subjects/options (if appropriate)	Mode of study: full-time/sandwich/part-time/other Please specify	Year of entry	Stage ie Year 1 Year 2
Please indicate how you heard of these courses				

5. Planning statistics

Ethnic origin (This information WILL NOT be made available to Admissions Tutors for selection purposes)

Complete this section only if you have shown in Section 3 of the form that your area of permanent residence is in the UK.
Please choose from the ethnic origin terms printed here the one which you feel most nearly describes your ethnic and write it's code in the boxes.



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White	10	Asian	
Black		Indian	31
Black -Caribbean	21	Pakistani	32
Black-African	22	Bangladesh	33
Black-other	29	Chinese	34
		Asian-other	39
Other	80		

If you have used the code for Black-other (29). Asian-other(39), or Other (80), please describe your ethnic origin using your own words in the space provided.



Confidential Statement by referee

Name of referee _____

Post/occupation/relationship _____

Address _____

Telephone No
(including STD)

Email address

This form may be photocopied: please write in black ink within the frame. Please affix stamp where appropriate, at the end of the statement.

Name of applicant (block capitals or type) _____

Section 8 checked
as correct

Yes/No

Signed _____

Date _____

Liverpool John Moores University Application Form: Notes for Guidance

General

Before completing this form, PLEASE ENSURE THAT YOU READ THESE NOTES FOR GUIDANCE CAREFULLY. You should also read the current institution literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements.

Exclusions

You should NOT normally use this form when applying for entry to the first year courses leading to the following qualifications: FIRST DEGREE, DipHE and HND (FULL-TIME AND SANDWICH COURSES, MA in Social Work). APPLY THROUGH UCAS (University and College Admissions Service), Rosehill, New Barn Lane, Cheltenham, Gloucestershire GL52 3LZ.
Postgraduate Certificate in Education. For courses in England and Wales apply through the Graduate Teacher Training Registry (GTTR), Rosehill, New Barn Lane, Cheltenham, Gloucestershire GL52 3LZ

Mature Applicants

We welcome mature students including those who do not have conventional qualifications. Full account is taken of relevant experience and other educational achievements.

The Data Protection Act 1998

Liverpool John Moores University is registered as a Data Controller with the office of the Information Commissioner as required under the Data Protection Act 1998. The University only processes prospective student data in accordance with the Data Protection Act and for the purposes notified to the Information Commissioner. The information you provide on your application form will be used for the following purposes:

1. To enable your application for entry to be considered.
2. To enable the institution to initiate your student record should you be accepted.
3. To compile statistics for use by the University or for reporting to relevant Government agencies and departments, but no information that will identify you as an individual.

If your application is unsuccessful, your application form will be destroyed at the end of the admissions cycle for the year you have applied.

Section 1 Personal details

Complete this section in BLOCK CAPITALS

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

Correspondence address: enter the address to which you expect all correspondence to be sent.

Section 2 Disability/Special Needs

LJMU welcomes students with disabilities and will try and meet needs wherever we reasonably can. The information you provide in this application will help us do this.

Please enter in the box the code from the list of statements below which is the most appropriate to you. Describe your condition in Section 11 and where it is not obvious, i.e. with unseen disabilities, indicate whether you have special needs.

Disabilities/Support required:

Code 0 – None You do not have a disability and you are not aware of any additional support requirements whilst studying

Code 1 – Specific learning difficulty

Specific learning difficulties such as dyslexia (very generally, difficulties in reading, writing and spelling), dyspraxia (generally difficulties in planning what to do and how to do it) or dyscalculia (mathematical difficulties)

Code 2 – Blind or partially sighted

Code 3 – Deaf or hard of hearing

Code 4 – Wheelchair user/Mobility difficulties

Code 5 – Autistic Spectrum or Asperger Syndrome

Code 6 – Mental Health difficulties

Code 7 – Unseen disability Diabetes, epilepsy, asthma etc.

Code 8 – Two or more of the above

Section 3 Fee Status

If you live in the UK state your area of permanent residence i.e. Sefton, Liverpool, Wirral etc. If you live outside the UK state the country (e.g. Spain).

Section 4 details of course(s) to which you wish to apply

If you wish to indicate an order of preference for your course choices, you may do so. If you do not indicate any order of preference, the institution will assume that you wish to be considered for all the courses listed on the form at the same time.

Section 5 Tear off slip/planning statistics

State your ethnic origin using the codes provided. This section should be completed only by applicants whose area of permanent residence is in the UK (see section 3 of the application form). This information will not be made available to admissions tutors for selection purposes and is collected solely for the purpose of statistical monitoring (eg application and admission rates).

Section 6 Work experience

Please include all your work experience and training, paid or unpaid, full or part-time.

Section 8a Academic examinations

Enter the exact subject name used by the examining board or group in the relevant column.

Applicants with qualifications obtained outside the UK should give details of the examinations taken as a preparation for entry to higher education. Some samples are: School and High School Certificates, Apolytirion, Baccalaureate, Diploma di Maturita, Examen Artium, Reifezeugnis, Studentereksamen. Applicants with qualifications obtained in a language other than English should attach a certified English transcript to the form.

Section 9 Further information

Enter here any further information that you may wish to offer in support of your application

Section 10 Criminal Convictions

If you enter a tick in the box, you will not be automatically excluded from the application process. Your application will be assessed by staff that are concerned solely with your ability to complete the course; they will not consider any criminal records. If the staff want to offer you a place then your application will be referred to a separate panel who will consider the potential risk to the University, its students and its staff.

If you choose not to reveal a relevant conviction(s) that later comes to light, then you could be asked to leave the University before the end of your course.

You should be aware that for courses involving work with children or vulnerable adults the University will ask you to have a criminal record check. You may also need an 'enclosed disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service. This means that if the criminal record check identifies that you have had a conviction, this information will be made available to LJMU.

Section 11 Physical or other disability or medical condition including any that might necessitate special arrangements or facilities.

To help LJMU prepare for you, please say if you will need any facilities or support as a result of your disability or special needs. This might include extra equipment, readers or interpreters, or extra time to complete your course. If you do not know what facilities or support you need, you should contact the Disability Officer at LJMU www.welfare@ljmu.ac.uk

Section 12 Name and address of referee

Normally your referee would be one of the following: The Head of your present or last school; Principal of your College of Further Education; Course Tutor of your present or last course of studies.

If you have been out of education for some time, you may wish to consider one of the following: Your current or last employer, or training officer, or careers adviser; if you belong to a relevant organisation (voluntary or not), an officer of that organisation; your Access Course Tutor.

If you have any difficulty in identifying a suitable referee you should contact LJMU for advice and guidance.

Please send the whole application form to your referee for completion and forwarding to the institution. It is preferable that the institution receives your application complete with reference. However, if waiting for a reference would delay your application, it is acceptable for you to use a separate Part C. you should send this to your referee and request that s/he forward the completed section direct to the institution concerned. At the same time, send Part a completed to the institution.

Section 13 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 relevant institution, and by signing the form you are confirming your agreement to this.

IMPORTANT NOTE

LJMU takes all reasonable steps to provide educational services in the manner set out in the prospectus and other documents. Should industrial action or other circumstances beyond the control of the institution interfere with its ability to provide such services, we undertake to use all reasonable steps to minimise the resultant disruption to educational services. The institution does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.