



## Section 1 – Personal Details

**Title** – Enter your title, e.g. Mr, Mrs, Miss, Ms, Dr, Prof etc

**Forenames** – These must be the same as recorded in your birth certificate or passport. They are normally the names you were given at birth.

**Family Name / Last Name** – (Also called surname) This is the name by which your family is known and must be the one shown on your birth certificate or passport.

## Section 2 – Contact Details

**Home Address** – You must include your full address details including house number or name, street, village/town/city, state/province, and country.

**Home Postcode** – You must enter your full postal or zip code.

**Home Telephone Number** – You must include the full number including the city, area and country codes. This is NOT your mobile/cellular phone.

**Mobile Telephone Number** - This is your mobile/cellular telephone number including the country code.

**Email** – This can be at home, work or elsewhere but must be the one you use on a regular basis.

**Correspondence Address** – Provide details of a correspondence address if different to your permanent home address.

## Section 3 – Further Details

**Date of birth** – in DD/MM/YY format, this is as recorded on your passport.

**Gender identity** – This should be your gender at time of admission.

**Do you have a disability or have any support requirements?** – We aim to provide all students with an inclusive and accessible learning experience. If you tell us that you have a disability, mental health difficulty or specific learning difficulty, we can arrange any additional support you require.

## Section 4 – Course Details

**What course are you intending to study at Nottingham Trent University?** – Provide the full details of the course title you are applying to study.

**Are you intending to attend the course to gain credits to transfer onto a postgraduate degree course?** Select 'yes' or 'no'. If you aren't attending for credit, you will receive a certificate of attendance.

## Section 5 - Residency

**Ethnicity** – Choose the option to which you most associate with.

**Nationality** – This is the nationality shown in your passport.

**What is your country of permanent (home) residence** – This is the country in which you legally live.

## Section 6 – Education

**What is the highest level of qualification that you hold?** – Ensure that you write the name of your qualification as it would appear on formal documentation such as a certificate.

**Have you attached a copy of your most recent qualifications?** – Select 'Yes' or 'No'. Your application will not be considered without evidence of your qualifications.



### Section 7 – Employment

**Name of current employer** – Please provide the full name of your current employer.

**Employer address** – You must include your full address details including house number or name, street, village/town/city, state/province, and country.

**Postcode** – You must enter your full postal or zip code.

**Job Title** – Please provide your full job title.

**How does this course benefit your role?** – Please provide a summary of how you feel the course will benefit your role.

**I have attached a copy of my CV** – Select 'Yes' or 'No'

**Will your employer be paying your fees?** – Select 'Yes' or 'No'. If your employer is paying your fees we can provide an invoice to be paid.

### Section 8 – Other Details

**Residential Category** – Identify whether you are a permanent resident of the United Kingdom or an International Student.

**Do you require a visa to study in the UK?** – Select 'Yes' or 'No'. Note: if you are an international student, it is likely you will require a visa to study in the UK.

**What type of visa do you intend to use to study in the UK?** – NTU will need to agree the visa type used and ensure it meets its requirements under the UKVI Highly Trusted Status.

**Have you ever studied in the UK previously?** – Select 'Yes' or 'No'

**What is your passport number** – include your full passport number.

**Have you attached a copy of your passport** – Select 'Yes' or 'No'

**Is English your first language?** – Select 'Yes' or 'No'

**If English is not your first language please provide details of your highest English language qualification** – Include full details of only the highest English language qualification, if you are intending to enter the UK on a visa you must meet the UKVI's requirements for English Language.

### Section 9 – Criminal Conviction

**Do you have a criminal conviction?** – You must record ANY convictions you have obtained during your lifetime in any country including the UK.

You must declare all unspent convictions by ticking 'Yes'. We may ask for further information if you are academically suitable for your chosen course.

If you are applying for a course in the field of Social Work or Teaching / Education, you must declare all spent and unspent convictions by ticking 'Yes'. You will require to undertake an enhanced Disclosure and Barring Service check.

### Section 10 – Declaration

Please read the declaration carefully and sign that you agree to the statement.

Please complete and return this form with a copy of your undergraduate certificate of other relevant qualification and a copy of your CV and photo page from your passport to [cpdbe@ntu.ac.uk](mailto:cpdbe@ntu.ac.uk).