

Notes for Guidance in completing the International Foundation Programme (IFP) application form

These notes are intended to help you complete the IFP application form correctly so that it can be processed as efficiently as possible. Information can also be found at www.international.bham.ac.uk/ifp/index.htm

Section 1: Personal details

- i) Name – please state all of your official first/given names and last/family names as they appear on official documents such as examination certificates and passport. Nicknames are not acceptable
- ii) Date of birth – please enter as day, month, and year (eg, for 29 September 1982 please write 29/09/82)
- iii) Ethnic origin – please choose from the list below the code you feel most nearly describes your ethnic origin or racial/cultural background. We are collecting this data for equal opportunities monitoring

The University of Birmingham is committed to promoting equality of opportunity in all of its activities. The information you provide will not form part of the selection process.

White	11
Black – Caribbean	21
Black – African	22
Black – Other	29
Asian – Indian	31
Asian – Pakistani	32
Asian – Bangladeshi	33
Asian – Chinese	34
Asian – Other	39
White/Black Caribbean	41
White/Black African	42
White and Asian	43
Other Mixed	49
Other	80
Not known	90
Information refused	98

- iv) Contact information – All applicants must provide a home address and this is the address we will use to contact you unless you have specified a correspondence/temporary address. Please state the dates you will be living at your correspondence/temporary address. If you have applied through an agent, please enter the agent's address details in the correspondence/temporary address section.

Section 2: Programme of study

The IFP programme only starts in September, please state the year which you wish to be considered for (eg, 2009). Check website for further details regarding start dates.

Final degree programme sought

In order to complete this section of the form, you must enter the name of the degree programme which you would hope to take after successfully completing the IFP (eg, BSc in Business Management) and the programme's course code (eg, N200). All codes are listed, with information about the programmes, in the prospectus. For further details of progression routes, please refer to the following website: www.international.bham.ac.uk/ifp

If your subject is not listed in the undergraduate prospectus please complete the form detailing your proposed area of study.

Section 3: Nationality and residence details

For further information on how fee status is assessed, please refer to UKCISA: the Council for International Education website: www.ukcisa.org.uk

Section 4: Qualifications

In this section you should give details of your current or most recent academic studies. As there is frequent competition for places, it is important that you give details such as the name and address of the school(s), list the examinations taken, the level of the examination (eg, leaving certificate) and the percentage or grade achieved. Complete as much as possible to enable your application to be fully considered. Please include certified copies of your academic transcripts (ie, school certificates) with your application, if available. You may be requested to provide originals on arrival at the University.

Section 5: English Language qualifications

All students **must** have an acceptable English language qualification to study at the University of Birmingham. A range of English language tests are acceptable, including IELTS and TOEFL. Please note the minimum entry standards required for the IFP pathway you want to study. If English is not your first language you will need to obtain a recognised English Language qualification before admission.

Section 6: Disability

The University of Birmingham has long been committed to supporting students with disabilities, including dyslexia or health conditions. We are collecting this information to ensure that support needs are identified. The information does not form part of the selection process. Please enter the code most relevant to you in the box in Section 6. If appropriate please also give details of any special requirements or additional support needs you might have.

- 00 None
- 01 Specific learning difficulties, eg, dyslexia
- 02 Blind or partially sighted
- 03 Deaf or hard of hearing
- 04 Wheelchair user or mobility difficulties
- 06 Mental health difficulties
- 07 Unseen disability, eg, diabetes, epilepsy, heart condition
- 08 Multiple disabilities
- 09 Disability/special need not listed
- 10 Autistic spectrum disorder
or Asperger Syndrome

Section 7: Criminal convictions

In order to protect our students, we are required to ask if you have any relevant criminal convictions. You must tick the 'yes' box if you have a relevant conviction. 'Relevant' means offences against the person or offences for drug dealing or trafficking or supplying. Convictions that are spent are not considered to be relevant.

Section 8: Referees

It is your responsibility to provide a sealed academic reference from a referee who has agreed to act on your behalf. The referee should be a member of the institution at which you last studied as they are required to comment on your academic suitability for the IFP programme.

Section 9: Personal statement

This section is compulsory and may be used to provide any additional information on any relevant aspect of your application. In particular, you may wish to give further information about your aims in taking the IFP and degree programmes at the University of Birmingham, and about your future academic and career objectives. Please use additional sheets if required.

Section 10: Financial support

Please provide details of how you intend to fund your study. You will have to demonstrate to the Immigration Officer when you enter the UK that you have sufficient funds to pay for your fees and support yourself throughout your course.

Section 11: Sponsorship

If you are a sponsored student please provide details of your sponsor, including name and address.

Section 12: Publicity

It would be helpful if you can give an indication of where you first heard about the University of Birmingham in order for us to target our publicity material more effectively.

Section 13: Checklist and declaration

Please tick the checklist as appropriate to confirm that you have enclosed the items requested, then sign and date the application form. It is important that you read the statement of consent immediately above the signature line.

Thank you for your co-operation in providing all the relevant information.

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