

Student Exchange/Study Abroad Application Form



Middlesex University

OFFICE USE ONLY

MISIS Student Number:

Campus:

Erasmus Code:

Personal Details

Family Name:

First Name(s):

Previous Name:

Gender:

Male:

Female:

Date Of Birth: (DD/MM/YY)

Title: (Mr/Ms etc)

Permanent Address:

Correspondence Address: (If different from permanent)

Postcode:

Postcode:

Country:

Country:

Tel No:

Mobile:

Email:

Application Particulars

Proposed Start Date:

Semester Long:

Year Long:

Exchange Programme:

Study Abroad: (fee paying)

Level:

First Degree

Masters

Research

Year of study during visit:

Name of course you are currently studying:

Home Institution

Name of Coordinator:

Institution Name & Address:

Tel no:

Fax no:

Email:

Disabilities/Special Needs

The University encourages you to disclose any disability/medical condition which could disadvantage your ability to study. All offers are made on academic grounds only and the information you submit will be used to help Middlesex University provide appropriate support. Please tick all that apply.

No Disability	<input type="checkbox"/> 0	Dyslexia	<input type="checkbox"/> 1
Blind/Partially Sighted	<input type="checkbox"/> 2	Deaf/Hearing Impairment	<input type="checkbox"/> 3
Wheelchair User/Mobility Issues	<input type="checkbox"/> 4	Personal Care Support	<input type="checkbox"/> 5
Mental Health Difficulties	<input type="checkbox"/> 6	Unseen Disability: e.g. Diabetes	<input type="checkbox"/> 7
Autistic Spectrum/Asperger's	<input type="checkbox"/> T	Other Disability Not Listed Here	<input type="checkbox"/> 9

Please Detail Other Disability Or Additional Support Needs:

Residential Information

Please provide information relating to your nationality and residence. Attach copies of any pertinent Home Office documentation. Further information may be requested.

Country Of Permanent Residence:

If UK Please Give County/Borough:

Country Of Birth:

Nationality (as on passport):

If You Are A Non UK National Please Enter Your Passport Number Below And Include A Copy Of Your Passport Photo Page With Your Application:

Have You Ever Lived Outside The UK/EU?

Yes

No

If Yes, Please State Location & Duration:

Have You Entered The UK On A Visa?

Yes

No

If Yes Enter Expiry Date & Visa Number:

#####

Have You Been Granted Indefinite Leave To Remain? If Yes Enter Date:

Please Indicate Your Last Date Of Entry Into The UK/EU:

English Language Qualifications

Entry is conditional on the achievement of a standard level of English. If your first language is not English please give details of the most recent English Proficiency course you have taken. Alternatively, we will accept authorisation from your home institution that your level of English language is equivalent to a minimum of IELTS 6.0 (Please see declaration on page 4)

Qualification Name	Grade Achieved	Exam Date

Module Selections

Please select six modules in **order of preference**. Students are registered for a maximum of four modules (120 Middlesex credits, 60 ECTS or 30 US credits) per year.

Module information can be found on-line at <http://www.mdx.ac.uk/courses/undergraduate/index.aspx> or in the latest catalogue, available from your Student Exchange/Study Abroad coordinator. Please contact your coordinator if you wish to undertake modules based at difference campuses.

Your home university must approve your choices by authorising this form. Middlesex University does not guarantee to run any module chosen, but an alternative will normally be available.

Module codes indicate the level of difficulty of the courses

1XXX Introductory level (UK/EU year 1)

2XXX Intermediate level (UK/EU year 2, US year 2 (honours) or 3)

3XXX Final Bachelor's degree level (UK/EU year 3/4, USA year 3 (honours), year 3/4 final other year)

Modules					
	Module Code	Campus	Credits	Module Title	Authorisation Home Institution
	<i>ACC 1000</i>	<i>HEN</i>	<i>30</i>	<i>Accounting and Finance</i>	<i>EXAMPLE</i>
1					
2					
3					
4					
5					
6					

Personal Statement

A large, empty rectangular box with a light beige border, intended for writing a personal statement. The box is centered on the page and occupies most of the vertical space below the header.

Declaration Of Criminal Record

In an effort to help the University reduce the risk of harm or injury to their staff and students caused by the criminal behaviour of other students we must know about any relevant criminal convictions an applicant has.

In this matter relevant criminal convictions are deemed only to be those convictions for offences against a person, whether of a violent or sexual nature and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent, (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (**however see next paragraph**).

If you are applying for a programme in health or social work which may involve work with children or vulnerable adults, you MUST tell us about any criminal convictions, including spent sentences, cautions (including verbal cautions) and bind-over orders. Due to the nature of these programmes they are exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974.

By virtue of the Rehabilitation of the Offenders Act 1974 (Exemptions) Order 1975 and the Child Act 1989, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. If you are offered a place on one of these courses and before you commence your studies, you will need an 'Enhanced Disclosure Document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service.

Have you been through the Criminal Records Bureau Enhanced Disclosure process in relation to your current employment?

Yes

If yes, please state the date and reference number: #####

Do you have a relevant unspent criminal conviction?

Yes

Applicants who have a previous conviction will not be automatically excluded from the application process. However if you have ticked **Yes**, please disclose details of your offence and conviction, including dates and courts convicted at. This information should be submitted along with your application form in a separate sealed envelope, clearly marked confidential with your name and date of birth on it. Any information disclosed will be handled and disposed of securely by Middlesex University in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation.

If you are convicted of a relevant criminal offence after your application has been submitted, you must notify us. The University may request further disclosure from you and your offence may affect your application.

Declaration

Any statements on this form which prove to be untrue or purposely misleading will render the application void. Furthermore if inaccuracies are highlighted at a later stage we retain the right to retract any offer made or expel the student with no refund of fees.

I confirm that the information given on this form is true, complete and accurate. No information requested or other material has been omitted. I consent to the processing of this data by Middlesex University under the provision of the 1998 Data Protection Act.

Signed:

Date:

Authorisation by home university

I certify that this student has a minimum of 6 IELTS or equivalent in English language, if non-native speaker and that credit from Middlesex University will be fully recognised by the home university.

Signed:

Date:

PLEASE RETURN THIS COMPLETED FORM TO

Student Exchange/ Study Abroad Coordinator
Admissions, Middlesex University, The Burroughs, Hendon, London, NW4 4BT, United Kingdom

Tel: +44 (0)20 8411 5577

Fax: +44 (0)20 8411 5649

Email: exchangein@mdx.ac.uk

Checklist

Before submitting this application form, please ensure that all sections of the form have been completed and where appropriate the following items have been attached. Failure to include these items may slow the processing of your application. Do not send original documentation at this stage. The University will not normally return documentation submitted and will not be held liable for original documentation which is lost or damaged in any manner. Please be prepared to present original copies of all documentation to the university at enrolment for verification.

- Copies of all academic documentation including module grades, transcripts, certificates, etc
- Syllabus of Higher Education level programme (for applicants requesting credit transfer/top up)
- Personal Statement
- References as applicable
- Photocopies of passport to include photograph and personal detail pages
- Resume/Curriculum Vitae if applicable
- Photocopies of IELTS/TOEFL or other approved English qualification if applicable
- CD Portfolio for Art & Design programmes

Ethnic Origin/Equal Opportunities Monitoring

The University is committed to providing equal opportunities for all. To assist us with our monitoring please choose one selection from the bold options A-F to indicate your ethnic group. Then tick the appropriate box immediately after this grouping to indicate your cultural background.

This form will be separated from your application and the information supplied will be recorded on our computer system for statistical monitoring purposes. This information will not be considered as part of the admissions process.

A) White		B) Black or Black British		C) Asian or Asian British	
British	<input type="checkbox"/> 11	Caribbean	<input type="checkbox"/> 21	Indian	<input type="checkbox"/> 31
Irish	<input type="checkbox"/> 12	African	<input type="checkbox"/> 22	Pakistani	<input type="checkbox"/> 32
Scottish	<input type="checkbox"/> 13	Other Black Background	<input type="checkbox"/> 29	Bangladeshi	<input type="checkbox"/> 33
Welsh	<input type="checkbox"/> 14			Other Asian Background	<input type="checkbox"/> 39
Other White Background	<input type="checkbox"/> 19				

D) Chinese		E) Mixed		F) Other Ethnic Background	
Chinese	<input type="checkbox"/> 34	White & Black Caribbean	<input type="checkbox"/> 41	Not Known	<input type="checkbox"/> 90
		White & Black African	<input type="checkbox"/> 42	Information Refused	<input type="checkbox"/> 98
		White & Asian	<input type="checkbox"/> 43		
		Other Mixed Background	<input type="checkbox"/> 49		

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Keywords:
Comments:
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