

# Application for enrolment 1 of 4

Please complete all relevant sections of this form in BLOCK Capitals and in BLACK INK and return it to your local representative or direct to the INTO Admissions office at least one month before your intended start date.

**Please send to**

INTO University of East Anglia Admissions, 4th Floor, 100 Queens Road, Brighton, BN1 3YB, UK  
 Fax +44 (0)1273 328595 or +44 (0)1273 329746 E-mail: admissions@into.uk.com  
 You can also apply online at [www.into.uk.com/uea](http://www.into.uk.com/uea)

## Section 1

### Student details

(You must complete this section accurately otherwise your visa application may be affected)

Title (Mr/Mrs/Ms) \_\_\_\_\_

Family name \_\_\_\_\_

Previous family name \_\_\_\_\_

First given name \_\_\_\_\_

Second given name \_\_\_\_\_

Preferred name \_\_\_\_\_

Name as written on passport \_\_\_\_\_

Passport number \_\_\_\_\_

Passport place of issue \_\_\_\_\_

Passport issue date \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy) \_\_\_\_\_

Passport expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy) \_\_\_\_\_

Gender  M  F

Current age \_\_\_\_\_

Date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy) \_\_\_\_\_

Country of birth \_\_\_\_\_

Student's nationality (must be completed, necessary for visa application) \_\_\_\_\_

Permanent country of residence \_\_\_\_\_

Home address (you must complete this accurately as it may affect your visa application) \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Telephone and fax numbers in country of residence (including international code)

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Mobile telephone (inc. intl. code) \_\_\_\_\_

Email address \_\_\_\_\_

Correspondence email (if different from above) \_\_\_\_\_

Correspondence address (if different from above) \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

What type of visa do you intend to apply for?

Adult student visa  Student visitor visa  No visa

## Section 2

### Parent/guardian or sponsor details

Information we need to send financial documentation and reports

Title (Mr/Mrs/Ms) \_\_\_\_\_

Family name \_\_\_\_\_

### Representative's stamp

Other names \_\_\_\_\_

Relationship to student \_\_\_\_\_

Home contact address \_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Telephone (inc. intl. code) \_\_\_\_\_

Fax \_\_\_\_\_

Mobile (inc. intl. code) \_\_\_\_\_

Email address \_\_\_\_\_

## Section 3

### INTO course selection

#### English language courses

##### Study Abroad with English

Sep 2010  Jan 2011  Apr 2011  Jun 2011

Start date \_\_\_\_/\_\_\_\_/\_\_\_\_ End date \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)

Please specify number of terms (1 term minimum) \_\_\_\_\_

Desired subject area for study \_\_\_\_\_

##### English for Undergraduate Study

Sep 2010  Jan 2011  Apr 2011  Jun 2011

Start date \_\_\_\_/\_\_\_\_/\_\_\_\_ End date \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)

Please specify number of terms (1 term minimum) \_\_\_\_\_

##### English for Postgraduate Study

Sep 2010  Jan 2011  Apr 2011  Jun 2011

Start date \_\_\_\_/\_\_\_\_/\_\_\_\_ End date \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)

Please specify number of terms (1 term minimum) \_\_\_\_\_

##### Pre-Sessional English

Jun (16 weeks)  Jun (12 weeks)

Jul (8 weeks)  Aug (6 weeks)  Aug (4 weeks)

Year of study  2010  2011

#### Academic programmes

##### Foundation

Foundation pathways in Business and Economics

FB1. Foundation pathway in Business and Economics with Society and Culture

FB2. Foundation pathway in Business and Economics with Accounting

FB3. Foundation pathway in Business and Economics with Computing for Business

Foundation pathway in Humanities and Law

FHL. Foundation pathway in Humanities and Law



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## Section 8

### Student goals

Please select which one or more of the following best describes your reason for wishing to study English at INTO University of East Anglia.

- I have applied for an INTO Foundation, Diploma, Graduate Diploma, and need to meet the English language entry requirement.
- I need to improve my IELTS score
- I plan to study a degree at the University of East Anglia
- I plan to attend another university in the UK
- I want to experience life in a UK university
- I need to improve my English for my current job or future employment
- I want to experience British culture
- I am studying English for my own personal development
- Other reason

If 'Other' please specify:

## Section 9

### Accommodation and welfare

#### Application for accommodation

Accommodation will be reserved and confirmed when full payment of tuition and accommodation fees has been received. Please note it is a condition that a minimum of one full term's notice (university residence) or four weeks' notice (homestay) is required if you wish to leave or change your accommodation. During the academic year University residence accommodation is available only if you enrol on a fixed start-of-term start date and for multiples of one term, excluding holidays.

#### Please select one option and complete as appropriate

- INTO Centre accommodation

Tick below which option you require

- Option 1: Standard room, no meals
- Option 2: Standard room with meal plan
- Option 3: Premium room, no meals
- Option 4: Premium room with meal plan

Do you require a bedding pack to be provided?  Yes  No  
(Cost per bedding pack is £25)

Do you envisage that you will have any specific requirements in student accommodation as a result of a disability/medical condition?  Yes  No

If yes please state:

- Wheelchair accessible  Ground floor room
- Flashing fire alarm  Vibrating pillow
- Other please specify

#### Homestay

Do you require homestay during the holiday periods?  Yes  No

#### University residence (Pre-Sessional only)

Tick below which option you require

- En-suite campus
- En-suite village
- Standard single premium
- I do not require any accommodation

### Students who are under 18

INTO recommends that parents appoint a UK-based guardian for international students under 18. INTO can supply a list of Guardianship providers on request.

If parents are making their own arrangements for either Guardianship services, or if a friend or family member in the UK is to act as guardian to the student, please provide the following details below:

Name of guardian \_\_\_\_\_

Relationship to student \_\_\_\_\_

Address of guardian \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Country \_\_\_\_\_

Telephone (inc. intl. code) \_\_\_\_\_

Email address \_\_\_\_\_

I confirm that the guardian is over 21 years of age.

### Dietary requirements

Please give details of special dietary requirements e.g.: halal, vegetarian, no pork, any food allergies.

### Medical information

Do you have any medical conditions?  Yes  No

Please give details of any medical conditions, disabilities or allergies that require attention or notification and any prescribed medicine taken on a regular basis

Completion and signing of this form gives INTO permission to administer first aid by trained staff first aiders if required.

### Do you consider yourself to have a disability? If yes please specify

- A. No disability
- B. You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- C. You are blind or have a serious visual impairment uncorrected by glasses
- D. You are deaf or have a serious hearing impairment
- E. You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy
- F. You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- G. You have a specific learning disability such as dyslexia, dyspraxia or AD(H)D
- H. You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- I. You have a disability, impairment or medical condition that is not listed above
- J. You have two or more impairments and/or disabling medical conditions

Please provide further details of the nature of your disability and the support you may require should you attend the University. (Please note that some support mechanisms may take considerable time to organise. For example books in Braille or changes to buildings. It is therefore important that you provide as much as possible.)

INTO University of East Anglia will ensure that all personal data disclosed will only be used to plan appropriate support for you. It may be necessary for INTO University of East Anglia to disclose appropriate and relevant details to some University departments to facilitate this process.

I consent to information relating to my personal details, nature of disability and academic and support requirements being forwarded as outlined above.

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## Relevant criminal offences

Please tick here if you have been convicted of a relevant criminal offence and supply details on a separate sheet.

## Travel and medical Insurance

The full cost of Uniplan insurance will be added to the invoice unless proof of alternative adequate cover is attached.

Please state when you would like the insurance to start

Start date of insurance \_\_\_/\_\_\_/\_\_\_ (dd/mm/yy)

End date of insurance \_\_\_/\_\_\_/\_\_\_ (dd/mm/yy)

I have my own insurance and enclose a copy

## Airport pick-up

Students MUST arrive on the Saturday or Sunday prior to the start of the course. Flight details including arrival date and flight number should be sent to the INTO Admissions office as soon as possible in order that airport arrangements can be made. If you are under 18 you must either book an INTO airport pick-up or provide evidence of your arrangements. If an airport pick-up is required, this will be invoiced as an extra at confirmation stage and full payment must be received for an airport pick-up to be confirmed.

Do you require an airport pick-up  Yes  No

London Heathrow (£180)  London Gatwick (£180)

London Stansted (£125)  Norwich International Airport (£17)

## Section 10

How did you hear of INTO University of East Anglia?

British Council  Education exhibition  Website\*  
 Friend or relative  Education agent  Other\*

\*Please state which website or other source

If education agent, British Council or exhibition, which agent/organisation/event?

## Section 11

### Form of indemnity

#### i) Background

This indemnity is to be signed by the Student, and also by his/her Parent or Legal Guardian if the Student is under eighteen years of age. Until this indemnity has been signed and returned to INTO, the Student may not take part in an excursion organised by INTO.

#### ii) Indemnity

In consideration of the Principal and/or Head Teacher and/or Director and/or any employee of INTO (which expression for the purposes of this indemnity means INTO UEA LLP and any relevant associated or connected organisation) agreeing to make arrangements for and to authorise INTO personnel to take me/my son/daughter/ward from time to time on expeditions outside the usual premises of INTO I hereby fully and effectively indemnify the said Principal and/or Head Teacher and/or Director and/or any employee (as the case may be) of INTO against

- a) any and all claims, losses, damages or costs incurred directly or indirectly which they or any of them may be or become liable to pay in consequence of any injury or damage to or illness of me/my said son/daughter/ward occurring during or as a result of any of the said expeditions
- b) any and all claims, losses, damages or costs paid to or payable to or claimed by any third party which may be made against them or any of them in consequence of any act or default of me/my said son/daughter/ward during or as a result of any of the said expeditions
- c) any and all other costs, claims, losses and expenses incurred directly or indirectly by them or any of them on behalf of me/my said son/daughter/ward during or as a result of any such expedition,

provided that this indemnity does not extend to any claims, damages, costs or expenses in respect of and to the extent to which INTO and member(s) of the staff or any of them are indemnified and recover under any policy of insurance. I authorise INTO to supply any relevant records to educational institutions, government bodies, parents, sponsors and educational agents if requested without notification.

Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ (dd/mm/yy)

(Parent/guardian)

Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ (dd/mm/yy)

(Student)

## Section 12

### Payment details

Once you have accepted an offer of place, you must send us a deposit of £1,000 and an accommodation deposit of £1,000 (if you have requested INTO accommodation).

You will also be required to pay in advance the Uniplan insurance fee unless you have provided proof of alternative cover.

Payment can be made either by sterling bankers draft, VISA, Mastercard, Maestro, Solo, Electron, Delta or by direct bank transfer. Our bank details are as follows:

Bank name: Barclays Bank PLC  
 Address: 5-7 Red Lion Street, Norwich NR1 3QH  
 Account name: INTO UEA LLP  
 Sort code: 20-62-53  
 Account number: 10041033  
 SWIFT code: BARCGB22  
 IBAN number: GB29 BARC 2062 5310 0410 33

## Section 13

### Declaration

To be signed by the student and parent, sponsor or legal guardian

I have read and understood this brochure and agree to abide by the Terms and Conditions on pages 59 and 60

I agree to abide by the Cancellation and Refund Policy

I agree to pay all tuition and accommodation fees incurred by the student as they become due

I agree that my records and achievements may be used for promotional purposes, without further notification

Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ (dd/mm/yy)

(Parent/guardian)

Signed \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_ (dd/mm/yy)

(Student)

## Section 14

### Application check list

I confirm that I have:

completed the application form in full and checked for accuracy  Yes

enclosed proof of an alternative insurance policy, if appropriate  Yes

enclosed full transcripts of all my relevant qualifications (including English language level) translated into English  Yes

Please list here all the transcripts you are enclosing: (Must be completed for visa purposes)

Academic transcripts

\_\_\_\_\_

\_\_\_\_\_

English language transcripts

\_\_\_\_\_

\_\_\_\_\_