

SECTION 4: EDUCATIONAL REFERENCES

- **Please enclose TWO educational reference letters with your completed application form.** Letters must be on official headed paper.
- Please give details of your referees below. Details alone are not acceptable; you must also include the reference letters with your application.
- If you have any relevant work experience, one reference must be from your employer. This must include job titles, duties and dates of employment and must be on official headed paper.

Name of Referee:	Name of Referee:
Position:	Position:
Address:	Address:
Tel (include dialling codes):	Tel (include dialling codes):
Fax (include dialling codes):	Fax (include dialling codes):
Email:	Email:

Disability Information: College of Business & Development Studies is fully committed to the implementation of a policy to achieve equal opportunities for all students. In order that we can provide appropriate support for disabled students, it is important that any additional needs are outlined at the time of application.

If you have any special requirements, please give details of any support you may require:

DECLARATION. I confirm that the information given on this form is true, complete and accurate and no relevant information has been omitted. I understand that this application or any subsequent college place offered may be withdrawn by College of Business and Development Studies if in the future the information provided proves to be inaccurate, either intentionally or unintentionally.

Signature of applicant Date

Please return this completed application form with your supporting documents to:

College of Business & Development Studies
 St Andrews
 Legrams Lane
 Bradford
 BD7 2EA
 United Kingdom
 Tel: +44 -1274 577221
 Email: admissions@cbds.org.uk
 Website: www.cbds.org.uk

- Remember to include:**
- A copy of the photo pages of your passport
 - Personal Statement
 - English Language Qualifications
 - Educational References
 - UK NARIC Report (Where applicable)
 - Photocopies of Examination Certificates and Transcripts (in original language and translated into English)

Please note: Incomplete applications will cause unnecessary delays in the processing time.

GUIDE TO COMPLETE THE APPLICATION FORM

Thank you for applying to College of Business & Development Studies. This form is divided into four sections (make sure that you complete all sections). This form is available as a PDF or a Word document on our website: www.cbds.org.uk

Section 1: **PERSONAL DETAILS**

COURSE TITLE: Please use the correct name for the course as in our prospectus or on our website. (<http://prospectus.cbds.org.uk/main/index.htm>)

ALTERNATIVE COURSE: Please complete this section if you have a genuine alternative to your first choice of course. Please note, this alternative course choice will only be processed if we are able to offer you a place on your first choice of course.

YEAR OF ENTRY: Please state clearly the calendar month and year when you wish to begin your study. All courses begin in September, and January (please check our prospectus.)

ADDRESS: We will send all correspondence to your permanent home address unless you have specified an alternative address for correspondence. If you do this, we will send all mail to that address instead.

Section 2: **PREVIOUS STUDY QUALIFICATIONS**

EDUCATION: Please give details of all secondary education and any further studies completed or currently being pursued. Where you have the results, please supply them. If you have taken an examination and are waiting for results, please write 'results pending'. Please indicate whether study was full or part time.

Please send copies of certificates and transcripts for all examinations taken. If English is not your first language, we require you to take a test confirming your level of English.

Please include a copy of your English language test certificate. Please provide evidence of this with your application.

ENGLISH LANGUAGE ENTRY REQUIREMENTS

Course Level	IELTS
Undergraduate Courses Level 4 & 5	4.0-4.5
Level 6 & Post Graduate Courses	5.5-6.0

OTHER ENGLISH LANGUAGE QUALIFICATIONS MAY BE ACCEPTED - PLEASE CONTACT US FOR MORE DETAILS. Some diplomas may have higher English language entry requirements. Please see the prospectus for further information.

Section 3: **PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION**

PERSONAL STATEMENT: This section is to let us know of anything that you think may help your application, and for you to tell us of any information that you think we need to know about you. Please tell us why you would like to do the course you are applying for and how you think it will help you achieve your aims.

Section 4: **EDUCATIONAL REFERENCE AND FURTHER EDUCATION**

We require you to have two referees who can vouch for your academic abilities, personality and suitability for the course you have applied for. Your referee may be a teacher, head teacher, employer or anyone not related to you but in a position of professional authority.

Guidelines for references:

Important Information for Applicants

- i) Your referees should be people **not** related to you by blood or marriage
- ii) Your referees should be qualified to comment on your **academic ability**
- iii) Reference letters must be submitted on **official headed paper** and must be **signed** by the referee
- iv) You should **include both reference letters with your application in sealed envelopes** which have been **signed across the seal with an official stamp**

Important Information for Referees

Reference letters must be submitted on **official headed paper** and must be **signed**

Please include the **name of the applicant and the programme** applied for

Please include your name, position/status, address, telephone number, fax and/or email address

The complete reference letter should be placed in a **sealed envelope** which has been **signed across the seal** with an **official stamp**

Please use the following guidelines in completing a reference

- i) Please state **how long** and in **what capacity** you have known the applicant
- ii) What do you consider to be his/her **main strengths**
- iii) Please include detailed information on the **results** obtained by the applicant or prediction of likely results if the applicant has not yet completed their programme of study
- iv) Your assessment of the **suitability** of the applicant **for the particular programme** to which he/she is applying
- v) Please comment on **English language proficiency** – ability to speak, write and comprehend English, if the applicant's native language is not English

Important Notes

Certain courses have additional entry criteria which you should be aware of. You should check our prospectus or website for individual course requirements (<http://prospectus.cbds.org.uk/main/index.htm>)

Once the form is completed it should be posted (with copies of all documents) to the International Office at the address on page 2. It may also be faxed to us. The form will be assessed by the International Office for the final decision to be made.

The College aims to reach a decision 10 working days from our receipt of the application (straight forward cases only). However, it may take longer during busy times. We will post a decision to you. Please allow extra time for overseas postage.

Although we welcome resumes or C.V's, we cannot accept them as an application without a completed application form and transcripts.

We may send you one of three replies:

UNCONDITIONAL - You have been accepted and we enclose an acceptance form which you should return to us to accept your place on the course.

CONDITIONAL - You have been accepted provided that you meet certain conditions, for example you achieve an IELTS score of 6.0 etc. Once you meet these conditions, you should contact us immediately with proof of meeting the conditions and we will then send you an unconditional offer letter.

REJECTION - We are sorry but we cannot accept you onto the course. Your application will go no further for this course. Occasionally we may reject you on a certain course, but offer you a place on an alternative course if we feel it is appropriate. Please ensure that you would be happy with this before accepting the offer.

If you have any questions regarding the application process, please contact the International Office at the address on page 2.

Important Notice for Non-UK Citizens

You should be aware that College of Business and Development Studies co-operates fully with the UK Border Agency in the monitoring and control of non-UK citizens who enter the United Kingdom for the purposes of study. Such cooperation includes the disclosure of information about individual students concerning their status, mode of study, attendance and contact details.