

# International Application Form 22/23



Date Stamp (College Use Only)

We thank you for your application, should you require further advice on subject choice or with filling in this form please contact our team via email: [admissions@dumgal.ac.uk](mailto:admissions@dumgal.ac.uk)

## 1 Choice of Course / Programme / Campus Location

Course

Campus: Dumfries ☐ Stranraer ☐

## 2 How did you find out about Dumfries & Galloway College?

Virtual Online Open Day ☐

Overseas Partnership Institution ☐

School Guidance Staff ☐

College Website | Weblink ☐

Recruitment Agency/Representative ☐

Other (Please state)

Social Media ☐

Family or friends ☐

If you are using a recruitment agency/representative, please state name, telephone number and email address

## 3 Personal Details

Title:

Family Name:

Home Address:

Post Code:

Country:

Telephone Number

(including International Dialling Code):

Email:

Passport Number:

First Name(s):

Age:  Male ☐ Female ☐ Date of Birth

Other:

Correspondence Address (if different to home):

Post Code:

Country:

## 4 Immigration history

### Detail:

Current country of residence

Have you studied in the UK before? ☐

Do you have any UK visa refusal history? ☐

If Yes please specify which year and the refusal reason/s

☐ I am a student temporarily residing inside the UK under Immigration Control, student visa, general student visa and dependant visa.

### Detail:

Which school or College have you attended?

If you don't have an educational sponsor now please clarify the reason why

You should complete the college's general on-line application form if you are a UK citizen, or are an Asylum Seeker or have Refugee Status in the UK. **Please continue to complete this application form if you have ticked your status from one of the above categories:** If you can't find your status on the above categories or you are unsure whether you are an International Student or not please contact our Team.

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IELTS: \_\_\_\_\_ Date of exam: \_\_\_\_\_ Overall Score: \_\_\_\_\_

Awarding Body:		Date of exam:		Result
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Date of exam:

Score:

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**Please give details of schools/colleges attended during the last five years**

[illegible]

Qualifications - Please include present studies (if applicable). Continue on a separate sheet of A4 paper if necessary.

[illegible]

**Please remember to send copies of your qualifications**

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**Employment**  
Please give details of employment for the last 5 years. Continue on a separate sheet of A4 paper if necessary.

[illegible]

## 8 Finance

Who will pay for your tuition fees and living costs?

If you have a financial sponsor please provide the  
name and address of the sponsoring body:

Can you prove the studying and maintenance funds are available for your study in the UK? Yes ☐ No ☐

Would you be able to pay your tuition fees in full up front? Yes ☐ No ☐

### Administration Fee

A standard Administration Fee of £100 is required to process your application.

The administration fee is non-refundable even if you are unsuccessful or can not enter the country.

### Deposit and refund Policy

International applicants must pay a £2,000 deposit before they can be offered a place on a course and issued CAS if a visa is required. The balance of the fees is due before the start of the course. The total international fee is £5,250 for applicants requiring a CAS for a student visa, or £4,750 for applicants already in the UK with a valid visa for study.

- There is a £100 non-refundable deposit at the beginning of the applicant stage.
- There is a £2,000 refundable deposit before unconditional offer and CAS is applicable.
- Balance to be paid in full prior to the start of the course.

Signed:

Date:

**Payment Methods - Please use your name and date of birth as a reference in all payment methods.**

1. For **Bank Transfers**, please use the following:

**Account Name:** Dumfries and Galloway College - Main Account

**Branch:** Royal Bank of Scotland, 151 High Street, Dumfries, DG1 2RA

**Sort Code:** 83 - 18 - 06 **Account Number:** 00732776 **Swift No:** RBOSGB21521

**IBAN:** GB27 RBOS8318 0600 7327 76 **BIC:** RBOS GB 2L

2. Cash direct at college campus reception

3. Debit / credit card in person

## 9 Equal Opportunities

**Ethnic Origin:** Please tick the appropriate box to indicate your ethnic origin

☐ African ☐ Chinese ☐ Indian ☐ Bangladeshi ☐ Pakistani  
☐ Caribbean ☐ Other please specify

Please specify any particular arrangements you require due to cultural or religious beliefs:

### Disability or Learning Support Need:

Do you have a disability or learning need? Yes ☐ No ☐

Do you require support for this Disability/  
Learning Need when you are at College? Yes ☐ No ☐

**Answering this question will allow us to plan your learning support and make any reasonable adaptations that would support you in your College course.**

Please indicate any disability:

Not Known	<input type="checkbox"/>	Mental Health Difficulties	<input type="checkbox"/>	Dyslexia	<input type="checkbox"/>
Unseen Disability	<input type="checkbox"/>	Blind/Partially Sighted	<input type="checkbox"/>	Multiple Disabilities	<input type="checkbox"/>
Deaf/Hearing Impairment	<input type="checkbox"/>	Disability not Listed	<input type="checkbox"/>	Wheelchair User	<input type="checkbox"/>
Mobility Difficulties	<input type="checkbox"/>	Personal Care Support	<input type="checkbox"/>	Information Declined	<input type="checkbox"/>

## 10 Criminal Convictions

In order to help Dumfries and Galloway College meet its duty of care to its staff, students and others, we must know about any relevant criminal convictions that you have.

**Relevant criminal convictions are only those convictions for offences against the person, 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 need not be revealed. For the avoidance of doubt any custodial sentence of over thirty months must be declared.**

If you have a relevant criminal conviction that is not spent, you must enter X in the Yes box below. If you don't have any unspent criminal convictions, please leave the box blank.

If you enter an X in the box below, you will be automatically excluded from the applications process. However, the college may wish to consider the application further or ask for more information before making a decision.

You should be aware that for courses in teaching, health care, social care, sports and leisure or courses involving work with children, young people or vulnerable adults, any criminal conviction, including sentences and cautions (including verbal cautions), reprimands, final warnings and bind-over orders are exempt from the Rehabilitation of Offenders Act 1974. If you are applying for these courses, the college will ask you to agree to have a criminal record check. You may also need an 'enhanced disclosure certificate' from the Scottish Criminal Records Disclosure Service. This means that if the criminal record check identifies that you have been charged or had a conviction, this information will be made available to the college. If you are convicted of a relevant criminal offence after you have applied, you must tell the college. The College may then ask for more details.

**DECLARATION: Do you have a relevant criminal conviction? YES ☐**

## 11 Personal Statement

International applicants are required to hand write a minimum 500 words personal statement and enclose with your application. The personal statement should include:

- Why you wish to study in the UK and reasons for choosing Dumfries and Galloway College in Scotland.
- Reasons for choosing the particular course applied for.
- An outline of your skills, knowledge and experience relevant to the course.
- Your career aspirations, stating your short, medium and long term goals.

You must sign and date the personal statement and provide the contact details for the faculty to arrange an inter-view. This should include telephone contact numbers.

## 12 Academic Reference

Please provide details of an Academic Referee (e.g. your Course Tutor). A family member must not write your reference. The reference must be written in English.

Name of Referee:

Address:

Post Code:

Email:

Telephone Number (including International Dialling Code):

## 13 Supporting Documentation

Please provide a copy of the following with your application. You can send the application and scanned copies of the supporting documentation by email for speed of processing of your application. You are required to take the original documents with you on enrolment.

- Certified copies of previous qualification certificates
- Certified copies of academic transcripts
- Certified copies of English language qualifications
- Certified copies of reference from your employer or tutor
- Certified copy of Passport ID pages
- Certified copy of visa page if you have one
- Certified copy of biometric identity card if you have one
- Certified copy of police registration certificate if you have one

## 14 Applicants Signature

If any of the data supplied proves to be incorrect the college will reserve the right to withdraw my place from the course and I certify that the data provided on this form is true to the best of my knowledge.

Please see the Privacy Notices on Student Applications and Student Enrolment for details of how the college will process your personal data.

<https://www.dumgal.ac.uk/privacy/applications>

<https://www.dumgal.ac.uk/privacy/student-enrolment>.

Signed:

Date:

## Completed Application

Email the scanned copy or PDF to: [admissions@dumgal.ac.uk](mailto:admissions@dumgal.ac.uk)

Date received:  Application for academic year:

Form completed in full ☐ Supporting documents all eligible ☐ UK ENIC check approved ☐

Copy to: Admissions ☐

Interview date & time:  Interview recorded ☐

Offer: Unconditional ☐ Reject ☐

Alternative Offer (if requirement) ☐ Waiting List ☐

Deposit/advanced tuition fee received ☐ Amount:  Date:

CAS issued ☐ CAS number:

Notes: