



## WELCOME

We are delighted that you are thinking about studying at the University of the Highlands and Islands (UHI). UHI operates a fair and open admissions system committed to equality of opportunity and non-discrimination. We consider all applications on merit and on the basis of ability to achieve, without discrimination on grounds of gender, age, disability, ethnicity and socio-economic background. We welcome applications from all prospective students and aim to provide appropriate and efficient services to students with disabilities.

## HOW TO APPLY

### If you are a school pupil

- Use this form to apply for a Higher National Certificate (HNC) or Higher National Diploma (HND)
- To apply for a degree course you should go through UCAS using UHI UCAS code H49 (please see [www.ucas.com/apply](http://www.ucas.com/apply))

### If you have left school

- Use this form to apply for any UHI course
- However, if you are also applying to other higher education institutions or universities, you should go through UCAS using UHI UCAS code H49 (please see [www.ucas.com/apply](http://www.ucas.com/apply))

Please refer to the UHI prospectus for information on available courses, or search the UHI course database online at [www.uhi.ac.uk/courses](http://www.uhi.ac.uk/courses).

## COMPLETING THE APPLICATION FORM

Once you have chosen your course, fill in the application form as fully as possible. For course details, including code, location and mode of study, look up the relevant pages in the UHI prospectus, or on the course database: [www.uhi.ac.uk/courses](http://www.uhi.ac.uk/courses).

Some of the information we ask for, including ethnic origin and occupational background, is required for monitoring the fairness and equality of our admissions procedures.

## WHAT TO INCLUDE TO SUPPORT YOUR APPLICATION

- Your personal statement on a separate sheet of paper
- A copy of your English language certificate, if English is **not** your first language

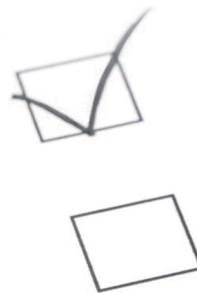
## WHERE YOU CAN STUDY

Argyll College UHI – [www.argyllcollege.uhi.ac.uk](http://www.argyllcollege.uhi.ac.uk)  
Highland Theological College UHI – [www.htc.uhi.ac.uk](http://www.htc.uhi.ac.uk)  
Inverness College UHI – [www.inverness.uhi.ac.uk](http://www.inverness.uhi.ac.uk)  
Lews Castle College UHI – [www.lews.uhi.ac.uk](http://www.lews.uhi.ac.uk)  
Moray College UHI – [www.moray.uhi.ac.uk](http://www.moray.uhi.ac.uk)  
NAFC Marine Centre UHI – [www.nafc.ac.uk](http://www.nafc.ac.uk)  
North Highland College UHI – [www.northhighland.ac.uk](http://www.northhighland.ac.uk)  
Orkney College UHI – [www.orkney.uhi.ac.uk](http://www.orkney.uhi.ac.uk)  
Perth College UHI – [www.perth.uhi.ac.uk](http://www.perth.uhi.ac.uk)  
Sabhal Mòr Ostaig UHI – [www.smo.uhi.ac.uk](http://www.smo.uhi.ac.uk)  
SAMS UHI – [www.sams.ac.uk](http://www.sams.ac.uk)  
Shetland College UHI – [www.shetland.uhi.ac.uk](http://www.shetland.uhi.ac.uk)  
West Highland College UHI – [www.whc.uhi.ac.uk](http://www.whc.uhi.ac.uk)  
Learning Centres UHI – [www.uhi.ac.uk/learning-near-you](http://www.uhi.ac.uk/learning-near-you)

## FURTHER HELP AND INFORMATION

For further information on courses, or to get this application in an alternative format, such as large print or braille, contact the **UHI information line: 0845 272 3600**. For help in making your application please contact your preferred college or learning centre directly.

For everything you need to guide you through the application process please visit: [www.uhi.ac.uk/application-process](http://www.uhi.ac.uk/application-process).



**FOR OFFICE USE ONLY**

Applicant ID number

Course code

Date received

**COURSE DETAILS**

Year of entry (e.g. 2010)

Month of entry

UHI college you are applying to

If you are not attending the main college campus, please state where you will be studying (e.g. name of learning centre, work place or home)

Title of the course you are applying for (If you wish to be considered for more than one course, you can give details for up to three courses in order of priority)	Course code (if known)	Year of course (1st, 2nd, 3rd, 4th)	Mode of study (see codes below)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mode of study: Full-time (FT), Part-time (PT), Distance Learning (DL), Evening (EW)

**PERSONAL DETAILS**

Title (e.g. Mr/Mrs/Miss/Ms/Dr etc)

Date of birth (dd/mm/yy)

First names

Age (yrs/mths)

Surname

Gender (m/f)

Previous surname (if any)

Home address (if different to contact address)

Contact address

  
  
  
  
  
  
  
  
  
  
 Postcode: 
  
  
  
  
  
  
  
  
  
  
 Postcode: 

Contact numbers

 Day 

Evening

Mobile number

SQA/Scottish Candidate No:

Email address

Have you ever been a student at a UHI college? Yes  No 

Address at time of study (if different from above)

If yes, please state your student number below (if known)

  
  
  
  
  
  
  
  
  
  
 Postcode: 

Last course studied

Nationality

Area of permanent residence (This should be the district, borough or county for UK residents OR country if outside the UK)

Country of birth

Date of first entry to UK (dd/mm/yy)

Is English your first language? Yes  No

## PERSONAL DETAILS *Cont'd*

Will you have been resident in the UK/European Economic Area for three years immediately before the start date of your course? (The main purpose of your residence must **not** have been to receive full-time education) Yes  No

Number of years resident in UK  Number of years resident in other European Economic Area

For fee status, do you consider yourself a Home/EU/EEA student  or international student

How do you expect your fees will be paid? (please circle one of the following) SAAS/other Govt agency Employer Self Don't know

Please note that evidence may be required to support residency for fee status.

## EDUCATION

Please give the names and addresses of the last three educational establishments you have attended, starting with the most recent.

Month/year From	Month/year To	Name and address	Full-time or Part-time

Please give details below of your academic qualifications for which results are known, details of any examinations you will be taking or for which you are awaiting results (Please list known results before awaiting results. Examples of qualification levels are: Intermediate2, Standard Grade, Scottish Higher, A Level, EU qualification. Include any English language certificates if English is not your first language. Continue on a separate sheet if necessary)

Subject	Level	Awarding body (if known)	Qualification known or awaiting results?	Year	Grade (if applicable)
EXAMPLE... Mathematics	International Baccalaureate	IBO	Known	2009	S4
EXAMPLE... History	Scottish Higher	SQA	Known	2009	B
EXAMPLE... English	A Level	AQA	Awaiting results	2010	

## RELEVANT WORK EXPERIENCE

Please provide details of any work experience relevant to your application. (Please start with the most recent and continue on a separate sheet if necessary)

Employer's name	Job title/description	Month/year From	Month/year To

## EXTRACURRICULAR ACTIVITIES

Have you taken part in any formal activities/courses in preparation for Higher or Further Education. (e.g ASPIRENorth activities, summer schools, taster courses)

No such activities/courses undertaken  ASPIRENorth  Other  Please specify \_\_\_\_\_

If you have taken part in any specific preparation courses, please provide details of the activities undertaken and what you feel you gained from them in the personal statement section.

## PERSONAL STATEMENT

On a **separate sheet of paper**, please tell us why you decided to choose this course and a little about yourself, your current or previous employment (including any work experience), hobbies and what you have been doing most recently. Include details of any non-examination based activities you have undertaken in preparation for higher or further education, such as ASPIRENorth. This is an important part of your application, for help in completing this visit [www.uhi.ac.uk/personal-statement](http://www.uhi.ac.uk/personal-statement).

## REFERENCE

References are not normally required, however for certain courses and, in the case of students who do not have the usual entry requirements, a reference may be requested. Therefore, please give contact details of someone who would be willing to act as a referee for you.

Name of referee

Contact details of referee

Relationship of referee to you

Occupation of referee

School/college/organisation (if appropriate)

Address

Telephone number

Fax number

Email address

Information gathered in the following section is not used in the selection process but is required for statistical purposes and to help us identify any support needs you may have.

## HEALTH or MEDICAL CONDITIONS

UHI welcomes students with disabilities. We would encourage you to disclose any disability, health or medical condition and we will try to meet your needs where we reasonably can. (Please put a cross in the boxes that apply)

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

I have personal care support

I carry medicines which are time critical in their application (e.g. Epi-pen)

Please describe any additional support requirements you may have

I would like someone to contact me to discuss my requirements

The University of the Highlands and Islands and Academic Partners are registered under the 1998 Data Protection Act. By signing this form you consent to these bodies holding and processing your personal data for all purposes connected with our statutory and business requirements. Where required, your information may be supplied to other official agencies e.g. Higher Education Statistics Agency (HESA), Universities and Colleges Admissions Service (UCAS).

I confirm that to the best of my knowledge, the information I have given on this form is correct.

Signature: \_\_\_\_\_ Signature of parent/guardian if under 16: \_\_\_\_\_

If you are on the 'At Risk' register please tell the college you are applying to.

Please return your completed form to: Admissions, University of the Highlands and Islands, Executive Office, Ness Walk, Inverness, Scotland, IV3 5SQ

Information gathered in the following sections is not used in the selection process but is required for statistical purposes.

## ETHNIC ORIGIN

Please put a cross in the box that best describes your ethnic origin:

### White:

- 13 Scottish  
 17 English  
 18 Welsh  
 12 Irish  
 19 Other

### Asian:

- 31 Indian  
 32 Pakistani  
 33 Bangladeshi  
 34 Chinese  
 39 Other

### Black:

- 21 Caribbean  
 22 African  
 29 Other

### Mixed:

- 41 White and Black Caribbean  
 42 White and Black African  
 43 White and Asian  
 49 Other

- 80 Any other background  
 98 Information refused

## ADDITIONAL INFORMATION

If you are under 21, please give the occupation of your parent, step-parent or guardian who earns the most. If they are retired or unemployed, give the most recent occupation

If you are over 21, please give your own current or most recent occupation

Do any of your parents, step-parents or guardians have any higher education qualifications, such as a degree, diploma or certificate of higher education?

Yes  No  Don't know  I prefer not to say

Have you ever been in care?

*(for example foster care, semi-independent living or residential care home)*

Yes  No  I prefer not to say

If you have answered 'Yes' to the question above, please indicate the total length of time you have been in care

Less than 1 week  1 week to 3 months   
 3 months to 1 year  1 year to 3 years   
 3 years or more

Which of the following best describes your current position:

At school  Other education *(at college or university)*  In full-time work  In part-time work   
 Not working *(not registered as unemployed)*  Registered unemployed  Other

## SOURCE OF INFORMATION

What were the two most important sources of information in your decision to apply to the University of the Highlands and Islands? *(Please put a cross in the two boxes that apply)*

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> FT College prospectus  | <input type="checkbox"/> INT Other website        | <input type="checkbox"/> LIB Library                  | <input type="checkbox"/> OD Visit to college/open day |
| <input type="checkbox"/> UHIP UHI prospectus    | <input type="checkbox"/> RA Radio                 | <input type="checkbox"/> LF Leaflet through door      | <input type="checkbox"/> SL School                    |
| <input type="checkbox"/> ULF UHI course leaflet | <input type="checkbox"/> TV TV advertisement      | <input type="checkbox"/> CSS College student services | <input type="checkbox"/> LC Learning centre           |
| <input type="checkbox"/> WEB College website    | <input type="checkbox"/> UTV UHI TV advertisement | <input type="checkbox"/> CA Careers office            | <input type="checkbox"/> EM Employer                  |
| <input type="checkbox"/> UWEB UHI website       | <input type="checkbox"/> NE Press advert/article  | <input type="checkbox"/> CE Careers convention        | <input type="checkbox"/> FF Friends/family            |

Other source not on the list *(please specify)*

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