



Agent (if applicable):

Student ID Number:

Entered to SMS by:

College of Science Engineering and Management

APPLICATION FORM 2024/25

Section 1: Applicants details		
<i>Applicant's picture</i>	Title:	
	Surname:	
	Forename (s):	
	Date of Birth:	
	Passport Number:	

Email:	
Phone Number:	
Address Line 1:	
Address Line 2:	
Town/ City:	
County/ State:	
Postcode/ Zip Code:	
Country:	
Phone Number:	
Skype ID:	

Emergency Contact Details (to be completed by all applicants)	
Relationship to applicant:	
Full name	
Address:	
Phone number:	
Email:	

Section 2: Your programme choice	
Programme name:	
Study mode:	<input type="checkbox"/> Online <input type="checkbox"/> In Campus
When would you like to start your studies?	

Section 3: Academic qualifications & certifications achieved			
College / University / Awarding body	Qualification/ Certification achieved	Dates attended	Date achieved

Section 4: Criminal convictions: This part of the form must be completed
<p>Do you have any criminal convictions? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you do not tick either the 'Yes' or 'No' box above, we will contact you to get this information and this will delay your application.</p> <p>You must tick 'Yes' if you have a conviction unless it is a motoring offence that you received a fine or three penalty points for or a spent sentence (as defined by the Rehabilitation of Offenders Act 1974). Please be aware that for certain courses, particularly in health, and social care, you must tell us about any criminal conviction(s), including spent sentences and cautions. If you are serving a prison sentence you must tick the 'Yes' box.</p> <p>If you are convicted of a criminal offence after you have enrolled, you must let us know immediately. If you are not sure whether to tell us about a previous conviction you should get more advice from your Citizens Advice Bureau or contact info@csem.online.</p> <p>Having a criminal record will not necessarily prevent you from studying at College but will depend on the nature of the course and the circumstances and background of the offence.</p> <p>If you do not disclose a relevant conviction, then this could result in disciplinary action by the College.</p>

Section 5: Nationality	
Please state your nationality	
In which country do you normally live?	
Do you require a visa to reside and study in the UK?	<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please complete the Section 6)

Section 6: International students only	
What type of visa are you applying for?	<input type="checkbox"/> Student visitor <input type="checkbox"/> Extended student visitor
Have you resided/ visited the UK previously?	<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please provide the dates below)
Have you ever been refused visa(s) to the UK?	<input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please provide copies of the refusal letter (s) with your application)

Is English your first language?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if No, you will require to provide a valid IELTS certificate with a minimum overall score of 6.5)
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Section 7: Work experience		
Organisation name	Position held	From / To

Section 8: Support
<p>At the college, we support students who need additional support with learning difficulties and disabilities. Do you think you may need support? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, please give more details about your learning difficulties or disabilities</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> <p>You do not have to give this information, but it will help us organise support or make any reasonable adjustments.</p>

Section 9: References		
	Referee 1 - Academic	Referee 2 - Professional
Name		
Address		
Email		
Tel		
Capacity in which applicant is known to the referee		

Section 10: Checklist	
<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	Copy of passport
<input type="checkbox"/>	Copies of your qualification certificates (with translations, if applicable)

<input type="checkbox"/>	Copy of your IELTS certificate
<input type="checkbox"/>	Copy of visa refusal letter (if applicable)
<input type="checkbox"/>	Proof of work experience (if required as part of eligibility for a programme)

Section 11: Agent (if applicable)

Agency name:	
Contact name:	
Email:	
Phone number:	

Section 12: Data Protection

Information given on this form is personal data and is therefore subject to the UK Data Protection Act 1998. Your details will be held on our application database and will be used for management and administrative purposes. As part of our admissions process, we will send you information and communications relating to your application and admissions (by email, mobile or post). The information you provide on this form may also be passed to relevant educational and regulatory institutions.

The College of Science Engineering and Management (CSEM) is committed to protecting your personal information. Whenever you provide such information we are legally required to use your information in line with all relevant laws concerning the protection of personal data including the General Data Protection Regulation (GDPR) 2018. CSEM will not sell, license or trade your personal information to any third party.

CSEM would like to contact you in the future about courses training, events, activities and other general information about studying with CSEM. By submitting this form, you agree to receive further communications from CSEM.

Following submission you can opt out of these communications by contacting our marketing & recruitment team at info@CSEM.

If you have any comments, questions, concerns or are not satisfied with how we collect, process and use your information, please contact the Data Protection Officer, the School of Information Risk Management, Ilford Chamber, 11 Chapel Road, Ilford, IG1 2DR, email: dpo@CSEM.ac.uk or call +44 (0) 2070787029.

You also have the right to complain to the Information Commissioner Office (ICO) at <https://ico.org.uk/make-a-complaint/>

For more information about the CSEM privacy notice, including a list of your rights, please see: http://www.csem.online/upload/files/CSEM_PRIVACY_Statement.pdf NOT AVAILABLE YET???

13: Application declaration

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

Date of application:

Signature:

Please send this form to Admissions, email to admissions@CSEM.

Please do not hesitate to contact us if you require any further information or help with completing this form by telephone at 00 or email to info@CSEM.

The School of Information Risk Management is committed to equal opportunities.