

# International Office Application Form



Submit your completed application form to:  
[applications.io@coventry.ac.uk](mailto:applications.io@coventry.ac.uk)

Please read the terms and conditions at the back before completing this form. It is important that you write neatly using **BLOCK CAPITALS** in **black ink** or typescript. **Mandatory fields\*** are required to be completed in order to process your application. **Incomplete application forms submitted without ALL the supporting documents will delay the decision process.** If there are any omissions of key information or any documents submitted in support of your application are found to be fraudulent, the University reserves the right to reject or withdraw the application and offer made.

## 1. Applicant details

Please enter applicant details below, write clearly in CAPITALS. If you are a partner or agent of Coventry University you can enter your details in section 2.

Title* (Mr/Mrs/Miss/Ms etc)	Male/female*
Family name* (as it appears on your passport)	
First name* (as it appears on your passport)	
Date of birth* (dd/mm/yy)	
Home address*	
Country*	Postcode
Home telephone number* (including international code)	
Mobile (including international code)	
Applicant email* (required for offer)	
Country of birth*	
Nationality*	
Country of permanent residence*	
Do you have any criminal convictions?*	
If yes, please give details:                      Yes                      No	

## 2. Recruitment Agent or Academic Partner details

Please complete agent or partner details below. If applying direct please leave blank.

Organisation name	Email
Contact name	Telephone
Address	
Country	Postcode
Counsellor name for contact	

## 3. Funding your studies

Who will be paying for the cost of your studies?

I will be funding it myself with my own money, my family's money or through a private education loan
A Government company or other organisation will be funding it for me. Their details are:
Name of organisation:
Contact name:
Postal address:
Email address:
Telephone number:

#### 4. Details of course(s) for which you wish to apply (in order of preference)

Which campus do you wish to apply to? Coventry University    Coventry University London    CU Coventry  
CU Scarborough

Course title (please state full course title)	Course stage/year	Month/year of entry
1.		
2.		
3.		

We will seek to offer your chosen preference. If you are successful in your first preference you will receive only one offer.

Do you wish to complete a professional placement (sandwich course) as part of your studies?  
For Coventry University Coventry Campus undergraduate courses only (if available on your chosen course)

Yes    No

#### 5. Visa status and previous academic studies

You should list all subjects taken, with results/grades. If you are awaiting the results of any examination or are about to take an examination, write PENDING in the qualification and results achieved column. Continue on a separate sheet if necessary.

**5 (a).** Please complete the table below with full details of all your previous study, overseas and in the UK – NB any study must be detailed even where the course was not completed/student withdrew from study.

Course studied, qualification achieved	Start and completion of course	Name and address of institution	If studied in UK visa type held	Qualification and result achieved

If you previously studied in the UK, please attach a scanned copy of visa and CAS used for study eg Tier 4 student visas.

**5 (b).** Please complete the table below with full details of your English language proficiency.

Course studied, qualification achieved	Start and completion of course	Qualification and result achieved

**5 (c).** Have you ever been issued any **other** type of visa for entry to any country, other than those stated in section 5 (a)?  
Yes    No    If yes, please detail in the table below.

Country	Type of visa	Reason for visit

**5 (d).** Have you ever been refused a visa for any country? Yes    No  
If yes, please detail and attach scanned copy of every page of your visa refusal document.

Country	Type of visa	Date of refusal	Reason for refusal

**5 (e).** Have you ever stayed in the UK, or any other country, after your visa has expired? Yes    No  
If yes, please confirm the visa expiry date and departure date.

#### 6. Work experience

Please give details of work experience, training and employment, not including internships, that you may have completed as part of your studies. Continue on a separate sheet if necessary.

Job title and nature of work/training	Name of organisation	From date (mm/yy)*	To date (mm/yy)*	Full or part-time

At our Coventry campus in the Faculty of Business and Law you are required to provide evidence of a minimum of two years work experience to study on MBA courses and for our MSc courses you need to have a relevant undergraduate background.

## 7. Personal statement and references

All applicants are required to submit a personal statement as part of the application process. On a separate sheet please provide a statement that details your reasons for choosing the course, relevant experience, career plans and any other supporting information. Your statement should be no less than 500 words and should be submitted with your application. **Please note: All applicants are required to provide one academic reference with their application form or shortly after. Referees must comment on your likely ability to follow and succeed in the course. The university cannot obtain these on your behalf.**

## 8. Physical or other disability or medical condition

Do you have a physical or sensory disability that may affect your studies or for which you may require additional support and assistance? If yes, please enter the appropriate code in the box provided Yes  No

Please provide full details of the nature of your disability and any support and facilities required on a separate sheet and submit this with your application.	
<b>A</b> I have a social/communication impairment	<b>F</b> I have a specific learning disability
<b>B</b> I am blind or have a serious visual impairment	<b>G</b> I have physical impairment or mobility issues
<b>C</b> I am deaf or have a serious hearing impairment	<b>H</b> I have a disability, impairment or medical condition that is not listed above
<b>D</b> I have a long standing illness or health condition	<b>I</b> I have two or more impairments and/or disabling medical conditions
<b>E</b> I have a mental health condition	<b>Code</b>

## 9. Declaration

Under the terms of the Data Protection Act 1988 ("Act") and the General Data Protection regulation 2016 I consent to Coventry University Group securely and confidentially processing the personal data provided by me in this application form for the purpose of administering my student application form and I understand the following:

I have the right to make a data subject access request and this includes being provided with a copy of the personal data held by the University for a £10 statutory fee

- Apply to the University for the rectification, withdrawal of consent, blocking, erasure or destruction of inaccurate personal data relating to you.
- Exercise my right to apply for erasure of your personal data from the University Group's electronic and manual systems provided that the University does not have to retain the data for legal reasons
- The University will retain my data for a period of 7 years and then securely delete it unless it is required by Law to retain data.
- For more details concerning these and your other rights please refer to the Information Commissioner's Office website [www.ico.org.uk](http://www.ico.org.uk)
- To protect your personal information, and so that we comply with the legislation, we can only talk or correspond with you or your agent as detailed in section 2 above about your application. You'll need to give us written permission to talk to anyone else.

If you wish to make a data subject access enquiry of the University or you have complaint concerning data protection issues then please contact the Data Protection Officer at **[enquiry.ipu@coventry.ac.uk](mailto:enquiry.ipu@coventry.ac.uk)**.

Questions, comments and requests regarding your personal data should be addressed to **[enquiry.ipu@coventry.ac.uk](mailto:enquiry.ipu@coventry.ac.uk)**

If you consent to the above please tick the box provided:

I confirm that the information given in this application form is correct and accurate .

Signature:

Date:

If your application is rejected because you do not meet the entry requirements for the course you have applied for, we would like to pass your application on to our collaborating institutions, which are (as the case may be) Coventry University, CU Limited, ONCAMPUS Cambridge Education Group, Study Group London or Coventry University London Limited for consideration.

If you are happy for us to do this for you, please tick the box provided.

### NOTE

Coventry University, CU and/or Coventry University London ("the University") will take all reasonable steps to provide the educational service set out in its prospectuses. Should industrial action or other circumstances beyond the control of the University interfere with its ability to provide such a service, the University will take reasonable steps to minimise the resultant disruption but will not be liable for any loss or damage of whatever nature suffered by applicants in such circumstances. Information contained within the prospectuses is to be used as a guide only and, whilst the University makes every effort to check the factual content at the time of publication, such information may be subject to change or variation. The University does not make any warranty about the accuracy of the information contained in the prospectuses in particular whether it is complete, accurate or up to date. The University does not undertake any absolute obligation whatsoever to provide an educational service in the manner specified in its prospectuses or in any other document supplied by the University, nor does it undertake any other obligation in respect of the provision of an educational service that is more onerous than the obligations set out therein. Should you become a student of the University, this notice and the terms and conditions below shall be incorporated into any contract between yourself and the University. Any offer of a place made to you by the University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a condition of your enrolment.

The term 'University' refers to 'Coventry University', 'CU' or 'Coventry University London' as the case maybe and 'you' or 'your' refers to the applicant submitting the application form to the University.

1. Non-EU nationals must enrol by the last date of enrolment recorded on your offer letter to comply with student visa restrictions. The University will refuse admission to anybody who arrives later than this date and will inform the Home Office of students failing to enrol by this date.

2. EU Nationals must enrol within 2 weeks of the start date of your course as indicated on your offer letter as student visa restrictions do not apply. The University reserves the right to refuse admission to anybody who arrives later than this date.

3. Upon enrolment you must agree and abide by University regulations. These are available to view on the Academic Registry pages of the University website and/or upon request. You will also be required to produce original translated (if required) documentary evidence of all prior qualifications and immigration status.

4. The University will use all reasonable endeavours to deliver courses as advertised in the prospectuses, website and by other media. However, in certain circumstances it may be necessary for the University, at short notice, to withdraw certain courses or make variations to the courses offered. Variations or withdrawal may be necessary as a result of lack of demand, lack of key personnel, timetable considerations and change in Government policy, this list is not exhaustive. Where this is necessary the University does not accept liability for any loss of whatever nature caused as a result of such withdrawal and/or variation.

5. Whilst the University makes every effort to ensure that information provided is accurate and up to date at the time of publication, it can accept no responsibility for any errors or omissions of course details and any other information.

6. The University will use the information supplied by you to issue your offer letter and your confirmation of acceptance to study (CAS), which will be used to support your visa application. The University does not accept any responsibility, financial or otherwise, should you not be granted a visa, whether as a result of your letter, CAS or for any other reason. The University cannot guarantee a course change once it has issued you with a CAS.

7. Published tuition and other fees stated are correct at the time of going to press but subject to inflation and other price fluctuations. The University reserves the right to alter fees from the prices stated.

8. Estimated living expenses have been compiled after consultation with international students and are offered only as a guideline to assist students in planning their budget. The costs on which they are based depend on local economic factors that are subject to change as well as an individual's own circumstances and requirements.

9. Non-EU students are required to pay a tuition deposit, as detailed in your offer letter. EU students are required to pay fees upon receipt of invoice (30 days after enrolment). Details of payment options are available on the international pages of the University website and in the arrival information sent to you. You are required to keep to any agreed payment schedule in order to maintain your place at the University. Payment of a deposit by you acts to reserve the offer of your place at the University. It does not constitute acceptance by you of any offer. Acceptance of the offer by you takes place upon completion of enrolment at the University.

10. You must pay your tuition fees by the due date agreed in your payment schedule. If you do not, your access to University facilities such as the library and computing will be blocked. If you still do not pay after this blocking, within a reasonable timeframe set by the University at its sole discretion, you will be excluded from the University, which means that you are no longer a student. This information will be passed onto your sponsors and the Home Office and you may lose your right to occupy University accommodation. You will not be able to return to your studies or receive your award until you have paid all sums due as agreed by the University and subject to compliance with the regulations UK Visas and Immigration regulations.

11. Tuition fees quoted are subject to change in the years following your initial enrolment. Should it be necessary for you to repeat the year or re-sit an exam in a different year, the University reserves the right to apply the rate applicable for new enrolling students in that academic year.

12. Refunds are subject to the terms and conditions within the current academic year. A refund of deposit will be granted where the application for entry clearance is refused. Documentary evidence of refusal will be required. No refund will apply where entry clearance is refused due to the submission of fraudulent documents/deception. Full terms are available to view on the University's website under Academic Registry pages/or upon request and may be subject to changes, variations and updates from time to time.

13. Before commencing your proposed course you are responsible for ensuring that you have sufficient funds or income to cover both tuition fees and living expenses as indicated in your offer letter. The University reserves the right to rescind an offer of a place on a course if it transpires that you enrolled knowing that you had insufficient funds for your proposed course of study and living expenses.

14. If using an agent, you are required to advise us in writing if you wish to change agent during the course of your application.

15. Failure to comply with the University regulations and policies (including but not limited to the University's academic engagement requirements and the policy for monitoring overseas students) may lead to your withdrawal from the University.

16. To the extent permitted by law neither the University or its subsidiaries shall accept any liability for any loss or damage of whatever nature which may be suffered by other parties as a direct or indirect result of your application process.

17. Admission to a course of study, whether undergraduate or postgraduate, requires a minimum overall IELTS score as set out in the Academic Regulations for the year of study. Individual minimum component scores will also be required. The University reserves the right to re-test a student at any point, from the making of an offer to study through to post enrolment and to offer mandatory in-session English language support, if in the reasonable opinion of Coventry University, the student does not meet the IELTS standard, notwithstanding the results specified in an IELTS certificate. Should the student fail to attend all the additional support sessions or in the opinion of the University cannot improve their language skills sufficiently to embark/continue on the course, the University reserves the right to withdraw its offer of study. Any refund of fees will follow the University's stated policy at the time of admission or enrolment.

### 18. Data Protection

Subject to section 9 of the application form I agree that the University will process my personal data for the purpose of administering my application form in the following manner

- Store my contact details on its database in case the University needs to contact me

- Process my personal data in its processing centres outside the EEA in India, Pakistan, Indonesia, Singapore, China and Nigeria.

The UKVI has placed limits on the amount of time that an International student can study in the UK. They have also introduced rules which prevent students from obtaining a further T4 study visa if they are not progressing academically. For these reasons, we need full completion of section 5 of this form, with copies of visas granted or visa refusals attached accordingly.

The information that you give in this form will be shared with government departments including, but not limited to, the Home Office, UK Visas and Immigration, UK Embassies, local authorities and other bodies in connection with visa applications, fraud prevention, and to enable them to carry out their statutory functions.

If the information included in this form is incorrect, it may lead to denial of permission to board an aircraft to the UK, even if a visa has been granted.

### ON RECEIPT OF AN OFFER LETTER

If you have previously studied in the UK prior to joining the University, you must provide details of any study undertaken, including results and copies of visas held. You should also inform us of any courses you have failed or failed to complete for any reason. Failure to disclose this will result in visa refusal or withdrawal of our sponsorship of your study in the UK. Any offer of a place that you may receive is made on the understanding that in accepting it you have read and understood the rules and regulations of the University and by signing this form you are confirming your agreement to them. Any false information provided, misrepresentation or omission in information may lead to the withdrawal of any offer made by the University.

The University reserves the right to amend or withdraw any offer made to you at any time prior to the completion of enrolment for any reason, including but not limited to if the University receives any information that it believes requires a review of the offer to you, or if an offer has been made in error by the University. In the event that the University makes an offer in error it will use reasonable endeavours to make available an alternative offer on a different course, but the University does not guarantee that such an offer will be possible.

The University reserves the right to require you to provide additional information prior to agreeing to provide a CAS, after you have indicated that you intend to wish to study at the University. It is your responsibility to ensure that you provide to the University any information it may require. The University accepts no responsibility should you be unable to enrol on your course of study because you have failed to obtain a CAS from the University in circumstances where you have failed to provide information required by it.

Students who make a visa application in the UK must provide evidence that they have submitted their application 'in time' in order to enrol on a course at the University, i.e. before the expiry of their previous leave. Students who make an application after the expiry of their previous leave will be refused enrolment.