

## Guidance notes for direct application forms

### Introduction

These guidance notes contain important information on how to apply for admission. The notes are intended to help you complete the University's Direct Application form, and to ensure that, once completed, your application can be processed as quickly and efficiently as possible. Before you begin to complete the application form please read the notes carefully.

Applicants are also advised to consult either the postgraduate or undergraduate prospectus or individual programme booklets before completing the application form. Copies of the prospectus can be obtained by visiting the main university website [www.southampton.ac.uk](http://www.southampton.ac.uk) or by calling +44 (0)23 8059 3482.

#### *Who should complete this form?*

Visiting students, exchange students, part-time undergraduates or any other non-standard undergraduate or postgraduate students should complete the Direct Application form.

#### *When should I apply?*

The University accepts applications throughout the year. Early applications are encouraged, especially for popular programmes of study and for those students wishing to apply for University scholarships.

#### *Where should I send my application?*

Please send the applications to the address shown on the application form.

### Completing the application form

The numbers below relate to the numbered sections on the application form. Although some sections may not be relevant to you, please complete the form as fully as possible to avoid unnecessary delays to your application.

#### Section 1

##### Personal details

Please print in capital letters your **title**, your **surname or family name**, and all of your **other forenames**. The name provided should correspond exactly with the name on your degree certificate(s), passport and birth certificate. If this is not the case please ensure that you provide **previous Surname/Family name** details on a separate sheet.

Your **home address** is the address where you usually live. If you are currently living away from your permanent address, please complete the **postal address** section, specifying dates (if known). Please also provide your **email address, telephone number, and mobile phone number**, as this will make communication much faster. If any of your personal details change please us as soon as possible.

##### Fee/Residence status

This information is used to help determine the level of tuition fees you pay (home or overseas). Definitions of the EU and EEA are given at the end of this section.

You are asked to assess which residential category applies to you. Please select the category that best describes you, and put the code in the box provided. The code you choose is provisional. This information will help the University determine your residence status and thus your fee level. The University may request additional information and documentary evidence from you, to arrive at its decision.

### *Residence category definitions*

A You are a UK or EU national, or are the child of a UK or EU national, and have lived in the European Economic Area (EEA) or Switzerland (or both) for three years, but not just for full-time education. If you are a UK national, you may also have lived in the Channel Islands or the Isle of Man (or both) during these three years.

B You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. However, this does not apply if you are exempt from immigration control, for example, as a diplomat or a member of visiting armed forces or an employee of an international organisation or the family of such a person. If this is your situation, your residential category is O.

C You are a refugee, or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in the UK following an application for asylum, and you have lived in the UK, the Channel Islands or the Isle of Man since that status was recognised or granted, or you are such a person's husband, wife or child.

D You are an EEA or Swiss national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife or child), and you have lived in the EEA or Switzerland (or both) for three years, but not just for full-time education.

G You would otherwise meet the criteria of categories A, B, C, or D, but you have been living outside the UK, Channel Islands, Isle of Man, EEA or Switzerland (or more than one of these) because you, your husband or wife, or your parent have been temporarily working outside the area in question.

O Other [none of the above categories apply].

The European Union (EU) includes the following countries: Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark (not including the Faroe Islands and Greenland), Estonia, Finland, France (including the French overseas departments of Guadeloupe, Martinique, French Guyana, Réunion, Saint-Pierre et Miquelon), Germany (including Heligoland), Greece, Hungary, the Republic of Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal (including the Azores and Madeira but not Macao), Romania, Slovakia, Slovenia, Spain (including Ceuta, Melilla, the Balearic Islands and the Canaries), Sweden and the United Kingdom (with Gibraltar).

The European Economic Area (EEA) includes the countries of the EU plus Iceland, Liechtenstein and Norway.

If your category code is 'O', but your citizenship (or that of either of your parents/spouse/civil partner) changes, or you are granted Indefinite Leave to Remain in the UK, please contact Registry Services immediately on: [feesclassification@soton.ac.uk](mailto:feesclassification@soton.ac.uk) or telephone +44 (0) 23 8059 3607. In these circumstances, it is possible that your fee classification may change.

## **Section 2**

### **Proposed modules of study**

Please indicate which modules you are interested in studying.

## **Section 3**

### **Visiting/Exchange students**

Only visiting/exchange students are required to fill in this section.

## **Section 4**

### **Compact scheme**

Please complete this section if your application is being considered under the Compact scheme. If this section applies to you please ensure you provide the name of the participating school or college.

## **Section 5**

### **Additional needs**

We are committed to delivering services and support that will allow every student to fulfil his/her potential in an accessible learning environment. The information you provide in this section helps us identify whether we can make any adaptations to meet your needs. We encourage you to declare any condition you may have, even if you do not require any special arrangements or facilities. Completing this section will not in any way influence the assessment of your academic qualifications. Once an academic assessment of your application has been made, the University's Disability Service may invite you to visit the campus to discuss particular requirements.

## **Section 6**

### **Educational qualifications**

Please use this section to provide details of your pre-Higher Education qualifications. Please note that you should provide the details of your most recent qualification first.

**School/College:** the name of the institution that awarded your qualification.

**Title of Qualification:** the type of award you were awarded e.g. AS Level, A Level, BTEC National Diploma, European Baccalaureate etc.

**Grade/Result:** the grades you attained, and an indication of the system of assessment used e.g. Grade, percentage, Grade Point Average (GPA), etc.

**Date Awarded:** the year and month when you were awarded the qualification

## **Section 7**

### **Higher education**

Please provide details of your Higher Education academic qualifications in this section. Please note that your most recent qualification should be detailed first. Please continue on a separate sheet of paper if necessary.

**Institution:** the name of the institution that awarded your qualification.

**Title of Qualification:** the type of award you were awarded e.g. BA, BSc, MA etc.

**Main subjects studied:** the major academic discipline/s studied, typically as set out in the name of the award, e.g. Chemistry, Economics with French, Electronic Engineering and Management Science.

**Attendance from-to:** your dates of attendance

**GPA/Degree Classification:** the grades which you attained and an indication of the system of assessment used e.g. percentage, Grade Point Average (GPA), Degree Class, etc.

**Language of Instruction:** the language in which the majority of the programme was taught e.g. English, French, Spanish, Chinese, etc.

**Country of Study:** the country in which you studied for the qualification

## **Section 8**

### **Professional or other qualifications**

Please list any **non-academic** qualifications that you hold e.g. Certificate in Marketing (CIM), Chartered Engineer (CEng), and list any professional bodies that you are a member of e.g. Association of Chartered Certified Accountants (ACCA), the Institute of Electrical Engineers (IEE), and the Law Society.

## **Section 9**

### **Details and dates of full-time employment**

Please provide details of any work experience or relevant employment that may strengthen your application. If specific work experience is required as an entry condition for the programme, please provide details here. If further space is required, please continue on a separate sheet, or enclose your *curriculum vitae* with your application.

## **Section 10**

### **English language proficiency**

If your first language is not English, and you do not already hold a degree from a UK University, the University will require you to obtain a satisfactory standard in an approved English Language qualification. This requirement is intended to safeguard your ability to participate and achieve, by ensuring that your language skills are sufficient for the demands of study in the English language.

The University accepts a range of qualifications, such as IELTS, TOEFL, and successful attainment at an appropriate pre-entry English language course offered by the University. A list of acceptable qualifications can be found in the postgraduate and undergraduate prospectus. Usually, only those qualifications attained in the last **3 years** will be accepted as evidence of current language proficiency.

If you have already taken an English language qualification please provide full details in the space provided. Please provide evidence of the qualification certificate with your application. If you enclose a photocopy of your certificate, please note that with the exception of IELTS (where the University can verify attainment with the organisation), any offer of admission will remain conditional until the original documents have been submitted. If you have recently taken an IELTS test, please supply the eighteen-digit test report form number, so that the University can verify your attainment.

## **Section 11**

### **Funding**

Please use this section to state how you intend to finance your studies. Please note that the information you supply in this section **will not** be taken into account when considering whether to offer you a place.

If you are to be financially supported by a sponsor or other person, and the support has already been agreed, please enclose written confirmation with your application.

If you are an international student please note that you will have to demonstrate to the Immigration Officer when you enter the UK that you have sufficient funds to pay for your fees and support yourself throughout your studies.

## **Section 12**

### **Referees**

The University normally requires two **recent** references in support of your application. Referees may provide references directly to the University by email (to the contact details specified at the end of these guidance notes). Alternatively, references may be enclosed with your application. If enclosed with the application, references must be in a sealed envelope.

Your referees should either be people under whose guidance you have recently studied or an employer from whom you have gained relevant work experience.

It is **YOUR** responsibility to contact your referees. As we can not make a decision about your application without your references, we recommend that you send the reference request to your referees as soon as you decide to apply to the University.

### **Section 13**

#### **Personal statement**

Consider carefully the information you give to support your application and the best way to present it effectively. Remember, you must be truthful and accurate in what you write. It is up to you how you write your statement but we suggest you include some or all of the following points.

- Why you have chosen the course(s) that you have listed.
- What interests you about your chosen subject. Include details of what you have read about the subject.
- What career plans you have for when you complete your course.
- Any job, work experience, placement or voluntary work you have done, particularly if it is relevant to your subject. You may want to give the skills and experience you have gained from these activities.
- Any involvement in widening participation schemes such as summer schools or mentoring activities.
- Involvement in master classes or other Gifted and Talented programmes.
- Details of non-accredited skills and achievement which you have gained through activities such as :
  - ASDAN (Award Scheme Development and Accreditation Network) awards, for example, Universities and Challenge award;
  - Diploma of Achievement;
  - Duke of Edinburgh Award;
  - Liverpool Enrichment Programme;
  - Millennium Volunteers Scheme;
  - Young Enterprise
- Your future plans.
- Any subjects you are studying that do not have a formal assessment.
- Any sponsorship or placements you have applied for.
- Your social, sports or leisure interests.

You may want to include information from your progress file, if you have one.

If you are a **mature student**, you should give details of any relevant work experience, paid or unpaid, and information about your current or previous employment.

### **Section 14**

#### **Criminal convictions**

The University has special procedures for handling applicants from people with relevant criminal convictions. It is important that you declare any such convictions. The information that you provide will not affect the academic assessment of your application. However, it will enable us to put in place appropriate mechanisms to ensure that the interests and safety of all members of the University community are safeguarded.

Relevant criminal convictions are only those convictions for offences against the person, whether 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 you should not reveal them (but see the next paragraph below).

If you are applying for study in teaching, health, social work, or other programmes of **study involving work with children or vulnerable adults**, you must tell us about *any* criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. For these courses, you may need an 'enhanced disclosure document' from the Criminal Records Bureau or Scottish Criminal Record Office Disclosure Service. The University will send you the appropriate documents to fill in.

<p><b>Study in teaching, health, social work or other programmes of <i>study involving work with children or vulnerable adults</i></b></p> <p>For these courses, you must enter X in the box if any of the following statements apply to you:</p> <ul style="list-style-type: none"> <li>a. I have a criminal conviction</li> <li>b. I have a spent criminal conviction</li> <li>c. I have a caution (including a verbal caution)</li> <li>d. I have a bind-over order</li> <li>e. I am serving a prison sentence for a criminal conviction.</li> </ul> <p>If statement e. applies to you then you must also give the prison address as your correspondence address and a senior prison officer must support your application. (e.g. as a referee)</p>	<p><b>All other courses</b></p> <p>For these courses, you must enter X in the box if either of the following statements apply to you:</p> <ul style="list-style-type: none"> <li>a. I have a <b>relevant</b> criminal conviction that is not spent</li> <li>b. I am serving a prison sentence for a relevant criminal conviction.(e.g. as a referee)</li> </ul> <p>If statement b. applies then you must also give the prison address as your correspondence address and a senior prison officer must support your application.</p> <p>Convictions that are spent (as defined by the Rehabilitation of offenders Act 1974) are not considered to be relevant and you should not reveal them.</p>
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If you are convicted of a relevant criminal offence after you have applied, you must tell us. We will then ask you for details.

**Section 15**  
**Declaration**

Please read the declaration carefully then sign and date the form, or, if you are returning your application by email, please tick the box and date the form.

*Unsigned or un-ticked applications cannot be processed*

**Section 16**  
**Checklist**

Please ensure that you have read through the checklist and completed all relevant sections of the application form.

**Further information**

**Ethnic origin survey**

Please complete the separate ethnic origin survey form. This information is used by the University to determine our progress over time in meeting our commitment to increasing diversity in our student recruitment and retention. This information is not used when making a decision about whether to offer you a place. The information is kept separate from your application, and is not seen or made known to anyone considering your application.

**Data protection**

As a general principle, information collected about applicants will be stored as a permanent part of the record and used only for the purposes for which it was collected, to enable the University's central and legitimate activities (mainly teaching and research), and to enable the procedures which underpin those activities. These procedures include admitting, enrolling, accommodating and examining students, compiling records and statistics and development of a continuing relationship with the University through the University of Southampton Society) to be undertaken efficiently. The information collected will be no more than is necessary for these purposes.

The University may be called upon to cooperate with the police in crime investigation, and with certain other public authorities and in such circumstances personal data may be released. You should be aware that information about your enrolment, attendance and progress at the University may be passed to the Immigration and Nationality Directorate of the Home Office for purposes connected with immigration.

### **What happens now?**

The School will contact you about the outcome of your application as soon as possible. If you have any questions about the progress of your application, please contact:

Guy Robson,  
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School of Social Sciences  
University of Southampton  
Southampton, SO17 1BJ  
United Kingdom

Telephone +44 (0)23 8059 3562  
Email: [moffstat@socsci.soton.ac.uk](mailto:moffstat@socsci.soton.ac.uk)