

International Application Form



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For office use only

Source:
 Date received:
 Person code:

Personal Details

Course Title

If not accepted for this course, please give an alternative choice.....

MONTH & YEAR of entryLevel of entry.....

Mr Mrs Miss Ms Other

First Name: Surname:
 [as seen on your passport] [as seen on your passport]

Address:

..... Postcode:

Telephone Number: Email:

Nationality: Passport No.:

Date of Birth: Mobile:

Previous Study and Qualification

Please list in chronological order all academic studies completed, whatever the result, plus any studies currently being pursued. Please attach a certified copy of your certificates and transcripts of all grades obtained.

From month		To month		Institution of Study	Location	FT	PT	Qualification (to be) obtained and major subject	Month Year	

YOU MUST INCLUDE CERTIFIED COPIES OF YOUR EXAMINATION CERTIFICATES AND TRANSCRIPTS WITH YOUR COMPLETED APPLICATION FORM

ENGLISH LANGUAGE QUALIFICATIONS

Please include a copy of your proficiency test results.

Type of Test eg. PBSET / IELTS	Date of Test	Result

WORK EXPERIENCE

Please list details of any work experience and attach a CV or summary providing more details.

From month		To month		Name of organisation	Position / Job Title	Type of Work / Duties	FT PT	

Personal Statement in Support of Your Application

Please ensure that you complete this section fully. Include reasons why you want to study at Academy of Oriental Cuisine, the reason for your choice of course and any future career plans. This information will be used by the Admissions Tutor to assess your suitability for the course.

Continued on a separate sheet if necessary.

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DECLARATION. I confirm that the information given on this form is true, complete and accurate and no relevant information has been omitted. I understand that this application or any subsequent Academy place offered may be withdrawn by Academy if in the future the information provided proves to be inaccurate, either intentionally or unintentionally.

Signature of application Date

Educational Reference

- Please enclose 2 educational reference letters with your completed application form. These must be on official headed paper.
- Give details of your referees below
- If you have any relevant work experience, one reference must be from your employer. This must include job titles, duties and dates of employment and must be on official headed paper.

Name of Referee

Position

Address

.....

..... Post code:

Telephone: E-mail:

Name of Referee

Position

Address

.....

..... Post code:

Telephone: E-mail:

Proof of Funds

In order to qualify for an international student place you will need to provide proof of funds. You will need to show that you have the required amount of money for maintenance and funds.

- Personal Bank or building society statement
- Building Society Pass-Book
- Letter from bank or building society confirming funds
- Letter from a regulated financial institution confirming funds.

Disability Information: Academy is fully committed to the implementation of a policy to achieve equal opportunities for all students. In order that we can provide appropriate support for disabled students, it is important that any additional needs are outlined at the time of application.

If you have any special requirements, please give details of any support you may require:

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Return this completed application form to: **Academy of Oriental Cuisine, Administration Office, First Floor, Academy Building, Gower Street, Leeds, West Yorkshire, LS2 7PX**

Remember to include:

- Personal Statement
- English language qualifications
- Educational References
- Photocopies of Examination Certificates and Transcripts (in original language and translated into English)
- Proof of Funds

Please note: incomplete applications will cause unnecessary delays in the processing time.