

Date Received
(entered by the College)



Al-Maktoum College
of Higher Education

APPLICATION FORM

SECTION 1		TYPE OF STUDY	
Please select a course:			
	Introductory Certificate in Arabic Language		
	Certificate in Arabic Language		
	Diploma in Arabic Language		
	Advanced Diploma in Islamic Studies		
	Diploma in Moral Economy & Sustainable Development		
	Executive Diploma in Islamic Finance & Entrepreneurship		
	Professional Diploma in Islamic Banking & Finance		
	HNC in Business		
	HND in Business		
	HNC in Management & leadership		
	Diploma in Management & leadership		
Intended date of entry: (Month/Year) e.g. 09/2021:			
Type of Study: (Part Time / Full Time / Unit Only)			
Intended Source of Funding:			
	Self-funded		
	SAAS		
	Other government loan		
Is Funding Guaranteed?: (Yes/No)			

SECTION 2**PERSONAL DETAILS****Name Details**

Title: (Miss/Ms/Mrs/Mr/Dr)		Other:	
Date of Birth:			
Last Name:			
First Name:			
Middle Name:			
Known As:			
Preferred Name/Known as:			
Email:			
Mobile Phone Number:			
Alternative telephone number:			

Address Details**Contact Address (for correspondence)**

Address Line 1:	
Address Line 2:	
Address Line 3:	
Address Line 4:	
Post Code:	

Permanent Home Address (if different from above)

Address Line 1:	
Address Line 2:	
Address Line 3:	
Address Line 4:	
Post Code:	

SECTION 2 **PERSONAL DETAILS (cont.)**

Residential Status	
Permanent Domicile - Country (if not in UK)	
Country of Birth:	
Nationality:	
Joint Nationality:	
If you are not a permanent resident in the UK, when did you enter the UK?	

SECTION 3 **ENGLISH LANGUAGE PROFICIENCY**

If you wish to request exemption from providing an English Language Certificate, please state your reasons here. (Please refer to Guidance Notes for Applicants before completing this section).

IELTS:	
Other:	
Details of scores:	
Please submit your certificate with your application. If you haven't taken the test yet, please state the anticipated test date:	

SECTION 6**REFEREE DETAILS**

Applicants must provide details of 2 academic references who are familiar with your recent academic work.

If you are a current student, 1 of your references should be from your academic adviser or supervisor.

You should contact your referees directly and ask them to submit a reference directly to admissions@almcollege.ac.uk.

The College is happy to accept hard copies on headed paper or references emailed from an official email address. Please refer to the **Guidance Notes for Applicants**.

	First Referee	Second Referee
Name:		
Occupation/ Relationship to Applicant:		
Address Line 1:		
Address Line 2:		
Address Line 3:		
Address Line 4:		
Postcode:		
Country:		
Telephone (with country & area code):		
Email address (please print carefully):		

Why do you want to study this course? Minimum 100 words:

**Why have you chosen Al-Maktoum College of Higher Education?
Minimum 100 words:**

Why have you chosen to study in Dundee? Minimum 100 words:

**Please provide details of any relevant practical experience.
Minimum 100 words:**

Why should we offer you a place on this course? Minimum 100 words:

**Please provide details of your hobbies and other interests.
Minimum 100 words:**

**Is there any other relevant information you'd like to share?
Minimum 100 words:**

PERSONAL STATEMENT

Minimum 500 words:

SECTION 8**HOW DID YOU HEAR ABOUT THIS PROGRAMME?**
(Please tick one box)

	Al-Maktoum College publications
	SQA Website
	Internet search
	Employer
	British Council
	Your own school
	College visit to your Institution
	Family/Friends
	Open Day
	Social media
	Higher Education Convention or Fair
	Radio advert
	Other:

ADDITIONAL INFORMATION

Additional Support Needs

Al-Maktoum College of Higher Education welcomes applications from students with disabilities or additional support needs.

(Any information you provide will only be used to identify additional support needs).

If you feel you may have a disability, special needs or a medical condition that has not yet been medically diagnosed you should select the disability option and give further details of the circumstances in the free text box underneath.

	No Disability
	You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
	You are blind or have a serious visual impairment uncorrected by glasses
	You are deaf or have a serious hearing impairment
	You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
	You have a mental health condition, such as depression, schizophrenia or anxiety disorder
	You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
	You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
	You have a disability, impairment or medical condition that is not listed above
	You have two or more impairments and/or disabling medical conditions

You have a disability, impairment or medical condition that is not listed above.

You have two or more impairments and/or disabling medical conditions.

If support is required, please give brief details(e.g. wheelchair access, assistive technology, frequent breaks, adjustments to examinations).

Education should be available to everyone, Al-Maktoum College can offer additional support if needed. Please tell us if you are or have been any of the following:

	Young carer
	Care leaver/ Care experienced
	Refugee

Disclosure (Declaration of criminal conviction)

To help us maintain a safe and secure campus, please indicate if you have ever been convicted of a relevant criminal conviction. Only select yes if you have a conviction for offences against the person, whether of a violent or sexual nature, and/or a conviction relating to the unlawful supply of controlled drugs and substances e.g. commercial drug dealing or trafficking. Do not select yes if your conviction is separate to the assessment of your academic suitability. All applications are considered on the basis of academic and/or professional merit, and the declaration of a previous criminal conviction will not automatically exclude you from the application process. However the College may want to consider the application further or ask for more information before making a decision.

Criminal convictions? Yes No

UKVI (UK Visas and Immigration)

Passport Information

The following information may be required by the UKVI or the UK Government and will not form part of the information used to assess your academic suitability.

If you have a passport, please complete this section now. If you do not have a passport, you should apply for one as soon as possible. We will not be able to issue you with documentation to support your UK entry visa application until you provide us with your passport details.

We recommend that you contact the UKVI for further advice about UK entry visas.

I don't have my passport yet

Family name as it appears on passport:

First/given name(s):

Passport number:

Country of issue:

Date of issue:

Date of expiry:

Declaration

Please read the following declaration and indicate whether or not you agree below. We regret that we are unable to process any application unless you accept to be bound by these terms and conditions.

'I certify that the information contained within this application is, to the best of my knowledge, complete and accurate, and that no material information has been omitted.

I give my consent to the processing of my data by the Al-Maktoum College. The information I provide will be held and used for the purposes of: processing my application for study, for future student administration and, where relevant, for assessing my eligibility for funding, and with awarding body. The College may also use my information to maintain or develop its systems and processes.

The College will not transfer my personal data to third parties except: if I have made an application to an awards fund administered by a third party, if I have appointed an agent (official representative) to administer my application, for the purposes of certification or if the College is legally obliged to do so for the prevention and detection of fraud.

The College will not transfer my personal data to anyone in countries outside of the European Union (EU) except: if I am using an agent in a non-EU country, if I am attending a College event/programme outside of the EU or in cases where data evidently has to be sent to recipients in countries outside of the EU (such as referees).' I give my permission for the College to receive, open and copy certificates on my behalf.

You should note that the College can accept no responsibility for providing you with financial support, and that submission of false or misleading information could lead to any offer of study being withdrawn or registration terminated. All information submitted will be processed in accordance with the UK Data Protection Act (1998).

Signature of Applicant:

Date:

SUPPORTING DOCUMENTATION CHECK LIST

I am submitting the following supporting documents:

Insert an 'X' in the relevant boxes below

	Application Form
	*Qualifications/Degree certificate(s)
	*Transcript(s)
	A valid English Language certificate (if applicable)
	Two confidential references

*Denotes that the above documents must be translated into English and authenticated by a Notary Public, or similar authority.

If you do not submit the required documents with your application it cannot be processed.

ADDITIONAL STATISTICAL DATA QUESTIONNAIRE

The information on this page is voluntary. It is required for statistical purposes only and will not be made available to staff considering the application for admission. Please tick the appropriate box.

Male Female Prefer not to say

Marital Status: Married Single

Divorced Other

Ethnicity (Please tick one box)

White:	British		Irish		Irish Traveller	
Black or Black British:	Caribbean		African		Other Black Background	
Asian or Asian British:	Indian		Pakistani		Chinese	
	Arab		Other Asian Background			
Mixed:	White & Black Caribbean		White & Black African		White & Asian	
	Other Mixed Background					
Other Ethnic Background	Other					

**Thank you for completing this form.
It should be returned to Admissions:**

T +44 (0)1382 908 070 E admissions@almcollege.ac.uk