



# Abertay University

## AHEAD PROGRAMME APPLICATION FORM

Please complete using BLOCK CAPITALS

### YOUR PERSONAL DETAILS (SEE NOTE A)

Surname	Title Mr/Mrs/Miss/Ms/Other)
Forenames	
Permanent Home Address	Address for Correspondence (if different)
Postcode	Postcode
Telephone Number	Telephone Number
Email Address	Email Address
Date of Birth	Age on 31 December of intended year of entry
Nationality	
Country of Birth	

### PREVIOUS EDUCATION DETAILS (SEE NOTE B)

Secondary school/college/university attended	Town/City	From		To	
		Month	Year	Month	Year

If you undertook Scottish qualifications (SQA), please provide your Scottish  
Candidate No. (SCN) *(This can be found on your SQA certificates)*

If you previously studied with us, please provide your Student ID number

### YOUR QUALIFICATIONS (SEE NOTE C)

You don't need any formal qualifications for entry to the AHEAD programme, but please tell us about any educational  
qualifications you have, including any subjects studied and the qualification achieved *(Attach a copy of your certificates or results)*

### FUTURE STUDY (See Note D)

If you intend to progress to degree study after the AHEAD programme, please tell us which degree programme  
you are interested in.

Degree title:

### ENGLISH LANGUAGE QUALIFICATION (SEE NOTE E)

Please indicate whether English is

a) Your first language ☐    b) Your main language for education ☐    c) Learnt as a foreign language ☐

If c), please state qualifications gained and attach documentary evidence showing level of proficiency obtained in TOEFL examination/IELTS examination OR equivalent other test of English language skills

**ADDITIONAL INFORMATION – NOT USED FOR SELECTION PURPOSES (SEE NOTE F)**

Please tell us how you heard about the AHEAD programme

Occupational Background

Ethnic Origin

Have you ever been in care?

Yes ☐

No ☐

Do any of your parents have any higher education qualifications such as a degree, diploma or certificate of higher education?

Yes ☐

No ☐

Don't Know ☐

**CRIMINAL CONVICTIONS (SEE NOTE G)**

Do you have any criminal convictions?

Yes ☐

No ☐

**SPECIAL NEEDS OR SUPPORT (SEE NOTE H)**

Do you have a disability / special needs?

Yes ☐

No ☐

If you have a disability, special needs (including dyslexia) or a medical condition, please tick the appropriate box and enclose further details where necessary.

<input type="checkbox"/> Personal care support	<input type="checkbox"/> Other disability
<input type="checkbox"/> Multiple Disabilities	<input type="checkbox"/> Blind / partial sight
<input type="checkbox"/> Wheelchair / mobility	<input type="checkbox"/> Autistic disorder
<input type="checkbox"/> Learning Difficulty	<input type="checkbox"/> Unseen disability eg. Diabetes, epilepsy

Any other special or extra facilities or support you may need at the University?

**PERSONAL STATEMENT (SEE NOTE J)**

Information about yourself helps us assess your skills for the course. The Personal Statement must be completed in writing.

Please use the space below to describe i) Why you are interested in the AHEAD programme ii) What you hope to get out of studying the programme, iii) Any future career plan or aspiration.

*(Please continue on separate sheet if required)*



# Abertay University

## CERTIFICATION

I certify that to the best of my knowledge the information given on this form is true, complete and accurate and no information requested or other material has been omitted and if I am admitted to Abertay University, I undertake to observe the University's regulations. I give my consent to the processing of my data by the University. I accept that, if I do not comply with these requirements, the University shall have the right to cancel my application and I shall have no claim against the University in relation thereto.

Signature of applicant ..... Date .....

## SEND THIS FORM TO

Registry (Admissions)  
Abertay University  
Bell Street, DUNDEE DD1 1HG, Scotland, UK  
Email: [admissions@abertay.ac.uk](mailto:admissions@abertay.ac.uk)

**Remember to include photocopies of your qualifications.**

## HOW TO COMPLETE THE AHEAD APPLICATION FORM

If you are completing this form in handwriting, please use BLOCK CAPITALS throughout. This will help to ensure that we record your details correctly.

### NOTE A – YOUR PERSONAL DETAILS

**Surname:** Please make sure you tell us your SURNAME (also known as FAMILY NAME) and your GIVEN NAMES. The University uses your Surname to address all your correspondence and, if your application is successful, it is the name used in our student records system. **Example** – My name is Julie McEwan. McEWAN is my SURNAME/FAMILY NAME and JULIE is my GIVEN NAME

**Date of Birth:** Please enter your date of birth in the format DD/MM/YYYY eg 12/07/1982

**Address:** Once you have sent in your form you must tell us if either your Permanent Home Address or your Address for Correspondence change. Letters will be sent to whichever address you have nominated as your CORRESPONDENCE address.

### NOTE B – PREVIOUS EDUCATION DETAILS

Please tell us about your previous education history including the secondary or high school, as well as any college or university you have attended.

### NOTE C – YOUR QUALIFICATIONS

We need to know about your education history. Please list the full title of each Secondary School you attended (eg. Dundee High School, Beijing No.1 Senior Middle School, Cambridge Academy, Rathaus Gymnasium etc) the dates when you attended them, the subjects you studied and to what level and the grade or qualification you achieved. Attach a copy of your High School Leaving Certificate or equivalent.

### NOTE D – FUTURE STUDY

If you are thinking about using the AHEAD programme to access a degree with us, please tell us the name of the degree you would like to progress to.

### NOTE E – ENGLISH LANGUAGE QUALIFICATIONS

If English is not your first language, please tell us about any English language qualifications you hold.

### NOTE F – ADDITIONAL INFORMATION

We use this information to monitor applications and equal opportunities, it is not used for selection purposes.

- Occupational Background** – If you are under 21 please give the occupation of your parent, step-parent or guardian who earns the most. If he or she is retired or unemployed please give their most recent occupation. If you are 21 or over please give your own occupation.
- Ethnic Background** – Please give the code, from the table below, which most closely describes your ethnic origin.

Ethnic Origin Codes							
White	10	Black or British African	22	Chinese	34	Other mixed background	49
White Scottish	13	Other Black background	29	Other Asian Background	39	Arab	50
Gypsy or Traveller	15	Asian or Asian British – Indian	31	Mixed – White & Black Caribbean	41	Other ethnic background	80
Other White background	19	Asian or Asian British – Pakistani	32	Mixed – White & Black African	42	Information refused	98
Black or British Caribbean	21	Asian or Asian British – Bangladeshi	33	Mixed – White & Asian	43		

- Please note that the questions on care and parental previous study are optional. This information is not used for selection purposes

### NOTE I – CRIMINAL CONVICTIONS

You must tick either 'Yes' or 'No' box in order for us to process your application. If you have been arrested by the police and convicted of a crime, you must tick the 'yes' box. For certain degree courses this may affect whether or not you are accepted on to the course.

### NOTE J – SPECIAL NEEDS OR SUPPORT

The University is keen to provide appropriate support where possible. Please indicate whether you have any disability, medical condition, or special needs (including dyslexia) which may affect your studies and explain what extra facilities or support you might need at University.

#### **NOTE K – PERSONAL STATEMENT**

The personal statement is an important part of the application and should be completed clearly IN YOUR OWN HANDWRITING. You can continue your statement on an additional sheet if you wish.

This is your chance to tell us why you are interested in the AHEAD programme, and what you hope to get out of the experience. We are also interested to hear about your future degree or career aspirations.

We use this information to help us to support you with your future education choices with us and to ensure you are prepared to study the AHEAD programme.