

**Welingkar- Northumbria University, UK**  
**Application form for International Bachelors Degree**

Personal Reference No:  
For Office use:

**Notes for Guidance :-**

Thank you for your interest in Welingkar-Northumbria Undergraduate program. These notes are designed to help you prepare your application for admission to the Bachelors degree program. It is important to include all relevant details and documents to avoid unnecessary delay in processing your application.

**Completing the form-Important points.**

- The student must complete the application form himself/herself **in English**
- It is extremely important to fill the form in **block letters** neatly using **black ink**.
- Attach **2 Xerox copies** of the completed form along with the original form.
- The application must be **signed by the student**.
- If a student is assisted in completing the form, the person who helped also should sign the form clearly indicating the name and his relationship to the student.
- All the sections of the form should be filled clearly and with required supporting documents to avoid delay and rejection of application.

**Section-1**

1. **Name**- Name should be entered exactly as stated in your passport for visa purpose
2. **Home address**- Permanent Residence Address as entered in Passport.
3. **Correspondence Address**- This is the Current Residence address or where the correspondence to which the offer letter to be sent.
4. **Disabilities, Special Needs or medical conditions**-If you have any disability or a medical condition please clearly mention with details and name of the Doctor you are patient to. Please indicate contact information incase of an emergency.

## **Section-2 Criminal Convictions**

This section must be completed and University asks all applicants to declare whether they have a criminal conviction. You may require to provide more detailed information of any declared criminal convictions before an offer of a place is confirmed.

## **Section 3**

List the course you are applying for.

## **Section 4 English Language Proficiency**

If English was the language of instruction in your academic studies, please give full details of the number of years you have studied in English and in which Institution.

Where an IELTS/TOEFL result is not available, give details of any local English Language test taken. A copy of your certificate should be attached.

## **Section 5 Qualifications, Current studies & training**

- School leaving certificate- Std X, Std XII
- Technical School Certificate
- College Diploma

All relevant documents must be attached to support the information given in your application. The most important documents are:

- Academic certificates/diplomas
- Transcript of results in each subject
- English language test results (either IELTS/TOEFL or a school/college test)
- Resume/ summary of work experience ( work experience will be an advantage but not compulsory)
- Two references

## **Section 6 Employment details**

Provide a summary of current and previous work on the form and attach a resume/summary describing in more detail the nature of the work undertaken, positions held and responsibilities.

## **Section 7 Reasons for Applying**

It is important that you give your reasons for applying as this is your chance to make an impression on the admissions tutor and to explain your reasons for choosing the course. The statement should cover most of the following points:

1. Why you are interested in this subject area- e.g. family background, favorite subjects in School/college/university
2. why do you think it is a good idea to study in England than in your own country.

3. how do you think your previous studies or work experience are suitable for the course
4. what arrangements you are making to improve your English if you do not meet our English Language requirements
5. how the course will help you with your future career, either internationally or in your own country

### **Section 9 References**

Provide names and contact details of two referees. Your referees should be somebody who has taught you or known to you in a professional capacity. Family or friends or agents cannot be given as referees. Attach actual references.

### **Section 10 Declaration/Signature**

You must sign the form yourself. If you are helped to complete your application form, the person who assisted you should also sign the application.

#### **Further notes:**

#### **Application checklist**

##### **The application form**

- I have completed all sections of the form
- I have signed the form

#### **Documents attached**

- Copies of academic certificates
- Transcripts of results in each subject
- A resume/summary of work experience
- English language examination results
- 2 references- at least one should be academic reference

#### **Contact details:**

Global alliance office

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