

## Guidance notes for HE applications

Should you have any issues submitting your application form please contact [ucadmin@highlands.ac.uk](mailto:ucadmin@highlands.ac.uk)

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## Guidance Notes for HE Applications

These notes should provide you with all the guidance you need to fill in your HE application to University College Jersey (UCJ); however, should you have any outstanding queries or require further assistance please contact UCJ on 01534 608608 or email [ucadmin@highlands.ac.uk](mailto:ucadmin@highlands.ac.uk)

In addition to your completed online application, you will also need to submit **Form REQ1** which outlines your employment and / or educational history, qualifications obtained and the contact details of your two referees. (This form can be found on the same page as the online application form.)

With regards to your referees, please ensure that you have contacted them prior to submitting your online application and that they have agreed to provide your references. If you have any pending qualifications, please also ask them to comment on your predicted grades (if possible).

Any questions that show a \* are mandatory fields and cannot be left blank. If you are unable to provide the requested information, please contact UCJ on 01534 608608 or email [ucadmin@highlands.ac.uk](mailto:ucadmin@highlands.ac.uk)

Which course are you applying for \*

Please select the course / courses you are applying for from the drop-down list.

Course descriptions are available on the website

Title \*

Please select your title from the drop-down list

Gender

Please indicate your gender from the drop-down list. Click on an entry in the list to enter it into the field.

Preferred first name

If you have a different name you would rather be known by please enter it in this field. For example, your proper name is Andrew, but you are known as Andy.

Previous surname at 16th birthday

If you have changed your name since your 16th birthday, enter your previous surname or family name. If not, please leave this section blank. This will help us when checking your educational records.

Address 1 \*

This is the address where the college will send any communications to you.

Address 2 \*

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## Post code \*

Please insert your postcode.

## Parish \*

Please select the Parish in which you currently live from the drop-down list

## Email address \*

Please ensure you use a private email account so that you can maintain access and it is recommended that you do not use a shared account.

We need your email address so that, once we process your application, we can send emails alerting you to changes in the status of your application, including decisions made by UCJ.

## Verifying your email address

Your email address needs to be verified before you send your application to us. Please ensure that you check your junk or spam folder in case a response from the college is moved there.

Please re-enter your email address exactly as it was entered in the 'email address' field and check the details carefully.

Confirm Email

## Date of birth \*

Please select your date of birth exactly as it is stated on official documents, such as your passport, birth certificate or driving licence.

## Nationality \*

Please choose the appropriate nationality from the drop-down list. Your nationality should be stated in your passport and should not be confused with your ethnic origin.

## Residential status \*

Please select your residential status as advised by the social security department.

## Years resident in Jersey \*

How many years have you resided in Jersey continuously prior to 30<sup>th</sup> June 2020? You may not be eligible for financial assistance unless you have been resident in Jersey for 5 years prior to beginning your studies on your chosen course. **Off-Island Applicants** – Please note that, if you are not currently resident in Jersey, you should contact UCJ to determine whether you are eligible to study with us. Your entitlement to receive funding will be determined by your residential status.

## Criminal convictions \*

You must tick 'Yes' if you have a conviction unless it is a spent sentence as defined by the Rehabilitation of Offenders (Jersey) Law 2001. Please be aware that, for the BA (Hons) Social Work (Jersey), the BA (Hons) Childhood Studies and FdA Childhood Studies courses, you must tell us about ANY criminal conviction(s), including spent sentences and cautions. If you are successful in your application, you will be asked to provide further information about these matters as part of the admissions process. If you are convicted of a criminal offence after you have enrolled on a course or have a court case pending, you MUST inform us immediately. If you are unsure about what information to disclose to us, you should seek advice from the Citizens Advice Bureau or from Student Life at Highlands College.

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## Local emergency contact

Please add who should be contacted locally in case of an emergency.

## Local emergency contact number

Please include your local contact emergency phone number.

## Disability / special needs \*

If you have a disability, special needs (including dyslexia or another specific learning difficulty) or a medical condition, please select the most appropriate option from the list.

## Disability - additional information

If you feel you may have a disability, special needs or a medical condition that has not yet been medically diagnosed, you should give further details of the circumstances here.

Please note that this information is not used to assess your suitability for your chosen course but will be used to consider what support you might require, should you begin a programme of study with us. Any student with additional support needs, will be asked to complete Forms DSA1 and DSA2 with Student Finance at the earliest opportunity.

## Is English your first language \*

Please let us know if English is your first language as it may require further examination results.

## Test of English as a foreign language (TOEFL) number required

## International English language testing system (IELTS) TRF number

For international applicants, an IELTS qualification with a score of 7.0 overall must be achieved, including at least 6.5 in each component. IELTS scores are valid for two years from the test date. The score must be valid at the start of the course.

## What is your ethnic group \*

Please select from the drop-down list the category which most closely describes your ethnic origin. If you do not wish to provide this information, please select I prefer not to say.

## What is your religion or belief

If your religion or belief is not included in the list, select **Any other religion or belief**.  
If you have no religion or belief select **No religion or belief**.  
If you do not wish to provide the information, please select **I prefer not to say**.

## What is your sexual orientation

If your sexual orientation is not included in the list, select **Other**.  
If you do not wish to provide the information, please select **I prefer not to say**.

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## Do you identify as transgender

If you identify as transgender, select **Yes**.

If you do not identify as transgender, select **No**

If you do not wish to provide the information, please select **I prefer not to say**.

## English GCSE \*

Applicants must hold a GCSE in English and Maths at Grade C / 4 or above (or an equivalent qualification) to study

Grade C/4 or above (or equivalent)

## Maths GCSE \*

Applicants must hold a GCSE in Maths and English at Grade C / 4 or above (or an equivalent qualification) to study

Grade C/4 or above (or equivalent)

## Personal statement \*

Please tell us your reasons for applying for this course / these courses and how you think they will help you with your future plans.

## Date unavailable (From)

Please state any dates from when you are unavailable for interview.

## Date unavailable (to)

Please state any dates to when you are unavailable for interview.

## Attach your REQ1 form here \*

Please attach any necessary files here that are required as part of your submission. Only PDF formatted documents will be accepted.

## Declaration \*

Yes

Please tick to confirm the completeness and accuracy of the information given in your application. If you do not provide this confirmation, we will be unable to process your application further. You will be required to provide documentary evidence of your identity, qualifications and any other relevant information at enrolment before being

permitted to begin your course.

## References, experience and qualifications REQ1 form

### Referees

Please ensure that you have contacted your referees prior to submitting your application and that they have agreed to provide your references. If you have any pending qualifications, please also ask them to comment on your predicted grades (if possible). We will contact the referees once your application is being processed.

**Employment details** Tell us about your work experience that you believe makes you a suitable candidate for your chosen course(s).

### Qualifications

Please list all secondary, FE or HE institutions that you have studied at. Include all exam qualifications that you have received or are pending.