

# APPLICATION FOR ADMISSION

Please complete all fields using **BLACK** ink and **BLOCK** characters. Please send your completed application form together with two passport sized photos to:

Student Registration Services  
British Institute of Technology & E-commerce

Incomplete application forms will delay your admission process.

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## **Programme of study**

Programme title:

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Proposed date of commencement (mm/yyyy):

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Mode of attendance:      Full time / Part time / Flexi time / Distance Learning

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## **Personal information**

Surname/family name:

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First name:

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Title:      Mr / Mrs / Ms

Date of Birth (dd/mm/yyyy):

Sex:      Male / Female

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Permanent address:

Correspondence address (if different):

Postcode:

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Postcode:

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Daytime telephone:

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Evening telephone:

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Mobile:

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Fax:

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Email:

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Nationality:

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Country of permanent residence:

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If holder of a UK entry visa, please state conditions of entry:

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Date of arrival into the UK (dd/mm/yyyy):

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### **Education and qualifications**

#### **Higher Education** (Degree held or currently being undertaken)

Date awarded	Institution	Subject	Grade

#### **Further Education** (eg A Levels, GNVQs, NVQs etc)

Date awarded	School or College	Subject	Grade

#### **Professional Qualifications**

Title: \_\_\_\_\_ Date awarded (mm/yyyy): \_\_\_\_\_

### **Employment/Experience**

Please give details of previous employment and work experience. List in chronological order, most recent first:

From/To	Name and address of employer	Title of position and nature of duties

### **Declaration**

I certify that the information given above is correct and hereby undertake, if admitted as a student of the British Institute of Technology & E-commerce, to observe and comply with all terms and conditions of the Institute. Information on terms and conditions is available at: [www.bite.ac.uk/tandc.php](http://www.bite.ac.uk/tandc.php)

I agree that the information given on this form may be processed by the Institute in accordance with the Data Protection Act 1998 for the purpose of the application and selection process and any subsequent admissions process. The data given is also subject to the Freedom of Information Act 2000. I consent to the storage of this and additional information obtained from myself and other persons in manual and computerised files.

Date (dd/mm/yyyy): \_\_\_\_\_

Signature: \_\_\_\_\_

## **References**

### **To the applicant:**

Please forward this reference form to your referee. Upon receipt of the completed, sealed references please forward them on to the relevant admissions office in a clearly marked envelope.

### **To the referee:**

The named person on the form has applied to be admitted to a programme at the British Institute of Technology & E-commerce, London and has given your name as a referee. We would be most grateful if you would provide us with a reference on the applicant's academic and general ability to undertake the proposed Programme of study named above. Please complete the questions on this form or attach a written statement of reference on letter headed paper. Your reply will be treated in confidence by the Institute.

1. How long have you known the applicant and in what capacity?
2. What do you consider to be the applicant's main strengths and weaknesses?
3. Bearing in mind the specialism chosen, what is your opinion of the applicant's suitability for this programme?
4. Is there any information which you feel is relevant? (e.g. expected examination results, if appropriate) Please continue on a separate sheet if necessary.
5. Please rate the applicant with respect to the following categories:

	Outstanding	Above average	Average	Below average
Academic potential				
Analytical ability				
Originality				
Oral communication				
Written communication				
Diligence				
Overall rating				

Name and position:

Address:

Tel/Fax:

Email:

Referee's signature:

Date:

Institution or employer stamp:  
(Please provide a compliment slip if unavailable)