



Institute of Higher Education Excellence

INtel College

Regional Centre for the
University of Sunderland, UK



University of
Sunderland

University of Sunderland Programmes Application Form

Time to change your life

Name _____

Programme:

- BA (Hons) Business Management
- BA (Hons) Accounting and Financial Management
- BSc (Hons) Applied Business Computing
- BSc (Hons) Computer Systems Engineering
- MBA - Master of Business Administration
- Other: _____

For more information, contact us on:

INtel College

P. O. Box 48620-00100 GPO, Nairobi, Kenya

Tel: (254) - 020 - 4182646 Fax: (254) - 020 - 4183500

Mobile: 254-724 256831 / 254-733 414243

Email: admin@inteluni.ac.ke

www.inteluni.ac.ke

Office Use Only

Application Number: _____ Course Code: _____
 Offer: _____
 Conditions: _____
 University of Sunderland Centre Leader Signature: _____ Date: _____

Please read the Notes for Applicants overleaf before completing this form. Write neatly using black ink or typescript.

1. Which programme are you applying for?

Programme Title: (Also write on the front of this form) _____
 Start Date: Month: _____ Year: _____

2. Your personal details

Family Name / Surname: (BLOCK CAPITALS) _____ Forename _____
 Title: Mr. Mrs. Ms. Gender: Male Female Date of Birth _____

Home Address _____ Work Address: _____
 P. O. Box: _____ Company Name: _____
 City: _____ Title: _____
 PostCode: _____ P. O. Box: _____
 Country: _____ City: _____
 Tel Home: _____ PostCode: _____
 Tel Mobile: _____ Tel: _____
 Email _____ Email _____
 Country of Birth: _____ Country of Residence: _____ Nationality: _____

3. Sponsor Details

Name: _____ Relationship: _____
 Contact Work Tel No: _____ Mobile: _____
 P. O. Box: _____ City: _____ Postcode: _____ Country: _____
 Email: _____ Place of Work _____

4. Your education and training (see section 3 of Notes for Applicants)

English language

All applicants are required to be educated to a minimum of KCSE or GCSE Grade C or above. International comparisons include IELTS/TOEFL/IGCSE. Please ensure you enclose certified copies of certificates.

Test: (GCSE, IETS, etc)	Date of Test:	Results:
	Month: _____ Year: _____	

Examinations/Qualifications. (chronological order) (Continue on a separate sheet if necessary) course, examination and qualifications completed and those still waiting for results.

From Month/Year	To Month/Year	Qualification (For example GCSE, BTEC, Degree, International Baccalaureate)	Subject / Title	Institution (Place of study)	Result and grade

Educational Establishments Please provide the names of the last two educational establishments attended	Dates	
	From	To

Your Employment background / work experience				
Job Title	Main Responsibilities	Full / Part - time	From Month/Year	To Month/Year

6. PERSONAL STATEMENT (See section 6 of Notes for Applicants)
 (Please give reasons for choosing the Programme and any additional information that may be relevant to your application. Continue on a separate sheet if necessary)

7. References
 You are required to provide two references if applicable. One academic (for example teacher/college lecturer) and one professional (for example employer). References from family members or friends are not acceptable. The references should be sent together with the application form. Please note that mature / work-based applicants need only provide a professional reference.

8. Fees
 Payment of Fees: Who is expected to pay your fees? Yourself Family Member Sponsor Employer
 Other (Please state) _____

9. Disability (See section 9 of Notes for Applicants)
 Please enter the appropriate code in the box provided. (PLEASE NOTE YOU MUST COMPLETE THIS SECTION)

10. Declaration (see section 10 of Notes for Applicants)
 I confirm that, to the best of my knowledge, the information given in this form is correct and complete. The University is registered under the Data Protection Act 1998 and information given on this form will only be used in accordance with the terms of the University's registration

Applicant's signature: _____ Date: _____

Please return this form to: INtel College, University of Sunderland Regional Centre
 P. O. Box 4820-00100 Nairobi. Tel: 4182646 Email: admin@inteluni.ac.ke.

How did you hear about University of Sunderland Programmes at INtel College?

Notes for Applicants

- Use this form to apply for any Programme of the University of Sunderland that run at INtel College, Nairobi
- The completion of the form is a means of conveying information about yourself, your potential, and your motivation
- Before you start to complete it, read it through
- Complete in block capitals, Continue on additional sheet if necessary and attach it to your completed form.

Section 3: Your Education and Training

Note: This is a very important section and it is important that you do not overlook anything relating to your study background. 'Qualification' includes not only O and A levels and GCSEs, HNDs and Foundation Degrees and Degrees. They also include Access courses at Colleges of Further Education, Open University credits, international qualifications and any vocational and in-service achievements. If you have any doubt about the relevance of a qualification, include it. Include all courses whether passed or failed. If the latter, indicate the elements you did pass (if any). Admissions tutors have the discretion to waive 'normal' entry requirements if they are satisfied with your potential and motivation.

Section 6 Personal Statement

The nature and variety of your personal interests may give some idea to the admissions tutor as to your motivation and the suitability of the programme for you. You may, for example, have considerable personal experience in voluntarily work or concentrate your reading in some relevant specialist area. You will also, presumably, have considered at some length why you wish to do this programme and how it will be of value to you in terms of personal or career development. Please include any such information. If you have visited the university or already spoken to a member of staff about the programme you are applying for, please detail.

Section 9 Disability

Physical or other disability or medical condition including any which might necessitate special arrangements or facilities.

Disabilities / support required:

1. You do not have a disability or are you aware of any associated additional support requirements in study or accommodation.
2. You have a specific learning difficulty e.g. Dyslexia.
3. You are blind / partially sighted.
4. You are deaf / have a hearing impairment.
5. You are a wheel chair user / have mobility difficulties.
6. You have autistic spectrum disorder or asperger syndrome
7. You have mental health difficulties
8. You have unseen disability e.g. Diabetes, epilepsy, asthma.

9. You have two or more of the above disabilities / special needs.

10. You have a disability not listed above.

If you have any disability or medical condition which may mean that you need special arrangements for your studies, please contact our disability support team (Tel: 0191 515 2933), before completing the application form to ensure that the facilities you need will be available.

Section 10 Declaration

Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the university and by signing this form you are confirming your agreement to this. By signing this form you are saying that the information you have provided is accurate and complete. Any offer of a place you may receive is made on the understanding that, in accepting it, you agree to abide by the rules and regulations of the institution.

The university reserves the right to disclose information given in your application form to outside agencies, e.g. Police, Home Office, Local Authorities, Examining Boards, Department of Social Security, and the Student Loans Company. If the university has reason to believe that you or any other person has omitted any mandatory information requested in the instructions or the application form, has made any misinterpretation or given false information, the institution will take whatever steps it considers necessary to establish whether the information given in your application is correct. The institution reserves the right at any time to request that you, your referee or your employer provide further information relating to any part of your application form, e.g. Proof of identification, status, academic qualifications or employment history. If such information is not provided within the time limit set or if that information is not satisfactory, the institution reserves the right to cancel your application.

DATA PROTECTION ACT, 1998

The University will need to create and maintain computer and paper records relating to the personal data of its students, both during their programme of study and after leaving university. This information may include sensitive personal data. All such data will be held and used by the university in compliance with the protection principles laid down by the Data Protection Act, 1998, and in accordance with the university's registration / notification recorded with the Information Commissioner. This data is required for academic and administrative purposes connected with the students' studies and career at the university; it may be used in order to fulfil the university's obligation to return data to the government and its funding and other agencies, such as the Higher Education Statistics Agency, and to bodies such as Student Loans Company, local education authorities in connection with grant, loan and other bursary administration, or in order to provide references to employers and other organizations, or to confirm the validity of qualifications awarded by university; it should also be noted that in accordance with tradition, in many cases examination results are published openly within this university. By applying to enrol on a course of study with the university, student's consent to the processing of personal data in the way described above and also in terms of the right to privacy under the Human Rights Act, 1998. Students who wish to see copies of their personal data held by the university should apply in writing to the university's data protection officer. There is a small statutory charge for this service.