



WELCOME

We are delighted that you are thinking about studying at the University of the Highlands and Islands (UHI). The university operates a fair and open admissions system committed to equality of opportunity and non-discrimination. We consider all applications on merit and on the basis of ability to achieve, without discrimination on grounds of gender, age, disability, ethnicity and socio-economic background. We welcome applications from all prospective students and aim to provide appropriate and efficient services to students with disabilities.

HOW TO APPLY

Please refer to the university's prospectus for information on available courses before applying, or search our full course database online: www.uhi.ac.uk/courses. Please note that there is a 'Filter by' search facility (found on the left-hand side of this webpage) to check what courses are available for online study from your own country, or those which are suitable for study on campus with Tier 4 visa sponsorship.

Once you have found a course that you want to study and are ready to apply you can complete this application form or do an online application by selecting the 'Apply' tab on your chosen course's web page. More information on how to apply online is given in: www.uhi.ac.uk/apply.

The university has 13 different campuses and you can find out more information about their locations in www.uhi.ac.uk/campuses. You will also find information on what campuses are available for each course in the 'Study' Mode' tab.

APPLICATION PROCESS

Please tick the appropriate box below:

Applying directly

**Applying through a university
approved representative**

We work with approved representatives around the world who can support you on the application process. More information can be found in: www.uhi.ac.uk/en/studying-at-uhi/international/country-specific-information/. If you are using a university approved representative to make your application please provide us with their details in the 'Address' section of the form and note that all correspondence will be sent to their address.

WHAT TO INCLUDE TO SUPPORT YOUR APPLICATION

Please check that you have included the following with your application:

- Your personal statement on a separate sheet of paper
- A copy of your official certificates and transcripts. If any of these documents are not in English then they must be translated and certified by a professional translator
- A copy of your English language certificate, if English is not your first language
- A copy of the personal details page of your passport

WHAT NEXT?

To gain a place at the University of the Highlands and Islands you will need to meet the entry requirements of your chosen course. If your application is successful, you will receive either a conditional or an unconditional official offer letter

- An unconditional offer: You have met our academic entry requirements and we are happy to offer you a place, but please note that additional non-academic conditions will apply. Conditions commonly include paying your tuition fees, meeting immigration requirements, and for some courses passing a criminal records check
- A conditional offer: You have not yet met our entry requirements so conditions may be based on achieving required academic entry criteria (for example passing your current qualifications with certain marks), you will also need to meet additional non-academic conditions as above, before we can offer you a place

FURTHER HELP AND INFORMATION

For further information on courses, or to get this application in an alternative format, such as large print or braille, contact the university's course information line: **+44 (0) 1463 279190** or email: info@uhi.ac.uk

Information gathered in the following sections is not used in the selection process but is required for statistical purposes.

ETHNIC ORIGIN

Please put a cross in the box that best describes your ethnic origin:

White:

- 13 Scottish
- 17 English
- 18 Welsh
- 12 Irish
- 19 Other

Asian:

- 31 Indian
- 32 Pakistani
- 33 Bangladeshi
- 34 Chinese
- 39 Other

Black:

- 21 Caribbean
- 22 African
- 29 Other

Mixed:

- 41 White and Black Caribbean
- 42 White and Black African
- 43 White and Asian
- 49 Other

- 80 Any other background
- 98 Information refused

SOURCE OF INFORMATION

What were the two most important sources of information in your decision to apply to the University of the Highlands and Islands? *(Please put a cross in the two boxes that apply)*

- FT College prospectus
- UHIP UHI prospectus
- ULF UHI course leaflet
- WEB College website
- UWEB UHI website

- INT Other website
- RA Radio
- TV TV advertisement
- UTV UHI TV advertisement
- NE Press advert/article

- LIB Library
- LF Leaflet through door
- CSS College student services
- CA Careers office
- CE Careers convention

- OD Visit to college/open day
- SL School
- LC Learning centre
- EM Employer
- FF Friends/family

Other source not on the list *(please specify)*

FOR OFFICE USE ONLY

Applicant ID number

Course code

Date received

COURSE DETAILS

Year of entry
(e.g. 2020)

Month of entry
(e.g. September)

University campus you are applying to

Title of the course you are applying for <i>(If you wish to be considered for more than one course, you can give details for up to three courses in order of priority)</i>	Course code <i>(if known)</i>	Year of course <i>(1st, 2nd, 3rd, 4th)</i>	Mode of study <i>(see codes below)</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Mode of study: Full-time (FT), Part-time (PT), Distance Learning (DL), Evening (EW)

PERSONAL DETAILS

Title
(e.g. Mr/Mrs/Miss/Ms/Dr etc)

Gender
(m/f/other)

Date of birth
(dd/mm/yy)

First names

Family name/surname Previous surname (if any)

Telephone number
(include country code) Mobile number

Personal email Skype ID

Nationality Dual Nationality

Country of birth Country of permanent residence

Have you ever been a student at any of the colleges that form part of the University of the Highlands and Islands partnership Yes No

Last course studied

ADDRESS

*Note: * We will use their address for correspondence*

1. Address in home country

Home address:

Country: Postcode/zip code:

2. Address in the UK *(if applicable)*

UK address:

Country: Postcode/zip code:

3. Address of university approved representative *(if applicable)**

Name of agent/institution:

Contact person:

Agency address:

Country: Postcode/zip code:

Agency telephone number: Agency email:

PASSPORT, VISA AND PREVIOUS UK STUDIES DECLARATION

(This section must be completed. If not, this may result in a delay in your application)

Passport number Expiry date Country of issue

EU national ID card number (if applicable)

Have you ever been refused a visa for any country, including the UK, in the last 10 years? Yes No
(If yes, please provide full details and attach a copy of your visa refusal documents)

Have you previously studied in the UK? Yes No
(If YES then complete the table below. If NO then answer the question below the table)

Month/year From	Month/year To	Name of University/College	Qualification achieved
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you had a Tier 4 visa?* Yes No Have you ever visited the UK before?* Yes No

If you answered YES to the questions marked * above, please give information on the visa type(s) and provide copy/ies of this with your application:

Please tick here to confirm that you give your consent to the University to check directly, if necessary, on your immigration history and/or current immigration status with UK Visas and Immigration (UKVI)

FEE STATUS

Will you have been resident in the UK/European Economic Area for three years immediately before the start date of your course? Yes No

Date of first entry to the UK (dd/mm/yy) Number of years resident in other European Economic Area (Please note that evidence may be required to support residency for fee status)

For fee status, do you consider yourself a: Home/EU/EEA student International Student

How do you expect your fee to be paid? (please tick one of the following) Self SAAS/other Govt. agency Scholarship
Employer Don't know

ENGLISH LANGUAGE QUALIFICATIONS

Please complete this section as it is vitally important in determining your English level and whether you meet our English entry criteria. You will be required to provide evidence of your English level.

Is English your first language? Yes No

Do you have any of the following English Language Qualifications?

IELTS Cambridge GCSE Pearson Test None

Other (Please state)

Date Achieved
(dd/mm/yy)

EDUCATIONAL QUALIFICATIONS

Please give details below of your academic qualifications and details of any examinations you will be taking or for which you are awaiting results. (Please start with the most recent and continue on a separate sheet if necessary.)

Month/year From	Month/year To	Name of college/institution and country	Qualification title/Subject and level	Result awarded <i>(If result pending, please indicate)</i>

Continue on a separate sheet, if required

Please submit copies of all official certificates and transcripts with this application *(with certified English translation if relevant)*

WORK EXPERIENCE

Please provide details of any work experience with the most recent first *(a reference might be required at a later stage)*

Month/year From	Month/year To	Name of organisation, place and country	Job title

Continue on a separate sheet, if required.

PERSONAL STATEMENT

On a **separate sheet of paper**, please tell us your reason for choosing the University of the Highlands and Islands and the particular course. You should include details of knowledge and skills you have obtained through your education and/or work (whether paid or voluntary) which might be relevant to the course, your future plans and general interests, including hobbies and sporting activities. You should submit this with your application. This is an important part of your application, for help in completing this visit: www.uhi.ac.uk/personal-statement

(Note: your application will not be considered without a personal statement)

REFERENCES

References are not normally required, however for certain courses and, in the case of students who do not have the usual entry requirements, a reference may be requested. It is not permitted for family, friends, partners or ex-partners to write your reference.

If you previously studied at another UK institution, you must provide a reference for that particular institution.

Name of referee

Relationship of referee to you Occupation of referee

School/College/organisation
(if appropriate)

Address of referee

Telephone Email

Information gathered in the following section is not used in the selection process but will enable us to work with you to identify support needs you may have as early as possible. The information supplied will only be used for this and statistical purposes.

HEALTH or MEDICAL CONDITIONS

We welcome applications from students with additional needs. Our methods of teaching and assessment are flexible and designed to meet a wide range of individual needs, where we reasonably can. *(Please put a cross in the boxes that apply)*

- A** No disability
- B** I have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- C** I am blind or have a serious visual impairment uncorrected by glasses
- D** I am deaf or have a serious hearing impairment
- I have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- I have a mental health condition, such as depression, schizophrenia or anxiety disorder
- G** I have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- H** I have physical impairment or mobility issues, such as difficulty using my arms or using a wheelchair or crutches
- I** I have a disability, impairment or medical condition that is not listed above
- J** I have two or more impairments and/or disabling medical conditions
- R** Information refused

I have personal care support I carry medicines which are time critical in their application (e.g. Epi-pen)

Please describe any additional support requirements you may have

There is a range of sources of support that you can access as a university student: www.uhi.ac.uk/en/students/support.

DECLARATION

The University of the Highlands and Islands is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the university's business and for the purpose of admissions to taught programmes. The university collects, uses and stores information (data) about applicants in accordance with the Data Protection Act 2018 and the General Data Protection Regulation and as detailed in our admissions higher education privacy notice.

I consent to my data being processed according to the privacy notice, which i have read from the following pages*

Print name _____

By submitting this application, you are agreeing that the information you have given is correct to the best of your knowledge.

Please return your completed form to:

Admissions
University of the Highlands and Islands
Executive Office
Ness Walk
Inverness
Scotland
IV3 5SQ

CHECKLIST:

Please return this completed form along with the following supporting documents:

- A copy of the photo pages of your passport and any previous UK visas
- Personal statement
- English language qualification
- Copies of official examination certificates and transcripts

(in original language and translated in full into English by an official translator)



University of the
Highlands and Islands
Oilthigh na Gàidhealtachd
agus nan Eilean

*Privacy Notice

Admission to higher education

The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.

For any queries or concerns about how your personal data is being processed you can contact our data protection officer at dataprotectionofficer@uhi.ac.uk

This privacy statement relates to the following process:

Use of personal data in the admissions process for higher education.

The University of the Highlands and Islands is committed to protecting your personal information and being clear about what information we collect from you and how we use it. This privacy notice explains how we collect, store, process and share your personal data and your rights in relation to the personal data we hold. This privacy statement concerns the processing of personal data of applicants for undergraduate and postgraduate taught programmes of the university.

Applicant data is collected in the following ways, when you:

- Apply to study at the University of the Highlands and Islands through the Universities and Colleges Admissions Service (UCAS). Your application data is securely transferred from UCAS to us, creating an applicant record on the university student records system (SITS)
- Apply directly to the university through our online application form, which creates an applicant record on SITS
- Complete a paper or PDF application form and submit to us by email or post. Admissions staff manually create an applicant record and input this information into SITS



Your information will be used for the following purposes:

We process applicant data for the purposes of:

- Assessing eligibility to be offered a place on one of our taught programmes
- Communicating with you in order to complete the admissions process.
- Where relevant for the course of study, completing disclosure and fitness to practice assessments
- Where appropriate, confirming immigration status for international applicants. Failure to provide this information, where requested, will mean that the university cannot sponsor the applicant to apply for a Tier 4 visa.

The types of information we collect:

- Your name, and contact information such as address, email address and telephone number, as well as your date of birth, country of domicile and your nationality. Where necessary we collect your passport number or national identity card details and immigration information. We will also allocate you a unique student number
- Information relating to your education and employment history, the school(s) and other colleges or universities you have attended and places where you have worked, the courses you have completed, dates of study and examination results. We will also keep records relating to the details of examinations taken, your predicted and actual examination grades and other information on your application form

These uses apply to personal data provided by you without which we would not be able to progress your application.

If you choose to disclose a disability or support need, we will use this data to enable our support teams to contact you to let you know of the support that may be available and any reasonable adjustments that may be made for you during the admissions process and throughout your studies.

If you choose to disclose other personal information, such as having been in local authority care or being a carer, this data will be shared with academic decision makers to allow them to consider your personal circumstances when assessing your application under our contextualised admissions process. The data will also be shared with our support team so they can contact you about the support available to you.



We will also use your data to provide you with additional relevant information on services such as accommodation options, funding support and applicant open days, through email or post.

If you accept a place on a course, we process your data in order to provide you with information on the course, induction events and support services.

If you decide to withdraw your application, decline an offer or do not take up your place with us, we will use your personal data to contact you, by email, post or phone, so we can understand your reasons and whether we can be of further assistance.

Anonymised data is used from applicants for reporting and trend analysis for the monitoring of our contextualised admissions process and our equality duties under the Equalities Act 2010. The types of information we collect:

- Sensitive personal data and information including any disclosed health and medical conditions (e.g. disability and dietary needs) and information about your racial or ethnic origin; religion or similar beliefs; and sexual orientation.

Our legal reason for using the data is/are:

- *Assessing eligibility for an offer on one of our taught programmes, including any relevant communication specific to this process:* your data is processed in order for us to take steps at your request prior to entering into a contract, and if you accept an offer of a place, fulfilling our contractual obligations to you (*Article 6 1 (b)*).
- *Disclosure and other clearance assessment checks:* to comply with legal obligation, *Article 6 1 (c)*.
- *Confirmation of immigration status: Consent/* This is necessary for us to comply with our legal obligation in relation to UKVI Tier 4 visa regulations, *Article 6 1 (c)*.

- *Assessing and supporting disclosed disabilities or support needs:* Use of personal information is necessary for carrying out obligations in the field of social protection law *Article 9 2 (b)*.

- *Providing relevant information on services available:* for the purposes of legitimate interests pursued by the university, except where such interests are overridden by interests or fundamental rights and freedoms of the data subject, *Article 6 1 (f)*). The legitimate interest is to raise awareness of services and opportunities designed to support prospective students making their university choice and ensuring smooth transition to induction and enrolment.

- *Communication on reasons for withdrawal or offer decline:* for the purposes of legitimate interests pursued by the university, except where such interests are overridden by interests or fundamental rights and freedoms of the data subject, *Article 6 1 (f)*). The legitimate interest is the improvement of our customer service throughout the admission cycle.



- *Equality monitoring:* Use of personal information is in the substantial public interest, which the Data Protection Act 2018 clarifies can include keeping under review the existence or absence of equality of opportunity or treatment between different groups. *Article 9 2 (g)*.

The data being used includes special category (sensitive) data, you are not obliged to provide this information. Our legal reason for using this sensitive data, where provided, is/are:

Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of social protection law.

Data on disclosed disabilities or support needs is used to ensure the university can provide the necessary support and reasonable adjustment as required in the Equality Act 2010.

Disclosed data on care experience or caring commitments is used as part of our commitment to widening access and contextualised admissions, and to comply with Scottish Government policy.

All special sensitive data is stored in a secure location. Data required for equality monitoring is used for the sole purpose of providing statistical analysis on protected characteristics to monitor compliance with the Equality Act 2010.

If you were to withhold personal information we require for this process:

Assessing eligibility for an offer on one of our taught programmes, including any relevant communication specific to this process.

Where relevant, disclosure and other clearing assessment checks.

Where appropriate, Confirmation of immigration status.

If you were to withhold the required personal information, the consequence would be that we would be unable to process your application.

Assessing and supporting disclosed disabilities or support needs

You can choose to give information about any disabilities or support needs or not. If you do not disclose this information, we will be unable to provide the relevant support through the application process. You can, however disclose this information to us at any stage of your application of studies with us.



Your data will, or may, be shared with the following recipients or categories of recipient:

- Professional and regulatory bodies, e.g. Nursing and Midwifery Council

UCAS:

- For UCAS applicants, data on decisions made by the university and the applicant through the application process is transferred on a regular basis between the UCAS system and our student records system
- In accordance with our contract with UCAS, the university will share applicant data with UCAS for enrolled students on full-time undergraduate programmes who applied to the university directly
- Government departments and agencies, where we have a statutory obligation to provide information, eg the Home Office (in connection with UK visas and immigration),
- Disclosure Scotland, where your chosen programme of study requires a PVG check
- Occupational Health for programmes requiring fitness to practice assessment

Your applicant data will be retained in the university student records system, and any certificates and supporting documentation used during the processing of your application will be stored securely and in accordance with the student records system and document retention schedule; a summary of which can be accessed [here](#)

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.