Edinburgh College International Application Form

Please note – if you are eligible for home fees status you should apply online

Return to Edinburgh College, International Centre:

Email: international@edinburghcollege.ac.uk

If you would like help completing this application form or further information contact the International Team:
international@edinburghcollege.ac.uk or phone +44 (0) 131 297 9995.

Please complete ALL sections

1. Personal Details

Family/Surname (as it appears on your passport)

First Name(s)

Nationality

Birth Country

Passport Number

Gender

Male (including trans man)

Female (including trans woman)

In Another Way

Prefer not to say

Date of Birth (day/month/year)

Age

Postal Address

Home Address (if different)

Email

Telephone Number

Name of Guardian (for students under 18)

Guardian's Telephone Number

Address of Guardian

Guardian's Email

2. Agency Details

Representative's Full Name

Representative's Address

Representative's City

Representative's Contact Email

Recruitment Agency Stamp

3. Education

Qualification 1 Name of Institution (School/University)

Qualification 1 City/Country

Qualification 1 Qualification

Qualification 1 Grades or Grade Average

Qualification 1 Start and End Date

Qualification 2 Name of Institution (School/University)

Qualification 2 City/Country

Qualification 2 Qualification

Qualification 2 Grades or Grade Average

Qualification 2 Start and End Date

Qualification 3 Name of Institution (School/University)

Qualification 3 City/Country

Qualification 3 Qualification

Qualification 3 Grades or Grade Average

Qualification 3 Start and End Date

Qualification 4 Name of Institution (School/University)

Qualification 4 City/Country

Qualification 4 Qualification

Qualification 4 Grades or Grade Average

Qualification 4 Start and End Date

Students from most countries are required to provide evidence of their English Language level.

For Student visas (formerly called Tier 4 visas) only, we accept a Secure English Language Test (SELT) from one of the following UKVI approved providers below. Please indicate if you have any of the following test(s):

IELTS (Academic, UKVI approved)

Yes

No

If yes, please give score:

Pearson PTE Academic UKVI

Yes

No

If yes, please give score:

LanguageCert International ESOL SELT B2

Yes

No

If yes, please give score:

Trinity College London – B2 SELT ISE II

Yes

No

If yes, please give score:

If you ticked Yes to one of the above, please send us your test certificate(s).

If No, I will sit my test on (day/month/year)

Certain nationals of countries considered as majority English-speaking by UKVI do not need to provide evidence of English language. The International team will be able to advise you if your nationality is included in this list.

4. Course Choice

Course 1 Full Course Title

Course 1 Start Date (e.g. August 2022 / January 2023

Course 1 Duration (e.g. 1 semester, 1 year)

Course 1 Study plan after Edinburgh College (if relevant)

Course 2 Full Course Title

Course 2 Start Date (e.g. August 2022 / January 2023

Course 2 Duration (e.g. 1 semester, 1 year)

Course 2 Study plan after Edinburgh College (if relevant)
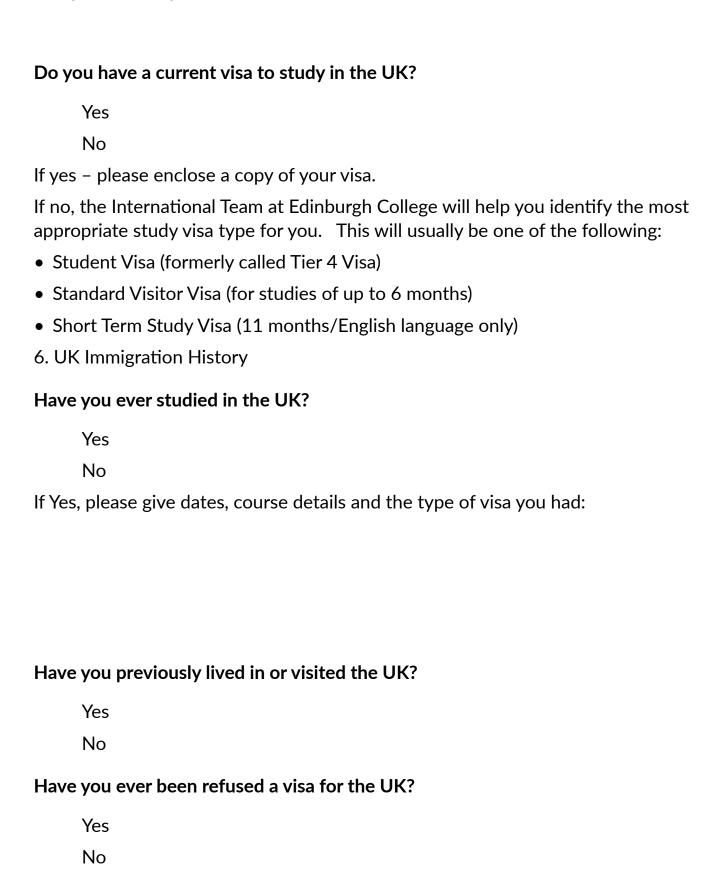
Course 3 Full Course Title

Course 3 Start Date (e.g. August 2022 / January 2023

Course 3 Duration (e.g. 1 semester, 1 year)

Course 3 Study plan after Edinburgh College (if relevant)

5. Passport Information

Passport Country of Issue

Do you have a current visa to study in the UK?

Yes

No

If yes – please enclose a copy of your visa.

If no, the International Team at Edinburgh College will help you identify the most appropriate study visa type for you.   This will usually be one of the following:

- Student Visa (formerly called Tier 4 Visa)
- Standard Visitor Visa (for studies of up to 6 months)
- Short Term Study Visa (11 months/English language only)

6. UK Immigration History

Have you ever studied in the UK?

Yes

No

If Yes, please give dates, course details and the type of visa you had:

Have you previously lived in or visited the UK?

Yes

No

Have you ever been refused a visa for the UK?

Yes

No

Have you ever been refused any immigration application made whilst in the UK? (eg. Asylum or Family Member)

Yes

No

Have you ever overstayed or breached any terms of a UK visa or Leave to Remain?

Yes

No

Have you ever been refused a visa for any other country?

Yes

No

If Yes to any of the questions above, please give full details:

Please note that UK Visas and Immigration (UKVI) will carry out criminal record checks on all visa applicants and any criminal record could impact on a visa decision.

7. Further Information

The Student Support Team can advise you on appropriate methods of study and additional support available. If you feel that you could benefit from this service (e.g. if you have health problems, a disability, dyslexia or any issues which may affect your safety around the building such as mobility) please tell us more in the space below (this will not stop you being offered a place on the course).

8. Personal Statement

Please give your reasons for applying, and further information of relevant experience and skills.

Take time when writing the Personal Statement: check your spelling, grammar and general presentation. You can use the box below or submit the Personal Statement in a separate word document. You should include the following information:

- Why have you decided to come to the UK to study, and why have you chosen Edinburgh College?

- What interests you about the subject you have chosen?

- Have you any qualifications or work experience relating to this subject?

- What are your plans for the future, after your studies at Edinburgh College?

- How are you planning to fund your studies?

This section is optional for English Language course applicants.

9. How did you find out about us? Tick the box that applies

College Website

College Open Day

Family / Friend

Agent Recommendation

Recruitment Fair

Social Media i.e. Facebook/Twitter

Other

10. Application checklist

Have you completed all sections of the application form? The following should also be sent:

- School / College / University qualifications

- Any additional course certificates

- English language test results

- Copy of passport (and UK previous/current visa if relevant)

- Personal statement

Please return your completed application form to ??? **EH15 2PP** or email it to???

11 International Student Privacy Notice

Privacy Notice for International Students

Edinburgh College is providing you with this information to comply with data protection law and to ensure that you are fully informed and we are transparent in how we collect and use your personal data.

Who is collecting the information?

Edinburgh College is the Data Controller. If you have any queries regarding how Edinburgh College processes your personal data, or wish to make a request under data protection law, please contact the Data Protection Officer (DPO) by emailing DataProtection@edinburghcollege.ac.uk

Why are we collecting it and what are we doing with it (Purpose)?

We collect your information for the purpose of processing your application and enrolling you on an Edinburgh College programme of study; and to facilitate your studies at the college (we explain this in more detail below).

We use your information to provide you with accommodation services, cultural activities (e.g. to arrange visits to local attraction), arrange school visits and transport services (e.g. collecting you from the airport).

We specifically need your information:

To process your application to study one of our courses.

This will include reviewing your application to see if you have met the entry criteria for a course; evaluating whether the college is able to offer you a place on a course/fulfil a contract of study; and offering a place on an Edinburgh College course where appropriate.

To review any additional support needs you may have

This application form gives you the opportunity to tell the college about any additional support need(s) (including health needs) you may have.

For academic purposes (once you enrol):

To provide you with teaching, learning and support services; to assess your work; record your progress and ensure you receive certificates from awarding bodies like SQA and BTEC. To give you access to learning and teaching tools, Student Support, IT, library, careers, and other college services. To seek your feedback on our courses.

For administrative and financial management services:

To administer fees due and paid for by you and to process payment made for other college-related services (for example if you are staying in college accommodation).

For immigration purposes:

To support you with your application for a visa to study in the UK, and to comply with our Student Sponsor obligations to support immigration control.

To analyse student applications and enrolments for business, planning and equal opportunities purposes

The college analyses student applications and enrolments, including by key protected characteristic groups (including age; disability; gender reassignment;

marriage and civil partnership; pregnancy and maternity; race; religion or belief; gender; and sexual orientation) to plan and improve its services and curriculum offering. Analysing applications and enrolments by key protected characteristic groups forms part of the college's responsibilities under the Public Sector Equality Duty, part of the Equality Act (2010).

What personal data do we collect?

Personal data:

- Name, address, telephone number, email address

- Date of birth

- Nationality

- Next of kin and emergency contact details

- Employer details

- Previous education, qualifications and employment history

- Bank account details

- Financial information (including family)

- Course and units of study (including previous courses of study)

- Assessment information related to your course, including assessment and exam dates and results

- Disciplinary information

- Appeals and complaints information

- Photographic image and footage (CCTV)

- Your IP Address (your unique online identifier when browsing the internet).

- Your unique student ID

- First/preferred language

- Gender

- Marital/civil partnership status (*if your visa status is dependent on your partner)

Special category data:

- Disability & health data (including mental health)

- Special interest group status (e.g. asylum seeker; refugee)

- Passport number and country of domicile

- Visa information

- Immigration history

- Attendance data

How are we collecting this information? What is the source?

When you first apply for a place on an Edinburgh College course, we will collect data about you from your completed application form.

When you formally enrol on a course, we will also ask you for new items of personal information as identified on the list above.

If you are referred by an agent representative, or are being sponsored on your course, we will receive some or all of your personal information directly from your agent or sponsor.

The lawful basis for the processing

Under GDPR Article 6(1)(b) "Processing is necessary for the performance of a contract to which the data subject is party to in order to take steps at the request of the data subject prior to entering into a contract." Is legal basis for processing your personal data (to enrol you as a student at Edinburgh College and deliver the educational experience detailed to you).

For special category (sensitive) personal data, the legal basis is Article 9(2)(b) "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 employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject." The specific social protection law which authorises processing of special category personal data is The Equality Act (2010).

Who we share the information with:

For immigration purposes: As a Student Visa Sponsor Edinburgh College has a responsibility to comply with all aspects of the Immigration Rules and sponsor guidance, and support immigration control, including taking steps to ensure that every student at our institution has permission to study in the UK throughout the whole period of their study. We must co-operate with the Home Office (UK Visas and Immigration) by complying with requests for information, including in connection with the prevention or detection of crime, the administration of illegal working civil penalties and/or the apprehension or prosecution of immigration offenders.

For sponsored programmes: we may be required to provide reports to your financial sponsors to update them about your attendance, progress and welfare.

For students under 18: we may contact your parents or guardians if we have any concerns about your attendance, progress or welfare.

For academic purposes: such as providing the results of assessments to awarding bodies to enable them to confer you with academic awards (e.g. a HNC, SVQ, BTEC qualification); arranging an industry placement for you as part of your studies;

For democratic purposes: to enable you to vote in Edinburgh College Students' Association (ECSA) elections, as per your legal right to elected student representation.

Where we place you in accommodation (e.g. halls of residence with a home stay host): we will share your personal information (name, age, gender; contact details and special category information dietary requirements, allergies, medical requirements) to facilitate your stay.

Where we arrange transport: (e.g. bus passes or taxi transfers) we will share your name and (homestay) address in Edinburgh with the transport provider.

Where we arrange a school visit: we will share you name with the school you are visiting.

Where we have a legal obligation to do so: Edinburgh College is obliged to share limited information on international students with the Scottish Funding Council – the regulatory body for Scottish colleges.

This information is limited to your: gender; name; date of birth; postcode; Scottish Candidate Number; how your place on an Edinburgh College course is being funded.

Details of data transfers to any third countries or international organisations:

For sponsored programmes: we may be required to provide reports to your financial sponsors to update them about your attendance, progress and welfare – subject to where your sponsor is located this may be outside the EU. Where a sponsor is outside the EU the college ensures appropriate organisational and technical security measures are in place to safeguard your data and that a clear agreement is in place around the security of your information.

How long do we hold the personal data?

We will keep paper records in relation to you studies for three years after the end of the academic year in which you are studying. Digital information will be held on the college's systems and student records database in line with college retention and disposal schedules.

Individuals' rights in relation to this processing

Under data protection law you have a number of rights regarding how an organisation processes your personal data. You have various rights including:

- Right to be informed (provided by this Privacy Notice)

- Right of access to the personal information Edinburgh College holds about you.

- Right to rectification - To change any personal information that's wrong, incomplete or out of date.

- The right to restrict processing – this links with the other rights and if there is an issue you can request that the processing restricted until the issues are resolved

- The right to to object (including to direct marketing – which is an absolute right)

- The right to erasure (commonly known as the 'right to be forgotten') – this means you have the right to request all you data is destroyed

- The right to data portability – this means you have the right to have your personal data in a machine-readable format (e.g. .csv file) provided to you (or if you request transferred to another organisation).

If you want to know more about your rights, or if you want to contact Edinburgh College to make use one or more of your rights, please email DataProtection@edinburghcollege.ac.uk

Please note some of these rights are not absolute and require certain conditions to be met.

Complaints to UK Information Commissioner's Office (ICO)

If you are concerned about how your personal data is being used by the College, in the first instance please can you contact the College Data Protection Officer (DPO) at DataProtection@edinburghcollege.ac.uk . If you are not satisfied with the outcome then you can complain to the regulator of data protection, the UK Information Commissioner's Office (ICO). The ICO has guidance on their website here: https://ico.org.uk/your-data-matters/raising-concerns/

You can email them at casework@ico.org.uk or call them on 0303-123-113 or you can send a letter to them at the following address:

Customer Contact
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

End of Application Form