

# One-year Specialist Courses in Art & Design

## Application Form for: Foundation Springboard BA Bridging MA Pre-Masters M.Phil and PhD Preparation

Please complete all parts of this application form in BLOCK CAPITALS and in black ink  
Completed application forms should be returned to: Faculty of Art, Design & Architecture,  
Short Course Unit, Knights Park, Kingston Upon Thames, Surrey KT1 2QJ, United Kingdom

### 1 PERSONAL DETAILS

Surname/Family name (as on passport): \_\_\_\_\_ First name(s): \_\_\_\_\_

Chosen name/nickname: \_\_\_\_\_ Title (Mr/Ms/Miss/Mrs etc.): \_\_\_\_\_

Home address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: (please include area code) e.g.+44 (0)20 8547 0000 \_\_\_\_\_

Day: \_\_\_\_\_ Evening/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Correspondence Address (if different): \_\_\_\_\_

Postcode: \_\_\_\_\_

Gender: Male  Female  Please tick one

Date of birth: Day/Month/Year

### 2 FEE STATUS

(i) Country of Birth: \_\_\_\_\_ (ii) Nationality (as on Passport): \_\_\_\_\_

(iii) Country of usual permanent residence: \_\_\_\_\_

(iv) Have you ever lived outside (or were born outside) the UK/EU? Yes  No

(v) Applicants not born in the UK/EU must answer the following:

(a) Last date of entry to the UK/EU excluding holidays? Day/Month/Year

(b) Have you applied for Refugee or Asylum status in the UK? Yes  No

(c) Have you been granted indefinite leave to remain in the UK? Yes  No

Date Permanent Residence was granted: Please enclose copies of your Home Office Documentation

(d) Have you entered the UK on a visa? Yes  No

(e) Do you require assistance to obtain your visa? Yes  No

(f) Date of visa expiry: Day/Month/Year

### 3 PAYMENT OF FEES

Who will pay your fees? *Tick box*    Self funded     Other     Sponsor  *Please Specify* \_\_\_\_\_

### 4 CHOSEN SUBJECT:

Please indicate the One-year Specialist course that you would like apply for:

Foundation Studies in Art and Design: (pre degree one-year course leading to entry at first-year level).

**OR** one of the following:

3-Dimensional Design

Interior Design

Product & Furniture Design

Architecture

Landscape Architecture

Graphic Design

Illustration & Animation

Film and Television

Fashion Design

Fine Art

Photography

Please indicate **ONE** level from the following options:

Undergraduate Bridging Course - potentially leading to entry onto second year of undergraduate course\*

Pre-Masters Preparation Course - leading to MA

MPhil and PhD Preparation Course

Additional electives are offered to our One-year students which will help you improve your portfolio and aid your progress to degree courses within the Faculty. These electives are offered free of charge and are normally positioned outside your daytime timetable. The member of staff interviewing you will discuss these electives with you to determine which would be the most beneficial to you. Electives offered are:

Drawing for Beginners

Life drawing for limited experience students

Life drawing for experienced students

Portfolio Preparation Courses for students with limited experience

Bronze Casting

Stone Carving

*Additional courses may be available during your time with us, your personal tutor will advise you on this.*

*\*Conditional upon successful completion of the course.*

## 5 ETHNIC ORIGIN

The University is committed to providing equal opportunities for all. To assist us with our confidential monitoring please choose one selection from the bold options A-F to indicate your ethnic group. Then tick the appropriate box immediately after this grouping to indicate your cultural background:

- A. **White**     British     Irish     Scottish     Welsh     Other White background
- B. **Mixed**     White and Black Caribbean     White and Black African  
 White and Asian     Other Mixed background
- C. **Asian or Asian British**     Indian     Pakistani     Bangladeshi     Other Asian background
- D. **Black or Black British**     Caribbean     African     Other Black background
- E. **Chinese**
- F. **Other ethnic background**     Not known     Information refused

## 6 DISABILITY

The University encourages you to disclose any disability/medical condition which may affect your future studies. All offers are made on academic grounds only and the information you provide will be used to help Kingston University provide appropriate support. Please tick all that apply:

- No Disability     Dyslexia     Blind/Partially Sighted  
 Deaf/Hearing impairment     Wheelchair User/Mobility Difficulties     Mental Health Difficulties  
 Unseen Disability     Aspergers/Autistic Spectrum     Disability not listed here

*Please provide a summary of any special support or facilities you require (if any):*

## 7. EDUCATIONAL QUALIFICATIONS

State most recent first, attaching authenticated copies of certificates/transcripts where possible.

*These should be in both the original language and official English translation. DO NOT SEND ORIGINAL CERTIFICATES.*

University \_\_\_\_\_ Address \_\_\_\_\_

Degree / Diploma \_\_\_\_\_

College \_\_\_\_\_ Address \_\_\_\_\_

Award e.g. Certificate, Diploma \_\_\_\_\_

School \_\_\_\_\_ Address \_\_\_\_\_

Award e.g. A-level, VCE/GNVQ/GCSE \_\_\_\_\_

Subject \_\_\_\_\_ Grade/Division \_\_\_\_\_ Date \_\_\_\_\_

Subject \_\_\_\_\_ Grade/Division \_\_\_\_\_ Date \_\_\_\_\_

Subject \_\_\_\_\_ Grade/Division \_\_\_\_\_ Date \_\_\_\_\_

### 8 ENGLISH LANGUAGE QUALIFICATIONS

If your first language is not English, please give details of the most recent English language course you have or intend to take, and give the relevant grade/score for all components:  Month  Year

Course title: \_\_\_\_\_ Results \_\_\_\_\_

### 9 EMPLOYMENT AND WORK EXPERIENCE

Please provide details of any periods of employment / work experience you have undertaken in the past five years.

Employers name and address      Position Held       Month  Year       Full Time       Part Time

Brief Outline of Duties \_\_\_\_\_

*Continue on a separate sheet if necessary*

### 10 ACCOMMODATION

Please state below the type of accommodation you require:

University Halls of Residence

Private Rented Accommodation

## **11 PERSONAL STATEMENT**

You are advised to complete this section with particular care and as fully as possible. This must be in your own handwriting. Please include:

- (i) Your reasons for choosing your course;
- (ii) What you hope to gain from the course;
- (iii) Any other information that you wish to give us.

## 12 DECLARATION

Any statements on this form which prove to be untrue or purposely misleading will cause the application to be cancelled.

I confirm that the information given in this form is true, complete and accurate: no information requested or other material information has been omitted. I consent to the processing of this data by Kingston University for educational purposes under the provision of the 1998 Data Protection Act.

Applicant's signature \_\_\_\_\_ Day/Month/Year

Forms which are incorrectly completed will delay the decision making process. All applicants must carefully review the completed form, in particular checking that that all required information has been completed in full, with Academic Reference attached, before sending the form back to Kingston University.

## 13 AGENT/INTERVIEWER DECLARATION

The interviewer/agent must confirm that the applicant fully understands the nature of the programme and that potential electives have been discussed, and where appropriate then indicated.

The One-year programmes are designed to provide students with the opportunity to study their chosen subject for one year on a non validated pathway before progressing to the validated BA or MA programmes on successful completion of the course. Timetables are tailor made, with each student allocated a personal tutor who will oversee the educational content and provide individual timetabled tutorial sessions. Additional electives will be offered to all students based on the student portfolio and perceived gaps within that portfolio. For a full list of electives see section 4.

The agent and/or interviewer must indicate that the following areas have been discussed and explained to the student. If these are not indicated and confirmed as such the application form will not be processed:-

Agent/Interviewer has explained the nature of the course Yes  No

Agent/Interviewer has discussed and indicated which electives are to be taken Yes  No

Other comments or advice:

Name of Agent/Interviewer \_\_\_\_\_ Day/Month/Year

**Kingston University** London  
*Faculty of Art, Design & Architecture,  
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Kingston Upon Thames,  
Surrey KT1 2QJ, United Kingdom  
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