

**INSTITUTE FOR PROFESSIONAL AND**

**EXECUTIVE DEVELOPMENT**

UNITED KINGDOM

**STUDENT APPLICATION FORM**



IPED (UK)

Pacific House-Parkhouse-Carlisle-CA3 0LJ-England

www.iped-uk.com

Success through Professional Development

**Institute for Professional and Executive Development**

**Student Application Form**

Return your student application form together with supporting documents to info@ipeduk.com

Please do not send us a hand completed application form.

PERSONAL DETAILS\*

Full name:

Gender (Male/Female):

Previous name:

Title (Mr/Mrs)

Date of birth:

Address:

Home Tel:

Mobile:

Email:

Nationality:

Country of residence:

Next of kin:

Address of next of kin:

Home Tel:

Mobile:

Email:

COURSE APPLIED FOR\*

Programme Title:

Level of study (L4 Diploma, L5 Adv. Dip, L6 Grad Dip):

Mode of study (Distance Learning, Centre based):

Month:

Intake year:

FEE PAYMENT\*

Self funded

Who will pay for your fees?

Employer

(Please specify)

IPED

Scholarship

Scholarship Number:

PROFESSIONAL QUALIFICATIONS

Please provide details of any professional qualifications which you have gained, or memberships of any professional bodies.

Results Achieved and date of award

Qualification Details

PREVIOUS AND CURRENT EDUCATIONAL INSTITUTIONS\*

Please list educational institutions attended in chronological order. State the most recent institution first.

To

From

Institution name and address

To

From

Institution name and address

To

From

Institution name and address

ACADEMIC QUALIFICATIONS\*

Please list all qualifications in chronological order with the most recent first. Provide copies of certificates and transcripts where appropriate. Note: Printouts from self service/web portal systems will not be accepted. The documentation being submitted must be formally issued by the awarding institution/exam body.

Institute

Award Type & Subject

Award Date

WORK AND EMPLOYMENT EXPERIENCE (L6 & L7 ONLY)

Dates employed

Brief description of duties

Employer’s Name and Address

Dates employed

Brief description of duties

Employer’s Name and Address

PERSONAL STATEMENT (L6 & L7 ONLY)

You are advised to complete this section as fully as possible and with particular care. Your statement will be assessed as part of the admissions process. As a guide your personal statement should cover topics such as your reasons for applying to your desired programme, your previous educational and employment experiences, personal qualities, future goals and career aspirations. Please continue on a separate sheet if necessary.

REFERENCES (L6 & L7 ONLY)

If you are applying to take a Level 6 Graduate Diploma or Level 7 Postgraduate Diploma programme, please provide 2 references. The first reference should be academic and the second character reference can be from an employer or other source. Please do not provide names of friends and family members. References should be submitted along with completed coversheets, on letter headed paper or otherwise officially endorsed.

Full Name:

Full Name:

Occupation:

Occupation:

Relationship:

Relationship:

Address:

Address:

Tel:

Tel:

Email:

Email:

DECLARATION\*

Any statements on this form which prove to be untrue or purposely misleading will render the application void. Furthermore if inaccuracies are highlighted at a later stage we retain the right to retract any offer made or expel the student with no refund of fees.

I confirm that the information given on this form is true, complete and accurate. No information requested or other material has been omitted. I consent to the storage and processing of this data by IPED under the provision of the 1998 Data Protection Act.

Signed:

Date:

MARKETING MONITORING\*

Please indicate how you heard about IPED (Please place an **X** beside the appropriate box)

Google:

IPED website

Facebook:

Other (specify):

Direct mail

Newspaper/Magazine:

Employer

Friends/Family:

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CHECKLIST

To help avoid delays in your application process please ensure that you have provided all the relevant information that is applicable to you. All sections marked with **\*** are compulsory. Please ensure that you complete the relevant sections marked with **\***. We will return your application if it in incomplete. To ensure that you have provided the required information and documents, please use the checklist below. Please delete where appropriate.

Yes / No

Have you completed all the mandatory sections?

Yes / No

Have you included a copy of your passport picture? This could be submitted electronically. This is mandatory\*

Have you attached evidence of previous academic qualifications?

Yes / No

Yes / No

Have you signed and dated the declaration section? If you are sending this form electronically please input your name in place of your signature.

Yes / No

Have you provided a personal statement if applicable to you?

**OFFICE USE ONLY**

Affix Passport Picture Here

Form Number (E.g. 468162SAF)

Agent Number:

Unique Student Number