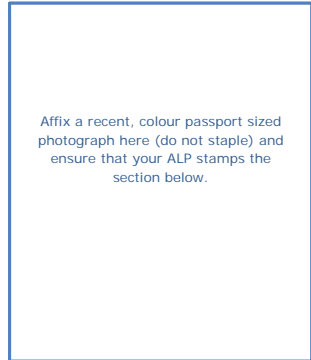


# Programme Entry Form

Please ensure that you have read the accompanying guidance notes [before](#) completing this form.

## Personal Details (Please write in block capitals)

Student ID (SID):	
Title	Dr / Mr / Miss / Mrs / Ms / Other (specify)
Surname	
Forename	
Known As	
Full Legal Name (as shown on passport)	
Maiden/Previous Name (if applicable)	
Date of Birth (dd/mm/yyyy)	
Country of Birth	
Nationality	
Gender	Female <input type="checkbox"/> Male <input type="checkbox"/>



Affix a recent, colour passport sized photograph here (do not staple) and ensure that your ALP stamps the section below.

**Institution Stamp:**

## Contact Details

Home Address			
Post/Zip Code		Home Telephone No	
Country		Mobile No	
Email Address			

## Qualifications (Please provide details of undergraduate level and above, including professional qualifications.)

Name of University/College/Institute	Dates (from/to)	Title of Qualification obtained/to be obtained	Date awarded/to be awarded

**Programme of Study** (Please indicate which programme you intend to study. Only one box should be ticked.)

MBA	<input type="checkbox"/>	MSc Human Resource Management	<input type="checkbox"/>
MBA with Specialism in Human Resource Management	<input type="checkbox"/>	MSc Financial Management	<input type="checkbox"/>
MBA with Specialism in Finance	<input type="checkbox"/>	MSc Marketing	<input type="checkbox"/>
MBA with Specialism in Marketing	<input type="checkbox"/>	MSc Strategic Planning	<input type="checkbox"/>
MBA with Specialism in Strategic Planning	<input type="checkbox"/>		

**Application for Exemption/Credit Transfer**

Title of Qualification	Preferred Exemption

**Additional Information:** (This section allows you to enter information that is required by the UK Higher Education Statistics Authority (HESA). If you would prefer not to provide this information please select the 'Do not wish to specify' box.)

<b>If you have attended Higher Education in the UK, please provide your HESA number (if known):</b>	
<b>Ethnicity:</b>	Do not wish to specify <input type="checkbox"/>
<b>Disability/Medical Condition/Special Needs: please select the appropriate box.</b>	Yes <input type="checkbox"/> No Known Disability <input type="checkbox"/> Do not wish to specify <input type="checkbox"/>
<b>If you have a disability, special need or medical condition please provide full details</b>	

**Declaration**

- I confirm that to the best of my knowledge and belief the information given on this form is complete and accurate.
- I confirm that the documents I have supplied are genuine or are copies of genuine documents.
- By submitting this form I understand and accept that the information contained will be logged by Edinburgh Business School on a computer database and that my details may be shared with Edinburgh Business School's Partners.
- I have received and agree to abide by the Terms & Conditions of my Approved Learning Partner.
- I undertake to abide by the Rules and Regulations and Data Sharing Policy of Heriot-Watt University and Edinburgh Business School.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**CHECKLIST:**

Before submitting this form please check that you have:

- Attached a colour passport sized photograph
- Fully completed all sections of the form
- Certified/translated copies of all award certificates and transcripts for each year of study (undergraduate level and above including professional qualifications)
- Included a certified copy of your passport page containing your name and photograph (or another form of photo ID if you do not hold a passport)

## Programme Entry Form - guidance notes

This form is for the use of students studying with one of Edinburgh Business School's Approved Learning Partners (ALP) who wish to register (matriculate) formally as a student of Heriot-Watt University. It should be completed in full and returned to your ALP who will submit it on your behalf. Forms which are not fully completed cannot be processed and will be returned to your ALP.

### Supporting Documents

The following documents must be submitted with your form:

- A recent, colour, passport sized photograph
- Certified and if applicable translated, copies of award certificates and full academic transcripts (for bachelor degree level and above and/or professional qualifications)
- A certified copy of the personal information page in your passport (or other form of photographic ID)

### Personal Information

Please ensure that all sections are completed in **block capitals**.

e.g. Surname Smith; Forename John Paul; Known As John

Name - Please complete each section using your name as it appears on your passport.

Known By - Please enter the first name you wish to be known by.

Email Address - We will contact you regularly by email therefore it is important that you provide the correct address and keep us updated with any changes.

Date of Birth - Please make sure you enter the correct date of birth in the format dd/mm/yyyy for example 29/01/1979 (29 January 1979).

Photograph – We scan your photograph into our computer systems to produce official forms of student identification. Therefore, it is important that you provide an original, colour, passport sized photograph. When affixing your photograph please do not staple it to the form.

Certification – Please ensure that the section underneath your photograph has been stamped or certified by your ALP.

### Qualifications

Please only include information for qualifications which are bachelor degree level or above, including any professional qualifications. If you do not hold any of these qualifications, please still submit this form to us as this will allow us to check that the personal information we hold is correct and matriculate you automatically when you become eligible.

Certified copies of award certificates must be sent with this form. A certified copy is a copy of your original qualification which has been certified as a true copy of the original by your ALP.

If the name on your qualifications differs to the [full legal name](#) on this form you must submit evidence of your name change such as a marriage certificate.

### **Home Address**

Please enter the address to which you wish Edinburgh Business School to send all written correspondence such as exam detail letters, your results and certificates of achievement. It is important to remember to tell us if this address changes.

### **Programme of Study**

Please select only one option from the list provided. If, at a later stage you wish to change your programme of study, please contact your ALP in the first instance.

### **Exemption/Credit Transfer**

Certified copies of award certificates and transcripts for each year of study (translated into English if appropriate) must be sent with this form if you wish to enquire about your exemption/credit eligibility. If you are eligible for exemption/credit we will confirm this in writing and payment of the Exemption Application Fee will become due (£125 per exemption/credit awarded). Having been awarded an exemption/credit transfer you are not required to purchase the Edinburgh Business School course or sit the examination in the exempt subject.

### **Additional Information**

HESA Number (if known) - The HESA number is your identity number from your previous UK University. It is usually your old matriculation number. If you do not have one there is no need to worry, you may omit this.

Ethnicity - The University encourages applications from students from all cultural and ethnic backgrounds and as part of our Equal Opportunities Action Plan we are committed to finding out and understanding as much as possible about the ethnic make-up of our student body. The information you provide here is crucial to this process. If, however, you do not wish to give this information please select "Do not wish to specify".

Disability/Medical Condition/Special Need - The University welcomes students with disabilities and will try to meet your needs. The information you provide on the form will help us to do this. If you have a disability, special need or medical conditions please provide us with full information. If you do not wish to give information please select "Do not wish to specify".

### **Data Sharing**

Edinburgh Business School, Heriot-Watt University and our partners work to deliver our programmes. To ensure that your programme is managed efficiently, the personal data you provide in this form and the information recorded as you progress in your studies will be shared amongst Edinburgh Business School, Heriot-Watt University and our partners. The full Data Sharing policy can be viewed [here](#).

### **When We Receive Your Form**

We will send you an acknowledgement by email. We will check that all the information we need to matriculate you formally as a student of Heriot-Watt University has been received. If it has not, we will write to you to request this information.

If you meet the entry requirements for your programme of choice you will be matriculated as a student of Heriot-Watt University and we will send you a Student Identification Card.

If you do not meet the requirements for immediate matriculation you will be matriculated automatically when you meet the requirements for the award of the Postgraduate Certificate relevant to your programme of study.

### **Enquiries**

If you have any enquiries regarding your application to matriculate please contact your ALP.