

## Guidance on how to complete this Registration Form

The form is split into different sections. Some of the details have been completed for you based on information you provided in your application.

**Course Details** - This part of the form has been entered for you

**Personal Details** - In this section, some information has been entered for you. You will need to provide some information for the other parts such as:

**Preferred English Name** – Do you have another name you would like to be known by? You can leave this blank if you do not wish to be known by another name.

**Intended Future Plans** – What are you going to do when you complete your course with us? Are you going to study another course with INTO? Are you going on to study at university? Or are you going into employment?

**Do you have any children under 18?** – We need you to select yes if you have children who are younger than 18 or select no if you do not have any children under the age of 18.

**Ethnicity** – Please select from the options provided here

**Parents Higher Education** – Do your parents or guardian have any qualifications such as a degree, diploma, or certificate of higher education? Please enter the details if they do.

**Religion** – Please select from the options provided

**Contact Details** - Some parts of this section have been entered for you and some parts you can update if they have changed.

**Home Address Line 1** – The first line of your address

**City** – The city you live in

**Region/Province** – What region or province do you live?

**Postcode** – The zip code or postal code of your address

**Country** – The country you live in

**Home telephone number** – The telephone number for your home

**Mobile/cell** – Your personal mobile/cell phone number

### **Emergency Contact (The family member or guardian we should contact in case of emergency)**

- Some parts of this section have been entered for you and some parts you can update if they have changed.

**Full Name** – The full name of the person you select as your family member contact. This person does not need to be able to speak English. We have staff that can communicate with them where necessary.

**Relationship to you** – Are they your father, mother, sister, brother, guardian, or spouse?

**Contact Address Line 1** - The first line of their address

**City** - The city they live in

**Postcode** – The zip code or postal code of their address

**Country** – The country they live in

**Email** – An email address to contact them on should we need to

**Telephone** – A telephone number to contact them on if we need to

### **Medical Conditions & Disabilities**

Here we need you to let us know if you have any disabilities or medical conditions you think we need to be aware of so we can help support you during your studies. Select the option that is suitable to you. If you do not have any disabilities or medical conditions, you just need to select the first option 'no known disability'.

### **INTO Sharing of Data**

In this section we ask you some questions about what information we can share about you and who we can share it with. Some of the questions here, ask if we can share information with your 'sponsor'. This means if you are being sponsored to study the course by an employer or government agency.

One of the questions asks if we can share information about your 'wellbeing'. This means any concerns with your welfare, health, or other personal issues.

You are also asked to agree that you have read the terms and conditions of your studies with us including some information around your privacy and what information we collect about you.

There may also be some university policies we need you to read and consent to also.

### **How to Pay**

Please note, that any fees that you owe must be paid in full prior to your start date so if you have any outstanding fees you should pay now – this helps to avoid any unnecessary delays when you join your course. Making payment for your fees is easy with our fast and secure online payment system, INTO Pay. You can track your fees and make payments quickly and easily at a time that suits you. To make your payment online or by bank transfer log in to INTO Pay using your Application ID and date of birth by visiting [pay.intoglobal.com](https://pay.intoglobal.com).

If you have any questions about making your payment contact us on [INTOPayUK@intoglobal.com](mailto:INTOPayUK@intoglobal.com) quoting your Application ID: IN:XXXXXXXXXQ

### **Declaration**

This is where you then agree that the information you have entered is complete and correct by signing the form, before then selecting the 'finish' icon on the top right of the screen. If there are any sections of the form that have an issue, for example you have forgotten to complete something, the form will not submit until it has been corrected. There will be highlights to show you where you need to check.

### **Need further Help?**

If you still need help after reading the above information, please just reply to the email explaining what you need help with.

Kind regards

INTO UK Admissions

## Registration Form

### Course Details

**Course Name**

**Course Start Date**

**Course End Date**

### Personal Details

**Family Name**

**First Name**

**Student Number**

**Preferred English Name**

**University Number (if applicable)**

**Gender**

**Date of Birth**

**Nationality**

**Age on Entry**

**Sponsor (if applicable)**

**Country of Domicile**

**Country of Birth**

**Passport Number**

**Passport Expiry Date**

**Intended Future Plans**

**How do you intend to start your studies**

Online

On Campus

**Do you have children under 18?**

YES

NO

**Ethnicity**

**Parents Higher Education**

**Religion**

**Have you been convicted of a relevant criminal offence?**

YES

NO

## Emergency Contact

Please check the below details and update them if anything is missing or not correct. These should be the details of a close family member or guardian.

Full Name

Relationship to you

Contact Address Line 1

Contact Address Line 2

City

Postcode

Country

Email

Telephone

## Contact Details

Please check that this is your address in your home address, and update anything that is not correct.

Home Address  
Line 1

Home Address  
Line 2

City

Region/Province

Postcode

Country

Home  
Telephone

Mobile/Cell

Personal Email



## UK Address Details

If you do not have these details, please leave blank. If you expect to receive them soon, please wait until you have them before submitting this form. You must provide your UK address before arrival in the UK

UK Home Address Line 1 (if applicable)

UK Home Address Line 2 (if applicable)

UK City (if applicable)

UK Postcode (if applicable)

UK Mobile/Cell

If all information is not provided, you may only be provisionally registered on the course

## Medical Conditions and Disabilities

It is important that you declare any medical conditions or disabilities that you know of. This will ensure that we can help to support you in the correct way whilst you are studying with us.

**Do you have any medical conditions or disabilities that we should be aware of?** These could be things such as, asthma allergies, diabetes, ADHD, Dyslexia, depression, anxiety.

Please select from the following:

No known disability

A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy

A mental health condition, such as depression, schizophrenia or anxiety disorder

A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches

A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder

A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

Blind or a serious visual impairment uncorrected by glasses

Deaf or a serious hearing impairment

Two or more impairments and/or disabling medical conditions

A disability, impairment or medical condition that is not listed above

Information refused

Please provide any other information you think important or disability not listed above

## INTO Sharing of Data

I agree that personal information regarding wellbeing can be shared with:

Agent                      Parent/Guardian                      Sponsor

I agree that personal information regarding my studies and academic performance can be shared with:

Parent/Guardian

I agree that personal information regarding my attendance can be shared with:

Parent/Guardian

I agree that personal information regarding my enrolment status, including visa or payment information can be shared with my:

Parent/Guardian

I agree that personal information regarding my applications and progression to university can be shared with my:

Parent/Guardian

I acknowledge that I can withdraw my consent at any time by contacting [intostudentprogress@ncl.ac.uk](mailto:intostudentprogress@ncl.ac.uk)

<http://www.intostudy.com/newcastle/terms>

I have read INTO Newcastle University's Terms & Conditions

I have read INTO Newcastle University's Privacy policy

I have read the terms of use

**INTO** 

 **Newcastle**  
University

## Newcastle University Permissions and Declaration

<https://www.ncl.ac.uk/pre-arrival/regulations/#studentdeclaration>

I hereby declare to conform to the discipline of the University and to all Statutes, Regulations and Rules in force for the time being, in so far as they concern me AND declare that I agree to accept and/or acknowledge ALL other statements noted on the above link. that includes the Student Charter (link below)

<https://www.ncl.ac.uk/media/wwwnclacuk/pre-arrival/files/Student%20Charter.pdf>

I have read the Newcastle University Student Privacy Notice (link below) and understand how my personal data will be used, as outlined in the notice

<https://www.ncl.ac.uk/data.protection/informationforstudents/studentdatacollectionnotices/>



**INTO** 

 **Newcastle**  
University

## Declaration

I agree that the information I have supplied in this form is complete and correct.

Signature:

Date: