**Return to specialistroutes@shu.ac.uk**

**Sheffield Hallam Short Study/Summer School Application Form**

**Personal details**

|  |  |
| --- | --- |
| **Reference Number (if applicable)** |  Date of birth  |
| **Family name** | Gender: Male/Female |
| **First names** | **Title** |
| **Official name (as it appears on your passport/national ID card)** |   |
| **Passport Number:**  |  |
| (If applicable) **Where are you currently studying? Please include name of institution, course and level of study** |  |

**Address details**

#### Permanent address

**Permanent Telephone Mobile number**

**Personal email address** - **(THIS MUST NOT BE AN AGENT'S EMAIL ADDRESS)**

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**This is the email address we will use to contact you about any information regarding your induction to the course, so please make sure you complete the above box.**

**Emergency contact**

|  |  |
| --- | --- |
| **Name:** |   |
| Telephone: |  |  Relationship: e.g. mother/father etc |

**Nationality**

**Country of birth** (the country where you were born)

**Nationality** (the country for which you are entitled to hold a passport)

**Country of domicile** (the country where you live)

**Do you have any physical disability or learning difficulties?** If yes, please give details below.

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**Sheffield Hallam International Summer School Options**

**Please tick as appropriate.**

|  |  |
| --- | --- |
|   | **Addressing Global Challenges to Journalism and Press Freedom**Monday 24 June - Friday 28 June 2019 |
|  | **Film Market Summer School** Monday 8 July - Friday 12 July 2019  |
|   | **Arts and Design International Summer School**Monday 29 July – Friday 16 August 2019  |
|   |  |   |  |
|   |  |

**Equal opportunities monitoring – ethnic origin**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | White |   | Asian/Asian British - Indian |   | Other Asian background |
|   | Black or Black British - Caribbean |   | Asian/Asian British - Pakistani |   | Mixed - White and Black Caribbean |
|   | Black or Black British - African |   | Asian/Asian British - Bangladeshi |   | Mixed - White and Black African |
|   | Other Black background |   | Chinese |   | Mixed - White and Asian |
|   | Other Mixed background |   | Other Ethnic background |   | Prefer not to say |

**Terms and conditions**

To view the Universities Terms and Conditions please go to [www.shu.ac.uk/about/legal](http://www.shu.ac.uk/about/legal). A printed copy may be requested by emailing specialistroutes@shu.ac.uk with your name and address.

**Data disclosure**

The information you supply on this form will be used by Sheffield Hallam University in accordance with the Data Protection Act 1998 and other applicable legislation. The University will use the information to process your application and to provide any relevant further information by post, email or text. It will also be used to support the University’s marketing and market research activities.

Please tick if you do not wish to receive further information by

 Post Text Email Phone

If at any time you change your mind and you would like the University to stop sending such information, please contact the Department of Marketing, Sheffield Hallam University, Sheffield S1 1WB or email marketing@shu.ac.uk

If you accept a place at the University and meet the conditions of the offer, the information from your application form will be used to set up a student record on the University’s student information (SI) system. Where required this information may be shared with the government or their respective agents to check the accuracy of personal information provided by students against external data sources such as the Higher Education Statistics Agency (HESA), or the Learning Skills Council Individual Learner Record (LSC ILR), returns. The University may also contact other institutions to confirm previous qualifications obtained.

In order to prevent and detect fraud, we reserve the right to, or may be required to, share this information with external organisations such as the police, the Home Office, the Foreign Office, the UK Border Agency and local authorities.

The University does not share the information you have provided with any other third party, except research agencies which assist with or carry out research and service providers who deliver email and text messages on the University’s behalf. The University ensures that such agencies will also handle personal data in accordance with the Data Protection Act.

**Declaration**

I confirm that, to the best of my knowledge, the information given in this form is true, complete and accurate and no information requested or other material information has been omitted. I give my consent to the processing of my data by Sheffield Hallam University. I understand that any offer of a place on the above course is subject to my acceptance of the University’s terms and conditions, which I have received and read. I understand what they say, and I agree to abide by the conditions set out there. I accept that if I do not fully comply with these requirements, Sheffield Hallam University reserves the right to cancel my application and I shall have no claim against Sheffield Hallam University in relation to this application.

Applicant's signature Date

If you have any queries regarding completing this application form or about the application process in general, you may find our website helpful at [www.shu.ac.uk](http://www.shu.ac.uk)

Alternatively, please email us at specialroutes@shu.ac.uk

**Please send your completed application form with a copy of your passport to** specialistroutes@shu.ac.uk