



Isle of Man

**International Business School**

Scoil Dálai Eddyrahoonagh Vannin

# Application Form

for degrees + professional programmes

Applications for all the **Degree Programmes** and **Professional Programmes** delivered at the Isle of Man International Business School (apart from those delivered by external training providers) are made directly to us and can be made all year round using this application form. Nevertheless, places on our courses are limited so you are encouraged to begin the application process as soon as possible. To apply for a **Corporate Programme** or another **Short Course**, please contact us for a copy of an alternative application form.

- For items marked with an asterisk (\*), please refer to the Explanatory Notes enclosed for guidance.
- If you have any further queries, please contact our Enquiries and Admissions Team.
- We will acknowledge receipt of your application form as soon as it is received.
- We will then endeavour to reply to you within 2 weeks of us receiving your completed application form (and references if required) with the result of your application.

## Data Protection

The Isle of Man International Business School (The IBS) is registered as a Data Controller with the office of the Isle of Man Data Protection Registrar, as required under the Data Protection Act 2002. We will only process data in accordance with this Act for the purposes notified to the Supervisor.

Please complete this Application Form clearly in **BLOCK CAPITALS**.

Please include **international dialling codes** for telephone/ fax numbers outside the Isle of Man.

### 1. The Course

Programme \_\_\_\_\_ Commences \_\_\_\_\_ (Month/Year)

Study Mode (Degree Programmes only)  Full Time  Part Time

How did you find out about this course? \_\_\_\_\_

Have you also applied for this course or something similar elsewhere?

- Yes - where? \_\_\_\_\_
- No

### 2. Personal Details

Title \_\_\_\_\_ Surname \_\_\_\_\_

Forename(s) \_\_\_\_\_

I prefer to be known as \_\_\_\_\_

Gender  Male  Female

Date of Birth \_\_\_\_\_

Country of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

### 5. Special Needs or Support

Please tick and provide further details as appropriate

- Dietary restrictions
- Medical conditions eg. allergies, epilepsy, diabetes
- Learning needs eg. dyslexia
- Physical disabilities
- Other

Details: \_\_\_\_\_

\_\_\_\_\_

### 3. Correspondence Address

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

### 6. Emergency Contact(s)

Name(s) \_\_\_\_\_

Relationship to You \_\_\_\_\_

Telephone(s) \_\_\_\_\_

### 4. Residency Details\*

Area of Permanent Residence \_\_\_\_\_

Date of First Entry to live in the U.K./IoM/ Channel Islands \_\_\_\_\_

Residential Category

- A**  **B**  **C**  **D**  **E**

**FOR OFFICIAL USE ONLY**

## 7. Work Experience

Starting with the most recent, please give details of your work experience to date.

Dates		Name + Address of Company	Job Title + Main Responsibilities
From	To		

## 8. Qualifications

Please give the details of all completed examinations/assessments, plus those you will complete within the next year. Please start with future exams, followed by your most recent qualifications, with your first qualification at the end.

Exam Date	Level Eg. Degree, A-Level, AS-Level, GCSE etc	Subject(s)	Actual Grade (if already taken)	Expected Grade (if yet to be taken)

## 9. Education

Starting with the most recent, please give details of the establishments you attended, or are attending, for your higher, further and secondary education.

Dates Attended		Name of Institution	Town/City + Country
From	To		

## 10. Personal Statement

### 10a. Why do you wish to study on your chosen course?

Please include details of any relevant experiences or desired learning outcomes.

### School/College-Leavers

If you already have a typed personal statement, please feel free to enclose it instead of completing this page.

### 10b. What attracted you to studying at the Isle of Man International Business School?

### 10c. Additional information about yourself, not provided elsewhere on this form:

eg. hobbies/ interests, personal qualities, key skills, gap years etc

### 11. English Language Proficiency\*

Is English your first language?

- Yes
- No - please give details of any English Language qualifications that you hold below:

English Language Test	Score
IELTS (International English Language Testing Service)	
TOEFL (Test of English as a Foreign Language) Paper-Based	
TOEFL (Test of English as a Foreign Language) Computer-Based	
CAE (Cambridge Certificate in Advanced English)	
CPE (Cambridge Certificate of Proficiency in English)	
GCSE or IGCSE English Language	
NEAB UETESOL (University entrance test in English)	
Other:	

### 12. Payment Details\*

Your Source(s) of Funding

- Self
- Employer
- Isle of Man Department of Education
- Other Details: \_\_\_\_\_

Invoicing Address (if different to your correspondence address in Section 3)  
If you ticked 'Isle of Man Department of Education' above, there is no need to complete this.

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Reference \_\_\_\_\_

### 13. Application Deposits\*

(international applicants for degree programmes only)

Have you paid/enclosed your application deposit?

- Cheque/Bankers Draft Enclosed
- Already Paid Details: \_\_\_\_\_

- If you are an international applicant, please **DO NOT** send us this form without arranging to pay your fully-refundable £250 application deposit.
- We will not process your application unless we have received your deposit.
- Please make cheques/bankers drafts payable to Isle of Man Government.
- If you have any queries, please contact our Admissions Team.

### 14. References (degree programme applicants only)

- For degree applicants under 21 years of age, a minimum of one academic reference is required.
- For mature degree applicants (aged 21+), a minimum of one academic plus one work-related reference is required.
- Please ask for a copy of our reference template/notes on references if this is not enclosed.

### 15. Enclosures

- Please list all items, eg. certificates, personal statement, cheque, references or continuation sheets, that you have included with this application form.
- Please do NOT send cash or original certificates in the post.
- Please only send cheques/bankers drafts and authenticated photocopies of certificates.

### 16. Declaration (must be completed in all cases)

I declare that the information given on this form is correct.

I agree to abide by the rules and regulations of the Isle of Man International Business School.

I accept that any falsification of information would lead to the withdrawal of an offer of a place on my chosen course.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**REMEMBER TO KEEP A PHOTOCOPY OF THIS COMPLETED APPLICATION FORM.**

**Please return completed application forms to:**

Enquiries and Admissions Team, Isle of Man International Business School,  
The Nunnery, Old Castletown Road, Douglas, Isle of Man, IM2 1QB

**T: +44 (0)1624 693700, F: +44 (0)1624 665095, E: enquiries@ibs.ac.im, www.ibs.ac.im**