



# Explanatory Notes

Use these notes to help you complete Sections 4, 11, 12 and 13 of the Isle of Man International Business School application form for degrees and professional programmes.

## SECTION 4 - RESIDENCY DETAILS

### \* Area of Permanent Residence

- If you live in the Isle of Man or Channel Islands, please state 'IoM' or 'Channel Islands'.
- If you live in the U.K., please state the city/town you live in, followed by 'UK'.
- If you live outside these areas, please state your country of permanent residence.

### \* Date of First Entry to live in the United Kingdom, Isle of Man, or Channel Islands

You do not need to complete this if you were:

- (a) born in and have always lived in the Isle of Man, United Kingdom or Channel Islands **or**
- (b) born elsewhere and have never lived in the Isle of Man, United Kingdom or Channel Islands

You should complete this if you were:

- (a) born outside the Isle of Man, United Kingdom or Channel Islands and have since come to live here **or**
- (b) born in the Isle of Man, United Kingdom or Channel Islands but have lived elsewhere else for any period of time and have since returned to live here. Please give the date when you entered the Isle of Man, United Kingdom or Channel Islands to take up permanent residence. This does not include residence for the purpose of full-time education.

### \* Residential Category

Please tick the letter (A to E) which best describes your circumstances:

**A** You or your parents are British (including Isle of Man and Channel Islands) citizens or nationals of another **European Union country**<sup>1</sup> and...

- (a) you have lived in the Isle of Man, the Channel Islands or **European Economic Area (EEA)**<sup>2</sup> since 30th June 2006 and will continue to do so until September 2010 and...
- (b) your residence has always been for a purpose other than full-time education.

**B** You do not fulfil the citizenship conditions of Category A but...

- (a) you have lived in the Isle of Man, **United Kingdom**<sup>3</sup> or Channel Islands since 30th June 2006 and will continue to do so until September 2010 and...
- (b) your residence has always been for a purpose other than full-time education and...
- (c) the length of your stay in the Isle of Man, United Kingdom or Channel Islands is not limited by **immigration control**<sup>4</sup>.

**C** You or your parents are recognised by the Isle of Man, United Kingdom or Channel Islands Governments as **refugees**<sup>5</sup> or you have been granted Exceptional Leave to Remain and you have continued to live in the Isle of Man, United Kingdom or Channel Islands since that status was granted and will continue to do so until September 2010.

**D** You, your parents or your spouse are nationals of Iceland, Liechtenstein, Norway or Switzerland and...

- (a) you, your parents or your spouse have entered the Isle of Man, United Kingdom or Channel Islands for the purpose of employment and...
- (b) you, your parents or your spouse have been employed since last entering the Isle of Man, United Kingdom or Channel Islands and...
- (c) you have lived in the **EEA**<sup>2</sup> since 30th June 2006 and will continue to do so until September 2010.

**E** You do not fulfil any of the conditions above.

### Additional notes on Residential Category

- 1 The European Union** includes the following countries: Austria; Belgium; Bulgaria; Cyprus; Czech Republic; Denmark (excluding the Faroe Islands and Greenland); Estonia; Finland; France (including the overseas departments of Guadeloupe, Martinique, French Guiana and Reunion, but excluding other French overseas territories); Germany; Greece; Hungary; The Republic of Ireland; Italy; Latvia; Lithuania; Luxembourg; Malta; The Netherlands (excluding overseas territories); Poland; Portugal (including the Azores and Madeira but excluding Macao); Romania; Slovakia; Spain (including Ceuta, Melilla, the Balearic and Canary Islands); Sweden; The United Kingdom (with Gibraltar).
- 2 The countries of the EEA** include the countries in note 1 plus Iceland, Liechtenstein and Norway.
- 3** For this purpose, **Gibraltar** is excluded.
- 4** Any **restrictions** on the period a person can remain in the Isle of Man, United Kingdom or Channel Islands will be endorsed in his or her passport or travel document.
- 5** Persons recognised by the national authorities as **refugees** are those whose passports have been endorsed accordingly, or who have been issued with an official letter confirming their status by the national authority.

### \* Category E

- If you selected Residential Category 'E' in Section 4, you are classed as an international applicant.
- Please ensure that you include an application deposit with this form (see Section 13 of the application form and the Application Deposits note below for more details).

### SECTION 11 - ENGLISH LANGUAGE PROFICIENCY

- If English is not your first language, or if English was not the language of instruction for your education, please ensure that you provide details of any English Language qualifications that demonstrate your level of ability in spoken and written English including the score/ grade where relevant. (Write "PENDING" if you are awaiting your score or will be taking the examination soon.)
- Please also enclose authenticated copies of your English Language certificates with your application.

### SECTION 12 - PAYMENT DETAILS

#### \* Source(s) of Funding

- You should indicate here how your course will be paid for.
- If you have been resident in the Isle of Man for a minimum of three years prior to the start of a degree programme, you may be eligible for financial support from the Isle of Man Government. If you expect to receive support from the Isle of Man Government you should tick the 'Department of Education' box.
- Otherwise, you should tick your source(s) of funding for your course fees, for example yourself and/or your employer.
- If you have an alternative source of funding such as a sponsor, a scholarship etc, please tick 'Other' and provide further details.
- If your course is sponsored by the Isle of Man Department of Trade and Industry, you or your employer will still need to pay our invoice, so please tick 'Self' or 'Employer'. You should seek a refund from the DTI after paying our fees.

#### \* Invoicing Address

- If you would like the invoice for your course fees to be sent to a person or address that is different to your correspondence address provided in Section 3, please give the appropriate contact details here (and reference if required).

### SECTION 13 - APPLICATION DEPOSITS

- A fully-refundable deposit of £250 is required from all international applicants (see residency category 'E' in Section 4) for our degree programmes before we can process your application form.
- If you are an international applicant applying for a degree programme, select 'Cheque/Bankers Draft Enclosed' or 'Already Paid' (and provide further details of when and how you have already paid) as appropriate.
- Please make cheques/bankers drafts payable to Isle of Man Government.
- If you are accepted onto our programme your paid deposit will be deducted from your fees.
- If you are not accepted onto our programme your paid deposit will be returned to you in full.

**If you have any further queries whilst completing your application form, please contact:**

Enquiries and Admissions Team, International Business School,

The Isle of Man University Centre, Old Castletown Road, Douglas, Isle of Man, IM2 1QB

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