



# Student Registration Form

This form should be completed by applicants who have accepted an offer to study through one of our Approved Learning Partners (ALPs).

Completion and submission of this form along with the required documentation completes your enrolment as a student of Heriot-Watt University. Please complete it in full and return to your ALP BEFORE the intended commencement date of your study.

Your ALP will submit the form to us on your behalf. You will subsequently receive, by email, your student identification and registration numbers as well as instructions on how you can access the secure Student Portal and view your study materials.

## Personal Details

Student Registration Number (SID)	
Title	
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"/> Do not wish to specify <input type="checkbox"/>

Please affix a recent, colour passport sized photograph here (do not staple). Please refer to the Guidance Notes.

## Contact Details

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

## Correspondence Address (if different from above)

Correspondence Address			
Post/Zip Code		Country	

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

Name of University/College/Institute	Start Date (mm/yy)	End Date (mm/yy)	Title of Qualification obtained/to be obtained	Date awarded/to be awarded (mm/yy)

## Programme of Study

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

## Apply for Course Exemption/s

If you have gained a qualification in a relevant subject prior to the start of your Edinburgh Business School programme, we may be able to reward this hard work with exemption from certain courses. If you would like your previous qualifications, undergraduate level or higher, to be considered for exemption, please indicate below and attach colour copies of your academic transcripts and award certificates to your form.

**Please consider my qualifications for exemption/s:**    **Yes** ☐ (please provide details below)                      **No** ☐

**Which course/s are you seeking exemption from?** \_\_\_\_\_

**On the basis of which qualification/s are you applying for the exemption/s?** \_\_\_\_\_

## Apply for my Student Card

A Student Card will be issued to you if you hold at least one of the following qualifications:

- a degree with first or second class honours of Heriot-Watt University
- a degree with first or second class honours of any other University or institution of higher education recognised by Heriot-Watt University
- any other academic or professional qualification deemed to be acceptable

If you do not hold one of the above qualifications, your student card will be issued when you meet the requirements for the award of the Postgraduate Certificate, which is the first interim award en route to your Master's degree.

If you would like us to assess your eligibility to receive a student card on the basis of your previous qualifications please indicate below and submit colour copies of your award certificates with your form.

**I would like to be considered for a student card now:** ☐

**I will wait until I have met the requirements for my Postgraduate Certificate:** ☐

## 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 (information must be provided for Criminal Convictions). Please refer to the attached Guidance Notes before completing this section.

<b>Ethnicity:</b>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="text-align: right;"><b>Do not wish to specify:</b> <input type="checkbox"/></div>
<b>Disability/medical condition/mental health condition/specific learning difficulty (please tick the appropriate box).</b>  <b>If you have a disability, special need or medical condition please provide full details.</b>	<b>Yes</b> <input type="checkbox"/> (please specify below) <b>No</b> <input type="checkbox"/> <b>Do not wish to specify:</b> <input type="checkbox"/> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>
<b>Criminal Convictions. Do you have a relevant criminal conviction that is not spent?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

## Privacy Notice

We could not exercise our responsibilities and fulfil our education, training and support obligations to you without collecting, holding and using your personal information. Our privacy notice explains what we do with your personal information and why.

I have read and understand Edinburgh Business School's [Privacy Notice](#) for Students. Please tick:\* ☐

## Student Declaration

1. I confirm that the information I have given is correct to the best of my knowledge and that I will update Edinburgh Business School with any changes in my personal or contact details.
2. I understand that as a student studying on a programme delivered by Edinburgh Business School, I am required to abide by the Policies and Procedures of Edinburgh Business School and Heriot-Watt University, and the Regulations of Heriot-Watt University, and to ensure that I am familiar with the information contained in the relevant Student Handbook.
3. I accept liability for payment of all fees and additional costs due to Edinburgh Business School or partner institutions in the absence of a payment by an awarding body or sponsor.
4. I understand that Edinburgh Business School may send important communications to my designated email account and recognise that it is my responsibility to check this account regularly.
5. I understand that only by disclosing a disability, medical condition, mental health condition or specific learning difficulty will Edinburgh Business School be able to consider any individual support requirements that I may have.

I have read and understand the declaration above.

Signature:\*\* \_\_\_\_\_

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

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

\* We are unable to process your course order if you have not ticked this box.

\*\*If you are submitting this form electronically please type your name. When this form is submitted electronically Edinburgh Business School will consider this as being equivalent to your signature.

## Student Registration Form - Guidance Notes

This form must be completed in order to finalise your enrolment as a student of Heriot-Watt University. Please complete it in full and return it to your ALP. We will use the information and documents provided to formally enrol you on your programme of choice.

### Supporting Documents

Required - the following information must be submitted with this form.

- A recent, colour, passport sized photograph
- A copy of the personal information page in your passport (or other form of photographic ID)

Optional – the following documents (undergraduate level or higher) should be submitted if you would like your qualification/s considered for exemption and/or a student card.

- Copies of award certificates
- Copy of your official transcripts/grade/mark sheets (exemption consideration only)

### Additional Information

**Ethnicity** - The University welcomes 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. This not only allows us to fulfil the requirements of the Race Relations (Amendment) Act 2000 but helps us to proactively address the individual needs of different ethnic or religious groups, and also promote good race relations across the whole institution. The information you provide here is crucial to this process. If however you do not wish to give this information please indicate that you "Do not wish to specify".

White	White – British	White – Irish	White – Scottish	Irish traveller	Other white background
Black Caribbean	Black African	Black other	Indian	Pakistani	Bangladeshi
Chinese	Asian other	Other	Do not wish to specify		

**Disability/medical condition/mental health condition/specific learning difficulty** - The University welcomes students with disabilities and will try to meet your needs. The information you provide on the application form will help us to do this. If you have a disability, medical or mental health condition or a specific learning difficulty please select the most appropriate option from the list. If you do not have a disability, medical or mental health condition or a specific learning difficulty, please enter "No Disability". The information you supply will not affect judgements about your academic suitability and will be treated in strict confidence. If you do not wish to give information please indicate that you "Do not wish to specify".

A disability, impairment or medical condition that is not listed  
 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  
 Personal Care Support  
 Two or more impairments and/or disabling medical conditions  
 No known disability  
 Do not wish to specify

**Criminal Convictions** - To help the universities and colleges reduce the risk of harm or injury to their students caused by the criminal behaviour of other students, they must know about any relevant criminal convictions that you have. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

### Any Questions?

If you have any questions about completing this form please contact your ALP.