

# 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.

## Home 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**

Master of Business Administration (MBA)	<input type="checkbox"/>	MBA with a Specialism in Finance	<input type="checkbox"/>
MBA with a Specialism in Strategy	<input type="checkbox"/>	Master of Science in Financial Management	<input type="checkbox"/>

**Apply for my Student Card**

You will be formally matriculated as a student of Heriot-Watt University and a soft copy student card will be made available to you if you hold at least one of the following qualifications and, if applicable, provide acceptable evidence of your English language proficiency:

- 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 would like us to assess your eligibility to receive a student card immediately please indicate below and submit the appropriate documents with your form.

**I would like to be considered for a student card now and submit the following documents:** ☐

(please tick the appropriate boxes below)

Qualifications:

- A degree with first or second class honours of Heriot-Watt University\* ☐
- Please consider my degree with first or second class honours from other university or institution of higher education\* ☐
- Please consider another academic or professional qualification\* ☐

English Language Proficiency:

English is the official language of my country ☐ I have significant work experience in an English speaking company\* ☐  
My previous qualification was taught in English\* ☐ I have a Heriot-Watt University approved English language test\* ☐

Other, please specify: \_\_\_\_\_

\* Please see Guidance Notes for the documentation you will need to provide.

If you do not hold a qualification/evidence of English language proficiency recognised by Heriot-Watt University you will be matriculated 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.

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

## Recognition of Prior Learning

If you have achieved a qualification in a relevant subject prior to the start of your Edinburgh Business School programme, and the qualification is no more than five years old, 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 visit the Exemption section in your Student Portal where you will find further information as well as the application form you will need to use to apply.

## Additional Information

This section allows you to enter information that is required by the UK Higher Education Statistics Authority (HESA).

Please refer to the attached Guidance Notes before completing this section. 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).

Ethnicity:	<div></div> <div>Do not wish to specify: <input type="checkbox"/></div>
<p>Disability/medical condition/mental health condition/specific learning difficulty (please tick the appropriate box).</p> <p>If you have a disability, special need or medical condition please provide full details.</p> <p>*By ticking this box you are agreeing for your details to be passed to the Heriot-Watt University Disability Service who will contact you regarding support for your studies.</p>	<div>Yes* <input type="checkbox"/> (please provide details) <div></div></div> <div>No disability <input type="checkbox"/></div> <div>Do not wish to specify <input type="checkbox"/></div>
Criminal Convictions. Do you have a relevant criminal conviction that is not spent?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Terms and Conditions

I have read and understand Edinburgh Business School's [Terms and Conditions](#) and agree to them. Please tick:\* ☐

## 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 Heriot-Watt University be able to consider any individual support requirements that I may have.

I have read and understand the declaration above.

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

## Statement of Confidentiality & Disclosure (for completion only if you have declared a disability)

You have disclosed to the University that you have a disability. Information pertaining to students with disabilities is kept in secure files with restricted access. It is also held in a University record systems. Disability-related information is shared for your benefit and to allow support strategies to be put in place.

- It is accessible only to those staff who are required to access the data to provide you with support. These may include Heriot-Watt University academic, administrative and support staff.
- It may additionally be shared with staff at partner institutions and with examination centres where you register to sit an examination.
- It may be used anonymously for statistical purposes.

I hereby give my consent for information relating to my disability to be shared and used in the ways listed above. I acknowledge that I can withdraw from this declaration at any time, without giving reasons, by sending an email to [disability@hw.ac.uk](mailto:disability@hw.ac.uk).

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

\* We are unable to process your Student Registration Form 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 to your ALP who will submit it on your behalf. We will use the information and documents provided to formally enrol you on your programme of choice.

## Supporting Documents

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)
- If applicable, copies of awards certificates (undergraduate level and higher)
- If applicable, evidence of English language ability

## Evidence of English Language Proficiency

Students whose native language is not English and who have not been educated previously in the English language must provide evidence of their English language proficiency to ensure they can cope with the demands of a Heriot-Watt programme taught and assessed in English.

The evidence of English language proficiency provided must be no more than two years old at the point of submission.

## Acceptable English Language Tests

CEFR	HWU English	IELTS	Pearson PTE	Trinity ISE	Cambridge (New)	Cambridge (Old)
B2	C	50-59% 6.5 no score lower than 6.0 in each section: Reading Listening Speaking Writing	58-64	ISE II Reading: pass Listening: pass Speaking: pass Writing: pass	176-184	CAE (Grade C) FCE (Grade A)

## Other Acceptable Evidence of English Language Proficiency

- Previous degree taught in English – Please provide a letter from the university/institute confirming that you were taught and assessed in English.
- Significant work experience in an English speaking company - Please provide a letter from the HR department confirming it is an English speaking company.

## 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:

Dyslexia

Blind/visual impairment

Deaf/hearing impairment

Wheelchair user/mobility difficulties

Mental health difficulties

An unseen disability (diabetes, epilepsy, asthma)

Autistic spectrum condition/Asperger's syndrome

Multiple disabilities (please specify)

A disability or medical condition not listed above (please specify)

If you have concerns about stating your disability, you can contact our Student Wellbeing Centre on +44 (0) 131 451 3386 or [disability@hw.ac.uk](mailto:disability@hw.ac.uk).

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".

### 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 in the first instance.