

**ENGINEERING OFFICER OF THE WATCH - BOOKING FORM**

Please complete the Booking Form in full (using BLOCK capitals throughout), and return it with the deposit payment and photocopies of your supporting documentation.

Personal Information			
Family Name		First Name(s)	
Home Address		Date of Birth	
		Telephone No.	
		Mobile Tel. No.	
		E-Mail Address	
Post Code (UK only)	-----	Discharge Book No.	
Do you have any disabilities (i.e. Dyslexia)	Yes <input type="radio"/> No <input checked="" type="radio"/>	If 'Yes', please provide us with supporting documentation to enable us to ensure you have everything you need to complete your course.	Passport Number
Do you have any Criminal Convictions? PLEASE REFER TO NOTE 1		Yes <input type="radio"/> No <input checked="" type="radio"/>	
Country of Permanent Residence. Please also confirm how long you have lived there.	India	Place of Birth (Country)	India
Nationality	Indian	Please Circle Residential Category PLEASE REFER TO NOTE 2	1 2 3 4 5 6 <input checked="" type="radio"/> 9
Do you need a Tier 4 Student Visa to study in the UK	Yes <input type="radio"/> No <input checked="" type="radio"/>	Do you currently live in the UK?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Have you ever been issued with a visa to study in the UK even if you did not use it?			Yes <input type="radio"/> No <input checked="" type="radio"/>
Have you ever had a visa to enter the UK (NOT FOR STUDY), even if you did not use it?			Yes <input type="radio"/> No <input checked="" type="radio"/>
Have you ever been issued with a Confirmation of Acceptance for Studies (CAS) for a Tier 4 visa?			Yes <input type="radio"/> No <input checked="" type="radio"/>
Have you ever studied in the UK before you applied to Warsash Maritime Academy? (Southampton Solent University)			Yes <input type="radio"/> No <input checked="" type="radio"/>
Have you ever had a UK visa application refused?			Yes <input type="radio"/> No <input checked="" type="radio"/>
Will you be applying for your Tier 4 visa from a country which is different from your passport, if so which country?			N/A
If you have answered Yes to any of the above questions then please send the relevant documents when returning your application form to wma.admissions@solent.ac.uk			
When the course starts, what will be your approximate length of watch-keeping sea service (in months) as a rating?			33+
Have you applied, or obtained a Letter of Initial Assessment (LIA)?			Yes
Types of ship served on:			
Company & Training Manager		Will your company be paying your course fees? (Yes/No)	No
Engineer Officer of the Watch - Course Requirements			
Please indicate the date that you wish to commence your course of study and 'tick' the relevant course box(es) below:			/ / 20
UEOWIEP	<b>Engineer OOW - IAMI Engineering Knowledge Modules</b> Guided study to prepare for IAMI Examinations including MNTB Record Book, study guides & past papers		
UEOWIAP	<b>Engineer OOW - IAMI Academic Modules</b> Guided study to provide underpinning knowledge for IAMI GES Examinations		
FEOWWSP	<b>Engineer OOW - Workshop Skills Training</b> Fifteen weeks at college. Opportunities will exist to sit the IAMI written exams during this time and to undertake further short courses as required i.e. HELM (O)* and High Voltage (O)* *additional fee payable		
LIA	Do you require the University to issue you with an Letter of Initial Assessment (fee of £150 payable)		
<i>Please note: The balance of course fees are due prior to the course start date. Students are responsible for the payment of all fees unless a Company letter of Sponsorship is presented at the time of booking. You are responsible for obtaining your own Notice of Eligibility from the MCA and where possible this should be done before the course starts. Failure to do so may prevent you from completing your course of study and/or cause unnecessary expense or delay. Please also note that all relevant documentation, proof of entry, special qualifications etc. must be brought with you to college when enrolling.</i>			
Booking Form - Application and Attachments			
Deposit paid by Epayment/Card payment over phone	BT	The total amount being forwarded is (£ GBP):	
My Notice of Eligibility is attached (tick)	NO	Photocopies of all supporting documents*	YES
Applicants Signature			
Date	/ /		

\* NB. Applications will not be processed unless all supporting documents are enclosed. Deposits by former students can be paid using the Epayment system <https://epayments.solent.ac.uk/open> or card payments can be processed over the phone following receipt of a booking form and all the required documents.

Please see the Course and Fee Guidance notes for information on bank transfers, please note these payments can take up to a week to be processed and allocated to your account. Please sign declaration overleaf.

**Personal Statement.** Please include what your career goals are, how this course will advance your career goals and any other information you consider relevant to your application.

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**DECLARATION BY APPLICANT**

I confirm that I have disclosed information on all previous study in the UK and all the details in this form are correct to the best of my knowledge.

I understand and accept that the information given on this form will be retained by the University in accordance with the provisions of Data Protection Act 1998 and that personal information about me will be used for personnel and administrative purposes and statutory returns. This information may also be transmitted and displayed on an internal network for relevant Southampton SOLENT University business purposes.

I also understand that, where relevant, I will not be issued with a Confirmation of Acceptance for Studies (CAS) until this form has been completed. By signing the application I give my permission for Southampton Solent University to verify the information given in this form with any previous UK institution at which I have studied and/or with the Home Office UK Visas and Immigration service.

I confirm I have read and understood the Course Fees & Guidance Notes.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Note 1**

**Criminal Conviction**

To help us reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know any relevant criminal convictions that an applicant may 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.

**You must declare YES if any of the following statements apply to you:**

- a. I have a relevant criminal conviction that is not spent
- b. I am serving a prison sentence for a relevant criminal conviction

If statement b applies to you then you must also give the prison address as your postal address on your application and a senior prison officer must support your application.

Applicants who answer YES will *not* be automatically excluded from the application process. However, the Student Affairs Manager may want to consider the application further or ask for more information before clearing an applicant.

If you are convicted of a relevant criminal offence after you have applied you must contact the Student Affairs Manager for further details. You may do this through the Course Administrator.

England & Wales Criminal Records Bureau - [www.crb.gov.uk](http://www.crb.gov.uk)

### Note 2

Residential Category (complied with the help of UKCISA)

Along with other information in your application this helps Southampton Solent University to establish your status for the payment of tuition fees. Although we cannot tell you which category to select, the brief explanations set out below should establish your provisional status. Southampton Solent University will make the final decision on your category and so all queries should be directed to us.

**The categories are as follows:**

#### **1 UK Citizen or EU National:**

You are a UK or EU national, or are the child or grandchild, or spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full-time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

#### **2 EEA or Swiss National:**

Either: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period. Or: You are the child of a Swiss National and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA or Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

#### **3 Child of a Turkish worker:**

You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.

**4**

**Refugee:**

You have been recognised as a refugee by the British government or you are the spouse, civil partner or child under 18 of such a person at the time of the asylum application.

**5 Humanitarian Protection or similar:**

You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave or you are the spouse, civil partner or child under 18 or such a person at the time of the asylum application.

**6 Settled in the UK:**

You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person: if this is your situation your residential category is Other).

**9**

**Other:**

If none of the above apply to you please contact the relevant faculty you are making an application to for further assistance.

**Academic Services**

**November 2015**