



**University of Sunderland Hong Kong Campus
Short Course Application Form**

OFFICE USE ONLY	
Application number	Admission Advisor/Agent :
University Decision <input type="checkbox"/> Unconditional <input type="checkbox"/> Conditional <input type="checkbox"/> Reject	Comments:

*This field is mandatory. / Please put tick if appropriate.

1. WHICH COURSE ARE YOU APPLYING FOR?

Programme title

Intake (MM/YYYY)

2. PERSONAL DETAILS

*Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.	*Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
*Given name(s):	*Family name:
*HKID Number / Passport Number	Place of Issue
*Date of birth: (dd/mm/yyyy)	*Country of birth:
*Email: *Correspondence address:	*Email:

3. EDUCATIONAL BACKGROUND

Examinations/Qualifications: please provide course, examinations and qualifications completed and those awaiting results in date order. This includes any English language qualifications. Please ensure you enclose certified copies of certificates. If the information are on your detailed CV, please check the box below

Please refer to CV attached

From DD/MM/YY	To DD/MM/YY	Awarding Institution	Title of Qualification	Result / grade

4. YOUR EMPLOYMENT BACKGROUND/WORK EXPERIENCE

Please ensure you enclose a Curriculum Vitae (CV). If the information are on your detailed CV, please check the box below

Please refer to CV attached

From DD/MM/YY	To DD/MM/YY	Company name	Job title	Main responsibilities	Full-Time/ Part-Time

5. All new enrolled students in will automatically become an alumnus of The University of Sunderland. If you DO NOT WISH to be an alumnus, please check this box.

6. STATEMENT ON COLLECTION OF PERSONAL DATA

- a) It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise the University may be unable to process and consider their applications.
- b) The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by the University of Sunderland staff.
- c) When the processing and consideration of all the applications for a particular programme have been completed, the application papers of unsuccessful candidates will be destroyed, and the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by the University. In all such circumstances, please be assured that any personal information you provided will be kept strictly confidential.
- d) Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.
- e) The University will contact student by email, by post and by phone, it is important that the mobile phone number, email address and corresponding address that the applicant provides are accurate.

7. USE AND TRANSFER OF PERSONAL DATA

The University will send the latest updates and promotional materials to applicants/students/alumni on the programme updates, scholarships, seminars, events, and other service provided by the University. We may contact you with various methods such as e-mail, mobile phone, social media or direct-mail, by using the contact information collected. You reserve the right to make changes on your choice of receiving marketing materials by sending a written unsubscribe request (by email or by post) to the University. If you DO NOT WISH to receive the latest updates and promotional materials please check the box.

Under the provision of the Personal Data (Privacy Ordinance, applicants have the right to request the University to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form, a fee may be charged. These applications for access to information should be addressed to the Student Support Team of University.

For details on the Hong Kong Campus policy on personal data, please refer to the Hong Kong Campus website (<https://www.sunderland.edu.hk/terms-conditions/>)

DECLARATION

Please read this declaration carefully before signing.

I confirm that to the best of my knowledge, the information given in this forms is correct and complete. I have read and understand the University's rules and regulations as stated in the International Prospectus and I agree to abide by these. The University of Sunderland is registered under the Data Protection Act 1998 and Information given on this form will only be used in accordance with the terms of the University's registration.

Signature of Applicant _____ Date (DD/MM/YYYY) _____

Thank you for taking time to complete the application. If all necessary information is included we will endeavour to advise you of the decision as soon as possible.

University of Sunderland in Hong Kong is a fully-owned subsidiary of the University of Sunderland, a Higher Education Corporation established in the United Kingdom. Please send your completed application form to:

University of Sunderland in Hong Kong – 9/F, South China Building, 1-3 Wyndham Street, Central, H.K
Telephone: (852) 2992 0133 | Facsimile: (852) 2992 0918 | E-mail: enquire@sunderland.edu.hk | Website: www.sunderland.edu.hk