It is a University requirement for students to enrol for each year of their study. Once your enrolment form has been processed you will be able to use e:vision to view and change information on your student record.

Please ensure that you have entered **ALL** the information required on this form. The information that we ask for covers the minimum statutory requirements and we will have to come back to you if there is missing information. Please use BLOCK CAPITALS.

Please ensure any telephone numbers begin with a 0 (zero) and do not contain any characters other than numbers.

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| **University Identification** |
| **Student Number (if known)** | **University username and email (if known)***e.g. xxx###@york.ac.uk* |
| **Your Data** |
| The University collects and retains certain types of data in order to fulfil its functions as an education provider, provide information for statutory returns and offer support to its students. As part of enrolment, you will be asked to either confirm existing data which you provided as part of your application or update information via questions in the enrolment form. All information will be held securely and managed in accordance with the UK General Data Protection Regulation (UK GDPR) and Data Protection Act (DPA) 2018. For more information, please see the [Student Privacy Notice](https://www.york.ac.uk/records-management/dp/your-info/students/).[The Higher Education Statistics Agency (HESA)](https://www.hesa.ac.uk/) is the official Government agency for the collection, analysis and dissemination of quantitative information about higher education in the UK. The University of York has a statutory duty to pass certain personal data on current and former students to HESA. For more information, please see the [HESA Student Collection Notices](https://www.york.ac.uk/records-management/dp/your-info/hesa-students/).  |

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| **Your Personal Details**  |
| **Title** | **Name** *(First name)*  *(Family name)* |
| **Official Name** *This should be your full legal name (including all given names).* *It is important this is correct as it will appear on your degree certificate and transcript.* |

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| **Your Personal Details** (continued) |
| **Known as Name** *This should be your preferred chosen name or a nickname that you prefer to be called. Following completion of your enrolment, you can edit your chosen name at any point by visiting the ‘Your personal details’ section of e:vision.**Please note that this will* ***not*** *appear on formal documentation or your University Card.* |
| **Date of Birth** | **What is your sex?**  *(please circle)*

|  |  |  |
| --- | --- | --- |
| Male [ ]  | Female [ ]  | Other [ ]  |

 |
| **Is the gender you identify with the same as your sex registered at birth?** *(please circle)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 01 | Yes [ ]  | 02 | No [ ]  | 98 | Prefer not to say [ ]  |

 |
| **Your Programme** |
| **Module name** | **Award**PCOMMOD |
| **Mode of Attendance** *(full time/ part time etc)*PTYI01 | **Year of Programme**2023/24 |
| **Start date** | **Module Expected End date** |
| **Domicile and Nationality** |
| **Domicile** *This is the country or region of your primary residence, where you permanently reside outside of term time and intend on returning to after completing your studies.**If you live in the United Kingdom please indicate England, Scotland, Wales or Northern Ireland.* | **Nationality***This is your legal and primary nationality.* *If you have dual nationality please provide both.* |
| **Your Addresses**  |
| **Home Address***Please tell us where your permanent address is when you are not studying at the University of York, or if you are studying at a distance/online. This should be within the country of domicile indicated above.* |
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| **Postcode** |

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| **Your Addresses** (continued) |
| **Country** | **Telephone** |
| **Home email address** | **Mobile Number** |
| **Is your term time address the same as your home address?** *(please circle)*

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| --- | --- |
| YES [ ]  | NO [ ]  |

 |
| **Company address** |
|  |
|  |
| **Postcode** | **Telephone** |
| **Work email address** |  |
| **First emergency contact***(required)*  |
| **Name** | **Telephone** |
| **Address** |
|  |
|  |
| **Post code** | **Email** |

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| **Second emergency contact** (optional) |
| **Name** | **Telephone** |
| **Address** |
|  |
|  |
| **Post code** | **Email** |

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| **Trusted contact** (optional) | *You can nominate a trusted contact as someone we can contact to help support you in the event the University has serious concerns that you may be at significant risk.*  *More information about our use of trusted contacts.* |
| **Name** | **Telephone** |
| **Address** |
|  |
|  |
| **Post code** | **Email** |

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| **Previous Study** |
| **The Level of your Highest Qualification**

|  |  |  |
| --- | --- | --- |
| **Was your previous study within the UK?** *(please circle)* |  YES [ ]  |  NO [ ]  |

If your study was within the UK, from the table below, please circle the level of your highest qualification to date (the highest number). This should be:* A qualification you have completed.
* Not a qualification that you are about to start or haven't yet completed.

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| **Qualification Level** |
| **0** [ ]  | No formal qualifications. |
| **1** [ ]  | GCSEs grade D-G, NVQ Level 1, SVQ Level 1, Level 1 Certificate, Level 1 Diploma or equivalent qualification. |
| **2** [ ]  | GCSEs grade A\*-C, NVQ Level 2, SVQ Level 2, Level 2 Certificate, Level 2 Diploma or equivalent qualification |
| **3** [ ]  | A Levels, Scottish Higher and Advanced Higher, Access to Higher Education Course, NVQ Level 3, SVQ Level 3, Level 3 Certificate, Level 3 Diploma, International Baccalaureate, or equivalent qualification. |
| **4** [ ]  | Certificate of Higher Education (Cert HE, CHE), Higher National Certificate (HNC), NVQ Level 4, SVQ Level 4, Level 4 Certificate, Level 4 Diploma or equivalent qualification. |
| **5** [ ]  | Ordinary Bachelor's degrees, Foundation degrees (e.g. FdA, FdSc, FdEng, FDA, FDS), Diplomas of Higher Education (DipHE), Higher National Diploma (HND) and other higher diplomas, Level 5 Diploma, Level 5 Certificate or equivalent qualification. |
| **6** [ ]  | Bachelor's degrees with honours (BA, BSc, BEng, BEd, BPharm, BMus), PGCE, Graduate Diploma, Graduate Certificate, Level 6 Diploma, Level 6 Certificate, or equivalent qualification. Please note: this includes undergraduate first degrees in medicine, dentistry or veterinary science and MPharm. |
| **7a** [ ]  | Integrated Masters qualifications: MChem, MEng, MMath, MPhys, etc. (but <i>not</i> MPharm), or equivalent qualification |
| **7b** [ ]  | Postgraduate Certificate (PGCert), NVQ Level 5, SVQ Level 5, Advanced Professional Certificate - Level 7, or equivalent qualification. |
| **7c** [ ]  | Postgraduate Diploma (PGDip), Level 7 Diploma, or equivalent qualification |
| **7d** [ ]  | Postgraduate Masters qualifications including: MPhil, MSc, MA, MBA, MPA, MRes, MLitt, or equivalent qualification. |
| **8** [ ]  | Doctorate qualifications: Doctor of Philosophy (DPhil, PhD), Doctor of Medicine (MD), Doctor of Music (DMu), Doctor of Science (DSc) or equivalent qualification. |

If your highest qualification was awarded by an institution outside of the UK please provide further details below, and include the following:* Qualification title
* Awarding institution and country
* Date qualification was awarded

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If your highest qualification is a recognised professional qualification please provide further details below, and include the following:* Qualification title
* Awarding institution
* Date qualification was awarded

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| **Your Data** |
| The University is committed to providing equality of opportunity for all students and to improving the experience of students from different backgrounds. To do this we need to know more about our student population.We need to collect certain information from you in order to:* Better understand your different needs
* Provide the best possible service to students with particular requirements
* Monitor the educational experience of students from different groups
* Ensure our policies and practices are fair and inclusive
* Meet the University’s statutory reporting requirements

This information is used to:* Inform the development of services which meet the needs of our students
* Monitor the University’s progress on equality through statistical analysis of the information you provide

The University is bound by the General Data Protection Regulation and Data Protection Act 2018. For further information on how your data will be used, stored and shared please see the [Student Privacy Notice](https://www.york.ac.uk/records-management/dp/your-info/students/). You do not have to provide this information: there is an "Information Refused/ Prefer not to Say" option for all the mandatory questions except disability.The categories listed are not set by the University; they are set by funding bodies. |

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| **Your Data** (continued) |
| **About you**  |
| **Ethnicity or Ethnic group** *(please circle; the origins are in alphabetical order)*

|  |  |  |  |
| --- | --- | --- | --- |
| 50 [ ]  | Arab | 43 [ ]  | Mixed or multiple ethnic groups - White or White British and Asian or Asian British |
| 33 [ ]  | Asian - Bangladeshi or Bangladeshi British | 42 [ ]  | Mixed or multiple ethnic groups - White or White British and Black African or Black African British |
| 31 [ ]  | Asian - Indian or Indian British | 41 [ ]  | Mixed or multiple ethnic groups - White or White British and Black Caribbean or Black Caribbean British |
| 32 [ ]  | Asian - Pakistani or Pakistani British | 39 [ ]  | Any other Asian background |
| 22 [ ]  | Black - African or African British | 29 [ ]  | Any other Black background |
| 21 [ ]  | Black - Caribbean or Caribbean British | 80 [ ]  | Any other ethnic background |
| 34 [ ]  | Asian - Chinese or Chinese British | 49 [ ]  | Any other Mixed or Multiple ethnic background |
| 15 [ ]  | Gypsy or Irish Traveller | 16 [ ]  | Roma |
| 11 [ ]  | White - Irish  | 12 [ ]  | White - English, Scottish, Welsh, Northern Irish or British |
| 19 [ ]  | Any Other White Background | 98 [ ]  | Information refused/prefer not to say |

 |
| **Religion** *(please circle)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 01 [ ]  | No religion | 02 [ ]  | Buddhist | 03 [ ]  | Christian |
| 10 [ ]  | Hindu | 11 [ ]  | Jewish | 12 [ ]  | Muslim |
| 13 [ ]  | Sikh | 80 [ ]  | Any other religion or belief | 98 [ ]  | Prefer not to say/Information refused |

 |
| **Sexual Orientation** *(please circle)*

|  |  |  |  |
| --- | --- | --- | --- |
| 01 [ ]  | Bisexual | 04 [ ]  | Heterosexual or straight |
| 02 [ ]  | Gay man | 05 [ ]  | Other Sexual Orientation |
| 03 [ ]  | Gay woman/ lesbian | 98 [ ]  | Prefer not to say |

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| **About you** (continued) |
| **Disability** *(please circle)*

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| --- | --- | --- | --- |
| A [ ]  | No known impairment, health condition or learning difference | G [ ]  | Learning difference such as dyslexia, dyspraxia or AD(H)D |
| B [ ]  | Social/communication conditions such as a speech and language impairment or an autistic spectrum condition | H [ ]  |  Physical impairment (a condition that substantially limits one or more basic physical activities such as walking, climbing stairs, lifting or carrying) |
| C [ ]  | Blind or have a visual impairment uncorrected by glasses | I [ ]  | An impairment, health condition or learning difference not listed |
| D [ ]  | Deaf or have a hearing impairment | K [ ]  | Development condition that you have had since childhood which affects motor, cognitive, social and emotional skills, and speech and language. |
| E [ ]  | Long-term illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy | L [ ]  | Prefer Not to Say |
| F [ ]  | Mental health condition, challenge or disorder, such as depression, schizophrenia or anxiety |  |  |

***If you have selected one or more disabilities, please identify the one that you feel is your primary condition*** *(free text box)*

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| **Disability Students’ Allowance (DSA) funded by the Student Loans Company (SLC) or Student Awards Agency Scotland (SAAS) if applicable***(please circle)**If you do not have a disability you should leave the following question blank; this question is only applicable if you have a disability.* *If you have an application for Disabled Students’ Allowance which is pending you should select “I have a disability as specified above and am NOT in receipt of Disabled Students Allowance”.*

|  |  |  |  |
| --- | --- | --- | --- |
| 04 [ ]  | I have a disability as specified above and am in receipt of Disabled Students’ Allowance | 05 [ ]  | I have a disability as specified above and am NOT in receipt of Disabled Students’ Allowance |

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| **Student Support** |
| The following section helps us identify and tailor our services to offer support to certain groups of students. Your response will be used by Student Support to inform you (by email) of specific advice and initiatives which may be of interest. For example, we may be able to offer a bursary to eligible students who have spent time in care. You can opt out of receiving these emails at any time by responding to the email and indicating that you wish to be unsubscribed from any future correspondence. |
| **Students with dependants** *For the purposes of this question a dependant is a person who is a young person or child, a spouse (i.e. your husband, wife or civil partner), partner, family member or other person who is primarily dependent on you for financial and other support.*

|  |  |  |
| --- | --- | --- |
| **Will you have any child dependants under the age of 16 living with you while you study?** *(please circle)* | YES [ ]  | NO [ ]  |

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| **Students with caring responsibilities** *If you are caring for a family member or relative, please answer the following question.* *You may find useful information and support on the* [*Carers Support and Advice*](https://www.york.ac.uk/students/support/carers/) *webpage.*

|  |  |  |
| --- | --- | --- |
| **Do you currently care for a family member or relative who needs support due to an illness, disability, mental health condition or an addiction?** *(please circle)* | YES [ ]  | NO [ ]  |

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| **Student Support** (continued) |
| **Students who have spent time in care** For the purpose of this question, spending time in care means that you were provided with accommodation by a local authority (for example, in foster care, kinship care, a residential school, secure unit or children's home), either on a voluntary basis or by means of a legal process, when you were under 16. This includes if you were subsequently adopted. Or, you entered care at 16 or 17 and were housed in semi-independent housing (including former homeless or unaccompanied asylum seeking young people).

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| --- | --- | --- |
| **On the basis of this definition, have you spent any time under the care of your Local Authority / Health and Social Care Trust?** *(please circle)* | YES [ ]  | NO [ ]  |

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| **First generation in family to go to University**

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| **Do any of your parents (including natural parents, adoptive parents, step-parents or guardians who have brought you up) have any higher education qualifications, such as a degree, diploma or certificate of higher education?** (*please circle)* |
| **1** [ ]  | Yes |
| **2** [ ]  |  No |
| **8** [ ]  |  Don’t know |
| **9** [ ]  |  Information Refused/Prefer not to say |

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| **Completing Enrolment** |
| Please read and agree with the statements in the **‘Confirmation and Signature’** section below by ticking each box, and then sign and date the form. Please note your enrolment CANNOT be completed if you do not:1. Confirm that the data you have provided during this process is complete and accurate to the best of your knowledge
2. Agree to abide by the [University's Ordinances & Regulations](http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/)
3. Agree to abide by the [Library Regulations](http://www.york.ac.uk/library/contact/regulations/)
4. Confirm you have read and understood the [Student Privacy Notice](http://www.york.ac.uk/records-management/dp/your-info/students/)

Please follow the web-pages links if you require further information or for specific queries on the above please contact the following: University's Ordinances & Regulations - Student Records (student-records@york.ac.uk)Library Regulations - University Library and Archives (lib-enquiry@york.ac.uk)Data Protection - Data Protection Office (dataprotection@york.ac.uk) |
| **Confirmation and Signature** |
| [ ]  I have provided all of the information required on this form[ ]  I have checked through the form and confirm that the information provided is correct to the best of my knowledge[ ]  I have provided full address information (including postcode) for 2023/4[ ]  University card - I will upload my photograph online at [E:Vision](https://evision.york.ac.uk) when my access is confirmed (new entrants only)[ ]  I undertake to comply with the requirements of the [University’s Ordinances and Regulations](http://www.york.ac.uk/about/organisation/governance/governance-documents/ordinances-and-regulations/), a copy of which is available online[ ]  On arrival at the University you may request a hard copy of these regulations[ ]  I undertake to comply with the requirements of the [University Library regulations](http://www.york.ac.uk/library/contact/regulations/), a copy of which is available online[ ]  I confirm that I have read and understood the [Student Privacy Notice](http://www.york.ac.uk/records-management/dp/your-info/students/), a copy of which is available online **SIGNATURE …………………………………………………. DATE ……....………..**  |