2. You are being funded for your course or module by an employer other than a Health Trust
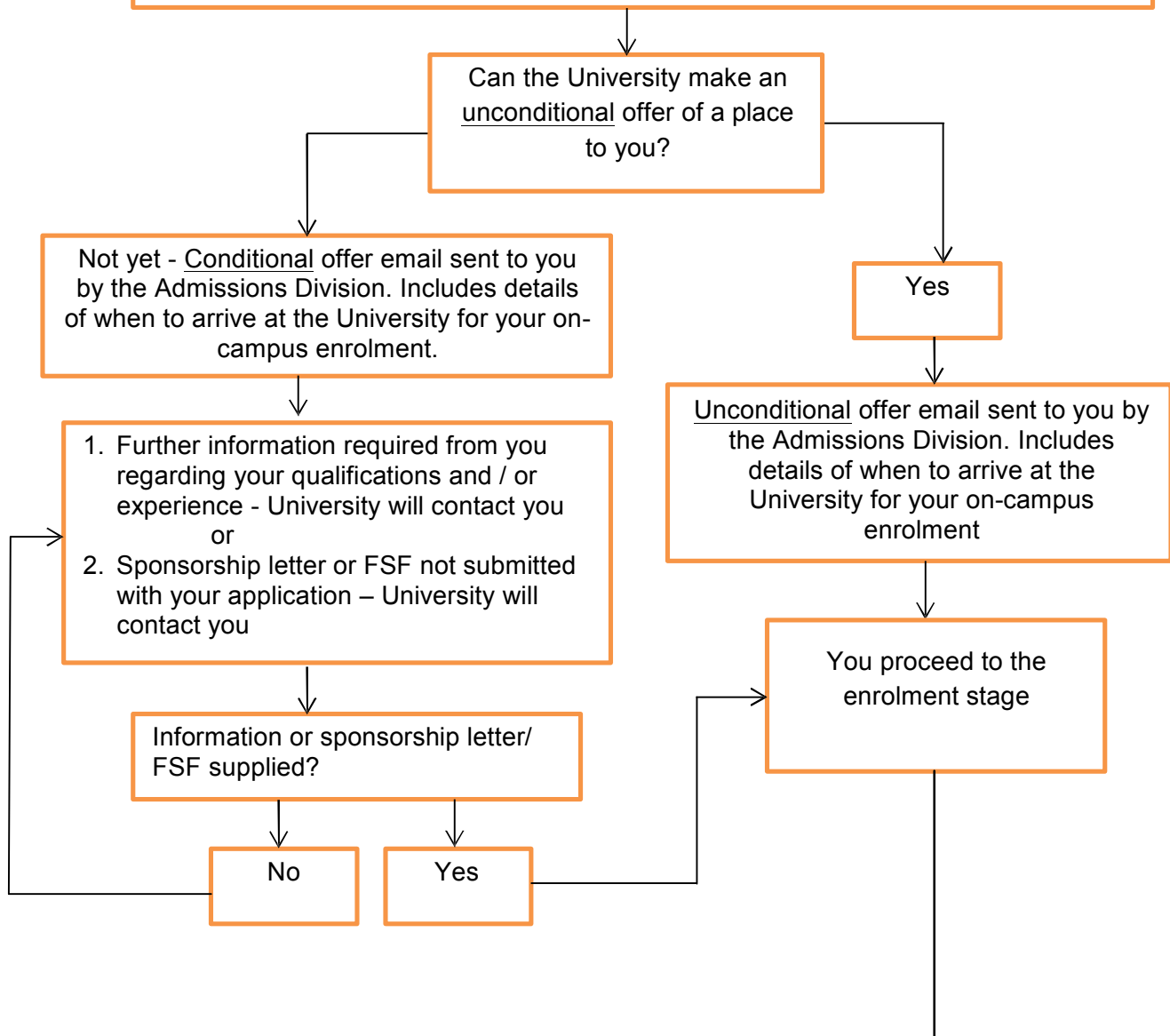
The Application stage

Please complete the University application form and submit it, together with a letter of sponsorship from your employer (or completed Finance Support Form – FSF) to the following address:

Health Admissions
Birmingham City University
Admissions and UKBA Compliance Division
Room E430 4th Floor Edge Building
Perry Barr
Birmingham
B42 2SU

Or via e-mail to:

lbr.health@bcu.ac.uk.

Please submit this as early as possible but at least 2 weeks prior to the commencement of your course or module. Please ensure that you include full details of your qualifications and relevant work experience.

Can the University make an <u>unconditional</u> offer of a place to you?

Not yet - <u>Conditional</u> offer email sent to you by the Admissions Division. Includes details of when to arrive at the University for your on-campus enrolment.

Yes

1. Further information required from you regarding your qualifications and / or experience - University will contact you
   or
2. Sponsorship letter or FSF not submitted with your application – University will contact you

<u>Unconditional</u> offer email sent to you by the Admissions Division. Includes details of when to arrive at the University for your on-campus enrolment

Information or sponsorship letter/ FSF supplied?

You proceed to the enrolment stage

No

Yes

The Enrolment Stage

    i)   On-Line enrolment

> You will receive an email from the University asking you to complete your online pre-enrolment.
>
> This will be sent to the email address you provided on your application form

> The email will include your personal login details, your new University email address and link to the on-line enrolment form.
>
> You may complete your on-line enrolment form from home.
>
> *Please note that you will not be able to complete your on-campus enrolment until your on-line enrolment is completed.*

    ii)   On-campus enrolment

> Once you complete your on-line enrolment you can attend the on-campus enrolment session.
>
> When attending please bring with you the following documentation:
>
> 1. Confirmation of identification (Passport, Driving licence with a photo etc)
>
> 2. All of your qualifications including proof of professional registration (NMC, HPC etc)