

University of Buckingham online application form essential information

What information will I need to give when filling in the form?

You will need to give the following information when you are filling in the form. It is a good idea to gather this information before you start to fill out the form.

- The programme you want to apply for and the entry date (e.g. Business and Management, starting January 2008).
- Your personal details including name, address and telephone number including country code. Make sure you know the country code for your phone number.
- Who will be paying your fees.
- Details of all your qualifications, including the month and year they were awarded.
- Details of exam results pending.
- Your IELTS or TOEFL score if appropriate.
- Details of your work experience.

Do I have to complete the whole form in one go?

No. When you complete the first page of your online application form you will be given a password which you can use to return to your application at any stage (up to three months from starting it). To leave the online application form just finish the page you're working on, click the "Save..." button at the bottom of the page and close your browser window. To retrieve your details at a later date, browse back to the form and click the "Retrieve Existing Form" button.

What shall I do if I lose the online application form Web page (e.g. by accidentally hitting my "Back" or "Home" button?) Will I lose the information I have put in?

When you click the "Save.." or "Save and continue..." button at the bottom of each page of the form your details are saved so will not be lost if you lose the form through accidentally browsing away from it, your computer crashing or whatever. See above for how to retrieve your partially completed form.

How do I know that the University has received my form?

You will receive an email from us sent to the email address that you fill in on the form. If you do not receive an email or want to double check, you can ring the Admissions Office (on +44 (0)1280 814080) to ask whether your form has been filled in.

Who should I contact if I need help whilst filling in the form?

Please get in touch with the Admissions Office with any queries either about how to answer the questions or with technical issues. The Admissions Office is open from 09:00-17:00 (UK time). Their details are:

The Admissions Office
University of Buckingham
Hunter Street
Buckingham
MK18 1EG
Tel: +44 (0)1280 814080
Fax: +44 (0)1280 822245
Email: admissions@buckingham.ac.uk

How will my referee submit my reference(s)?

Your referee cannot submit your reference(s) online as we need to see the official stamp of your school or college. Your referee should download the PDF form on our "Submitting a reference" page and either post or fax it to us.