



Enquiry Form

UCAS Personal ID

--	--	--	--	--	--	--	--	--	--

This Enquiry Form should only be completed on or after Thursday 16 August. If you have not met the conditions of your offer or would prefer to be considered for an alternative course at Queen's, you should complete the Enquiry Form and post, fax or email it (as a scanned attachment) to the Admissions and Access Service. **Only one Enquiry Form should be submitted as multiple copies delay the processing of your request.**

In order to assist us in dealing with your enquiry as quickly as possible, please ensure that you have completed in full the Personal and Application details and indicated the nature of your request by ticking the appropriate box below.

While every effort will be made to accommodate the wishes of applicants, the outcome of any request will be dependent on vacancies being available and also on your academic qualifications. If we are in a position to agree to your request you will be contacted by the Admissions and Access Service.

ONLY ONE ENQUIRY FORM SHOULD BE SUBMITTED.

Name: _____ Home telephone no: _____
(BLOCK CAPITALS please) *(inc STD code)*

Email address: _____ Mobile telephone no: _____

Did you apply to Queen's University Belfast in the current admissions cycle? *(please tick appropriate box)* YES NO

TUITION FEE STATUS

For tuition fees purposes I am classified as: *(please tick appropriate box)* NI GB EU Overseas

Please indicate below your CF / CI choice university(ies), if any. If you were not holding any offers, write **NONE**.

	Inst Code	Institution Name	Course	Decision <i>(ie Accept / Unsuccessful / Pending)</i>
CF	_____	_____	_____	_____
CI	_____	_____	_____	_____

REQUEST: *(please select one of the following options by ticking the appropriate box)*

- I wish to be considered for the course indicated below **ONLY IF I AM UNSUCCESSFUL** in gaining admission to my CF / CI *(delete as appropriate)* offer at Queen's.
- I wish to be considered for the course indicated below **INSTEAD OF** the CF / CI *(delete as appropriate)* offer I am holding at Queen's.
- I have been confirmed (UF) on my firm choice **AT ANOTHER INSTITUTION** and wish to apply for the course indicated below through the **ADJUSTMENT** process. (See UCAS website for conditions of eligibility: www.ucas.com)
- I wish to apply for the course indicated below through the **CLEARING** process.
- **OTHER** – please explain overleaf.

ALTERNATIVE COURSE: Name: _____ Course code: _____
(eg English) *(eg Q300)*

AS and A-levels or equivalent *(subjects and grades in June 2018):*

Subject	Level (AS or A)	Grade

Previous AS and A-levels or equivalent *(subjects and grades - give dates):*

Subject	Level (AS or A)	Year	Grade

- If you have completed qualifications other than A-levels/AS-levels, eg Edexcel Diplomas/Certificates, Access Courses, or Irish Leaving Certificate, you should also provide a copy of your Certificate(s) to accompany this form.
- If you have not applied to Queen's University Belfast, you should also provide a brief CV and copy of your GCSE results to accompany this form.

Signature: _____

Date: _____

Office Use Only	Original to		Copy to	
-----------------	-------------	--	---------	--

(continue overleaf if necessary)