

Please complete the form below if you are currently an Anglia Ruskin University student and wish to apply for a **postgraduate taught** course (e.g. master's degree).

Please save your form and email it to your admissions team at:

**UK and EU students** - [admissions@anglia.ac.uk](mailto:admissions@anglia.ac.uk)

**International students** - [internationaladmissions@anglia.ac.uk](mailto:internationaladmissions@anglia.ac.uk)

#### Your details

<b>Full name</b>			
<b>Anglia Ruskin Student ID number</b>		<b>Date of birth (DD/MM/YYYY)</b>	
<b>Personal email address</b>			
<b>Mobile telephone number</b>			

#### Course applying for

<b>Course title</b>	
<b>Award (e.g. MA/MSc/MBA)</b>	
<b>Study mode (full time/part time)</b>	
<b>Campus</b>	
<b>Intake (start month and year)</b>	

#### Declaration

I agree to the University processing personal data contained in this form or other data which the University may obtain from other people. I agree to the processing of such data for any purposes connected with my studies or my health and safety whilst on the premises or for any legitimate reason including communication with me following the completion of my studies. If my employer/sponsor is supporting my studies by paying my fees/allowing me study time I agree to my employer/sponsor being informed of the progress of my application and of my studies if I am accepted onto the course. In addition, I agree to the University processing personal data described as Special Category Data as defined under the General Data Protection Regulation, such processing to be undertaken for any purposes as indicated in the declaration above. In addition to the [Privacy Notice](#) linked to this form please also see our Corporate Privacy Policy on our website: <https://www.anglia.ac.uk/privacy-and-cookies>.

<b>Signature</b> <i>(please type your name)</i>	
<b>Date</b>	

## Privacy Notice

**Who are we?** Admissions is part of Anglia Ruskin University (ARU) Higher Education Corporation.

**For what purpose do we use your data?** The information we obtain from you is for admissions purposes and is used to assess your eligibility for a place on a course at ARU and Tier 4 sponsorship (if applicable). If you do not provide your information we may be unable to make a decision on your application and you may not benefit from all the support available.

**What is the legal justification?** You freely provide us with your personal data. If you don't provide your agreement we cannot contact you and offer support. The lawful basis for processing your personal data is with the intent to enter into a contract, or for the performance of a contract.

**What information do we collect about you?** Name, date of birth, ARU student ID number, contact details.

**To whom do we disclose your information?** The data is disclosed to ARU staff, Occupational Health Providers (if applicable to your course), the UK Disclosure and Barring Service (if applicable to your course) and the UK Visas and Immigration (if you are a Tier 4 student) with a need to know.

**How long do we keep your information?** Applicant records and your personal data are retained in line with the University Retention of Records.

**How do we secure your information?** The University is committed to holding your data securely and uses information security best practice to transmit personal data. Data is held in accordance with the University's Information Security Guidelines.

**Contact details of the service** – If you need to contact us, change information or choose to opt out please email [admissions@anglia.ac.uk](mailto:admissions@anglia.ac.uk), or call +44 (0)1245 493131.

**ARU Data Protection Officer** - can be contacted at: [dpo@anglia.ac.uk](mailto:dpo@anglia.ac.uk)

**Your rights** – You have the following rights for your personal data: to withdraw consent at any time; to lodge a complaint with the Information Commissioner's Office Helpline 0303 123 1113 or [www.ico.org.uk](http://www.ico.org.uk); request a copy of your data from us; to request us to cease processing if you suffer damage or distress; to correct the data; to request us to erase your data; to restrict our data processing activities; request us to stop any direct marketing activities to you.

**Further information** on how your student personal data is used can be obtained from <https://www.anglia.ac.uk/privacy-and-cookies>

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