# CRIMINAL DECLARATIONS BY APPLICANTS

This form is to be used by applicants who are required to declare a criminal conviction in accordance with the Queen Mary *Admissions Criminal Convictions Policy:* <https://www.qmul.ac.uk/prospective/termsandconditions/criminalconvictions/>. Please read this policy carefully to ensure that you only declare information that is relevant.

Any information you declare in this form will be handled in accordance with the Queen Mary *Admissions Criminal Convictions Policy.*

|  |  |
| --- | --- |
| Applicant reference number / UCAS PID: |  |
| Family name: |  |
| First name(s): |  |
| Programme applied for: |  |
| Proposed start date: | Month:  | Year:  |

There are four sections in this form. You should complete all four sections.

**Section 1 – disclosure of criminal convictions**

Notes:

1. If you require a Tier 4 student visa to join your course, you must declare any criminal convictions.
2. If you are applying for a course for which a Disclosure and Barring Check is required, you must declare any criminal convictions.
3. If notes 1 and 2 do not apply to you, you are required only to declare *relevant, unspent* criminal convictions. You are asked to read the Queen Mary *Admissions Criminal Convictions Policy* <https://www.qmul.ac.uk/prospective/termsandconditions/criminalconvictions/> to determine what information you need to declare.
4. You are invited to submit any additional relevant documents to support the information you declare. Please provide scanned electronic copies. Acceptable documents might include: a probation report, a court report, a letter from your solicitor, a character reference from a relevant authority.
5. This form and any supporting documents should be returned to Queen Mary Admissions by e-mail to: adm-mgrs@qmul.ac.uk.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Description of offence** | **Date of offence or reprimand** | **Sentence imposed(if applicable)** | **Sentence served (dates) Please write ‘ongoing’ or future date where applicable** | **Name & address of court handing down sentence** | **Name & address of Probation Office or other responsible authority** |
| 1.1 |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |

Please add rows to the above table if required.

**Section 2 – Circumstances of Offences, including Mitigation**

Please explain the circumstances of each offence, including any mitigating circumstances considered by the court (use the same reference above when explaining the circumstances of each offence e.g. 1.1, 1.2 etc)

|  |  |
| --- | --- |
| 1.1 |  |
| 1.2 |  |

**Section 3 – Reflection**

Please provide a brief reflection on your actions. Include details of your rehabilitation.

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|  |

**Section 4 – University Accommodation**

Do you intend applying to live in university accommodation at any time as a student at Queen Mary?

Delete as appropriate: YES/NO/UNCERTAIN

**Declaration: I hereby declare that the information given on this form is true, complete and accurate and that no information requested or other material information has been omitted.**

|  |  |
| --- | --- |
| Name  |  |
| Signature |  |
| Date |  |

**Notes**

You are invited to submit any additional relevant documents to support the information you declare. Please provide scanned electronic copies.

This form and any supporting documents should be returned to Queen Mary Admissions. You should use the e-mail address for the Admissions team dealing with your application. You will find this in correspondence that we have sent you.