



CONTACT INFORMATION

1. Name of Establishment:

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.....

National Centre Number (Not applicable for overseas establishments): _ _ _ _ _
DfES Number: _ _ _ _ _

2. Full Address:

.....
.....
.....
.....
.....

3. **CONTACT DETAILS**

A. HEAD OF ESTABLISHMENT

Name.....

Position.....

Email

B. UCAS CONTACT

Name.....

Position.....

Email

C. GENERAL CONTACT DETAILS

Web address:

.....

Tel number (include international dialling code).....

Fax number (include international dialling code).....

General Email.....

**UCAS CUSTOMER DATABASE REGISTRATION FORM SCHOOL/COLLEGE XXXX
CDB1**

Establishment details

4. What is the main purpose of your organisation:

5. Please give details of the services that you provide:

6. How many of your customers would you expect to apply through UCAS each year?

7. Are you able to provide and support an online application service to your applicants?

- a. Yes
- b. No

8. Please indicate below if you are unable to provide an online application service to your applicants, please leave blank if you will provide an online application service:

9. How are you qualified and experienced to offer advice to students wishing to pursue higher education studies in the UK?

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CDB1**

10. Are you able to provide individual academic references for each applicant applying through your establishment? If no please indicate how you will provide references for your applicants through the online application process:

11. How do you intend to keep up to date with developments in the Higher Education Application system:

12. If you are a school which category of school are you:

- A. Comprehensive
- B. Grammar
- C. Independent
- D. Special

13. If you are a college which category are you:

- A. Sixth Form College
- B. Tertiary College
- C. Language College
- D. Technical College
- E. Agricultural College
- F. Art Design and Performing Arts College

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CDB1**

Other: Please specify if you are a specialist college. For example: College of Art and Design or College of Engineering:

14. If you have any current links with any UK higher education institutions to whom applicants must apply through UCAS, please list below, showing the name of any person at the institution with whom you have had contact.

Institution name: _____

Contact name: _____

Institution name: _____

Contact name: _____

Institution name: _____

Contact name: _____

Contact name: _____

Institution name: _____

Institution name: _____

Contact name: _____

15. Will you charge a fee to potential applicants through UCAS?

14a If yes, you must provide details of your fee's and arrangements with your completed application form. This must include a full breakdown of charges you make for each service you provide potential applicants:

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CDB1**

DECLARATION

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF:

- The information that I have provided is complete and accurate.
- The organisation which I represent meets all of the conditions for membership of the UCAS customer database as stated in the Welcome to the Customer Database letter.
- I understand that if I supply false information or fail to meet the conditions I will be removed or suspended from the database.

Signed.....

Name.....

Position.....

Date.....

Please return the completed form to: Customer Database Administration Unit, PO Box 40
Cheltenham, GL52 3ZB United Kingdom