

CITIZENSHIP TEST ENTRY FORM

Please complete this form
in
BLOCK CAPITALS
in black ballpoint pen
and circle choices
where required

**Please send your completed form with payment, at least one
week before the date you have chosen, to:**

**Student Records, Highlands College, Highlands Lane, St
Saviour, JE1 1H**



Personal Details

You must complete this form using the **names shown on your passport.**

Surname Male/Female

Forenames Date of Birth

Home Address

Home telephone number:

Mobile telephone number:

Exam Fees

Citizenship Exam Fee £55.00

Cheques should be made payable to; The Treasurer of the States

Exam dates – Please circle your choice

WEDNESDAY 31ST OCTOBER 2018
WEDNESDAY 12TH DECEMBER 2018
WEDNESDAY 23RD JANUARY 2019
WEDNESDAY 6TH MARCH 2019

WEDNESDAY 17TH APRIL 2019
WEDNESDAY 29TH MAY 2019
WEDNESDAY 10TH JULY 2019
WEDNESDAY 21ST AUGUST 2019

Exam Instructions:

- All the tests will start at 6.00pm and will last for 45 minutes. When we have received the completed entry form we will send you details of the room allocated.
- Please note that Certificates may take up to 7 days to be issued. You should take this into consideration when making arrangements with Immigration.

Completed application forms and payments to be sent to: Student Records, Highlands College, Highlands Lane, St Saviour JE1 1HL.

Privacy Notice: Please see over leaf.

I confirm that I have read and agree to all conditions and completed all sections of this document and wish Highlands College Examination centre to process my exam entry.

Signature:

Date:

Privacy Statement

As a 'controller' under the Data Protection (Jersey) Law 2018 we process and hold your information in order to provide public services and meet our statutory obligations. We may not be able to provide you with a service unless we have enough information, or your permission to use that information. Below, we explain what we collect; how we will use your information; and what your rights are:

Data we collect:

We have collected your personal details (name; address, contact details; and DOB) and we do this in order to carry out the service you have requested; to monitor and improve our performance; to ensure that we meet our legal obligations; to prevent and detect crime; to process financial transactions including grants or payment of benefits; to allow the statistical analysis of data so we can plan the provision of services; and where necessary, for our law enforcement functions; or to protect individuals from harm or injury.

How we use data:

We will endeavour to keep your information accurate and up to date and not keep it for longer than is necessary. Please, see our published retention schedules for more detail about how long we retain your information. We will not pass any personal data on to anyone outside of the States of Jersey, other than those who either process information on our behalf, or because of a legal requirement, and we will only do so, where possible, after we have ensured that sufficient steps have been taken by the recipient to protect your personal data. We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.

Your Rights:

You can ask us: to stop processing your information; to correct or amend your information; for a copy of the information we hold about you. You can also: request that the processing of your personal data is restricted; and withdraw your consent to the processing of your information.

You can complain to us about the way your information is being used by contacting us at registry@highlands.ac.uk alternatively you can complain to the Information Commissioner by emailing enquiries@oicjersey.org.

For further information on why Highlands College collect your data and how we use applicant's information and the Terms and Conditions of enrolment please view the College Privacy Policy and other information on our website at www.highlands.ac.uk