

GUIDELINES TO COMPLETE FORM

Dear Applicant,

This travel reimbursement is only eligible for those who are resident in Northern Ireland.

In order for your travel expenses to be paid, you must complete an Applicant Visit Day / Open Day Travel Expense Form (which will be sent to you via email) and submit this to studentbank@cumbria.ac.uk. Payments will be made by bank transfer from the University of Cumbria.

The form will be emailed once booked onto the event. Unfortunately, no requests for payment will be made unless the form has been received by the University and applicant has attended the Applicant Visit Day / Open Day event.

In the event of any problems with this form, please contact the University Payments Team at studentbank@cumbria.ac.uk

Form Completion:

The Applicant Visit Day / Open Day Travel Expense Form should be downloaded and saved to your computer or device using one of the following links according to the format you prefer:

The form contains pre-formatted entry fields and is intended to be completed electronically, then saved and returned to us by e-mail

For the best experience, we recommend that you complete this using Adobe Acrobat Reader DC or Microsoft Word using a desktop or laptop PC or Mac computer, rather than using a mobile device. Acrobat .pdf:

There are a number of free programs available for completing pdf forms, however beware that many do not save and submit the data correctly. You require one which fully supports pdf form fill and sign functionality. We have tested and recommend the following:

Device type	Program	From
Microsoft Windows PC	Adobe Acrobat Reader DC (free*)	www.adobe.com
Apple Mac/MacBook OS X	Adobe Acrobat Reader DC (free*)	www.adobe.com
Android Phone/Tablet	Mobeera PDF Max Free (free*)	Google Play Store
Amazon Kindle Fire OS	Mobeera PDF Max Free (free*)	Amazon App Store
Apple iPhone/iPad iOS	Readdle PDF Expert 5 (paid for app#)	Apple App Store

* £Free at the time of writing.

Unfortunately, and having evaluated many apps, we are unable to find a £Free form completer for iOS at this time which works correctly.

Important:

Please note that returned forms are processed automatically by electronic systems prior to validation and approval by us. We are therefore unable to accept printed, scanned, photographed, hand written, or other unapproved method of return.

In the event of any problems with this form, please contact the University Payments Team on 01228 616078 or email: studentbank@cumbria.ac.uk