

Application for Admission as a Postgraduate Student

We want to process your application as quickly as possible. It is therefore essential that all sections of the form are completed to ensure that your application can be processed efficiently. Please read the *Guidance Notes to Applicants* before completing the form in **BLACK** ink. Please use **CAPITAL** letters.

For Registry Use Only

	Screened	Initials
DOCC		
FEES		
QUALS		
Decision Processed		

Applicant No: _____

MAS Course Code: _____



1. Proposed Postgraduate Programme:

1.1 In which School do you wish to study? _____

1.2 Please indicate the programme for which you would like apply:

Taught:	MA <input type="checkbox"/>	MSc <input type="checkbox"/>	PGDip <input type="checkbox"/>	MBA <input type="checkbox"/>	MTh <input type="checkbox"/>
		MPH <input type="checkbox"/>	MMus <input type="checkbox"/>	LLM <input type="checkbox"/>	PGCert <input type="checkbox"/>
	Other: _____				
Title of Taught Programme: _____					

Research:	PhD <input type="checkbox"/>	MPhil <input type="checkbox"/>	MD <input type="checkbox"/>
	MCh <input type="checkbox"/>	MScD <input type="checkbox"/>	Integrated PhD <input type="checkbox"/>
Subject or Research Area in which you are interested: _____			
Professional Doctorates:	DClinPsy <input type="checkbox"/>	DHS <input type="checkbox"/>	DSW <input type="checkbox"/>
	EngD <input type="checkbox"/>	EdD <input type="checkbox"/>	DDS <input type="checkbox"/>

1.3 Do you wish to study: **full-time?** **part-time?**

1.4 Please state the month and year that you wish to start your study: _____

Please note that the majority of Taught programmes start in September each year. The University permits Research programmes to start on one of the following dates: 1 Oct; 1 Jan; 1 April; 1 July (subject to the approval of the School).

2. Personal Details (Please use CAPITAL letters)

Surname/Family name:

First/given names:

Title (Mr/Mrs/Miss/Ms/Dr):

Male (M) or Female (F):

Date of Birth:

Country of Birth:

Nationality:

Country of Residence:

2.1 Address

The Home address will normally be used when we write to you. Please notify us in advance if the address changes.

Home (Permanent) Address

Correspondence Address (if different from Home Address)

Full postal address:

Postcode/Area code:

Country:

Telephone number:

(including national/area code)

Mobile number:

(UK applicants only)

Fax number:

(including national/area code)

Email:

Please indicate the dates your correspondence address should be used: From _____ to _____

I wish to receive future correspondence about my application in:

English

Welsh

(Note: We will only produce correspondence in one language. If you select Welsh, all correspondence will be produced in Welsh)

2.2 Criminal Convictions

If you have a relevant criminal conviction, enter X in the box

(See the *Guidance Notes for Applicants* for a definition of relevant criminal convictions)

3. Academic and Professional Qualifications

All applicants should send certified copies of academic and professional qualifications obtained, where applicable.

3.1 Most Recent/Current Academic Qualifications

Please give details of your most recent/current undergraduate or postgraduate degree:

University/College (including full address and country in which studying)	Degree/Qualification (including grade)	Degree Subject	Date Degree Awarded/Results Expected

Length of Course (years):

Dates of Attendance:

From

To

Mode of Study (tick as appropriate):

Full-time

Part-time

Distance Learning

3.2 Other Academic Qualifications Completed

Please list any other relevant academic qualifications obtained from the age of 16 onwards:

University/College (including address and country)	Qualification (including grade)	Date Obtained	Full-time, Part-time or Distance Learning

3.3 Professional Qualifications

Please provide details of professional or other qualifications received or pending:

Name of Qualification	Date Achieved/To Be Taken	Method of Study (part-time/full-time /distance learning)	Name and Address of Educational Institution/Awarding Body

3.4 Membership of Professional Institutions (if applicable)

Please state the name of the institution of which you are a member, your level of membership, the date you became a member, its expiry date (if applicable) and your registration number:

4. Employment Information

Please give details of any current/previous employment history (with dates) which may support your application. In addition to the completed application form, you may include a typewritten CV (**no more than two sides of A4**):

Employer	Position	Nature of Work (please state whether FT/PT)	Dates

5. Funding: How do you plan to fund your studies? (please tick relevant box)

I have a scholarship/grant Please give the name of the individual or organisation funding your scholarship/grant

I will be applying for a scholarship/grant Please give the name of the individual or organisation to whom you are applying:

I (or my family) will be funding my studies

I will be funded by my employer

I will be funding my studies in some other way

6. Non-UK applicants currently in the UK

Do you have a visa that gives you permission to live and work in the UK without time limit restrictions? Yes* No

* Please enclose copies of the Home Office correspondence with copies of the relevant pages from your passport

On what date did you first enter the UK? Day Month Year

For what purpose did you enter the UK (e.g. education, work etc?) _____

Where do your parents/family live now? _____

7. Personal Statement

To be completed by applicants for both Taught and Research programmes. **Applicants for research programmes must also complete a separate research proposal.** In the Personal Statement, please provide information that is relevant to your application for admission, e.g. why do you wish to follow this programme? What benefits do you expect to gain from it? What skills and experience do you possess which make you a suitable applicant? **No more than 500 words.**

(Continue on a separate sheet if necessary)

8. English/Welsh Language Competency

My first language is: English Welsh Another language

Do you have any of the following English Language qualifications?

Qualification *	Grade/score	Date of examination
GCSE /O Level		
IELTS		
TOEFL		
Other (e.g. degree through the medium of English)		

**Applicants whose first language is not English or Welsh will be expected to provide proof that they have obtained the required level of English competency for the proposed degree scheme (e.g. photocopy of certificate).*

9. Confidential References

Two people who have knowledge of your academic or professional ability must support your application by providing references. If you are currently a student or have recently completed your studies, at least one of the referees must be a lecturer or professor from your university. You are advised to send forms/letters of reference with this application in a sealed envelope. You may use the referee forms included in the prospectus (these can also be downloaded from www.cardiff.ac.uk/courses/postgraduate/apply/) or the letters may be typed in the style of your referee's choosing. Letters or forms should be officially stamped when possible, and should include the postal address, telephone number, fax number, and email address of the referee. **You must provide the names and addresses of these two referees. You may also be contacted for additional references:**

1 st Referee: _____	2 nd Referee: _____
Address: _____	Address: _____
_____	_____
City/Town: _____	City/Town: _____
Postcode/Area Code: _____	Postcode/Area Code: _____
Country: _____	Country: _____
Knowledge of applicant _____	Knowledge of applicant _____

10. How did you learn about postgraduate opportunities at Cardiff University?

- | | | |
|--|---|--|
| World Wide Web <input type="checkbox"/> | Prospectus <input type="checkbox"/> | Word of Mouth <input type="checkbox"/> |
| Careers Service <input type="checkbox"/> | Careers Fair <input type="checkbox"/> | Former Students <input type="checkbox"/> |
| Professional Recommendation <input type="checkbox"/> | Education Advisors <input type="checkbox"/> | British Council <input type="checkbox"/> |

Advertisement (please specify) _____

Other (please give details) _____

11. I confirm that to the best of my knowledge the information given in this form is true, correct and accurate, and no information requested or other material information has been omitted:

Signature of Applicant: _____ **Date:** _____

Checklist - please make sure that you include the following:

- Application form (signed and dated) 2 Referee report forms/letters and contact details of the 2 referees
- Research Proposal Equal Opportunities Form Copies of relevant qualification certificates/transcripts

Completed forms and supporting documents should be sent to:

The Registry, Cardiff University, 30-36 Newport Road, Cardiff, CF24 0DE, UK

Further information about the University is available at www.cardiff.ac.uk

1998 Data Protection Act The University Academic Registry will process this data for the purpose of Education Administration in accordance with the University's Data Protection Policy and your rights under the Data Protection Act 1998. Recruitment Data may also be used for the identification of potential students and the administration of promotional campaigns. It is made available to our International Office, relevant academic and administrative departments, and to agents contracted by the University for particular recruitment related projects.

Cardiff University is the public name of the University of Wales, Cardiff, a link institution of the University of Wales.