



Please refer to the guidance notes (pages 5 & 6) when completing this form

### 1 Your personal details

a) Title (eg Mr, Mrs, Miss, Ms, Dr)

b) Gender

male

female

c) Family name (see note 1c)

d) Previous family name (if you have changed it – eg through marriage)

e) First names

f) Date of birth

g) Nationality (see note 1g)

h) Daytime / work telephone no (with code)

i) Email

j) Permanent home address

  
  
  

k) Home telephone no (with code)

l) Home fax no (with code)

m) Correspondence address if different from above.

Please give the dates when you will be at this address (see note 1m)

  
  
  
  

### 2 Taught programme of study

a) Programme (see note 2a)

  

b) School

  

c) Qualification aim (see note 2c)

d) Start date

e) Mode of study (see note 2e)

full-time

part-time

part-time by distance learning

f) Are you seeking exemption from part of the programme on the basis of AP(E)L? (see note 2f)

yes

no

University use only

Application no:

  
  
  
  

#### For completion by School / Department

Decision:

unconditional offer

conditional offer

reject

Conditions:

  

Programme, qualification aim, start date and study mode if other than indicated by applicant in Section 2 above:

  

Bench fees p.a.

Signature: authorised selector (1)

date

Signature: authorised selector (2)

date

Other School / Department use

#### For completion by Registry

Date application received

Date application returned

Fees status

query

Initials

date

Family name

First names

**3 Further and Higher Education qualifications** (see note 3)

university / institution	subject	start date	end date	qualification aimed for
<b>current education</b>				

  

university / institution	subject	start date	end date	qualification obtained	class/result
<b>previous education</b>					

**4 Professional qualifications** (see note 4)

title / category of membership	date attained	mode

**5 English Language qualifications** (see note 5)

To be completed by all candidates whose first language is not English

title of English Language test / course	examining body	date to be taken	date taken	grade obtained
<b>current</b>				
<b>previous</b>				

**6 Employment history** (see note 6)

name & location of employer	job title	start date	end date	full/part-time / temporary
<b>current</b> (if relevant)				
<b>previous</b> (if relevant)				

**7** Finance and fees status (see note 7)

a) Proposed source of fees

b) Proposed source of living expenses

c) Status of sponsorship application

If you have made an application for sponsorship, give details of sponsor(s) approached and the outcome or current status of your application.

**In order for us to determine your fee status, please answer the following:**

Have you lived in the UK / EC / EEA all your life?

 no yes → if 'yes', which country(ies)?

Now go to section 8

↓ continue down

Have you lived outside the UK / EC / EEA all your life?

 no yes → if 'yes', which country(ies)?

Now go to section 8

↓ continue down

Are you a UK or EC national, or the child of an EC national?

 yes no → if 'no', but you have the right to live in the UK without restriction or you have applied for refugee status, you should enclose documentary evidence**8** Additional personal information

a) Do you have a disability or special need which may require special arrangements?

 no yes → please refer to note 8a

b) Please tell us how you found out about the programme of study for which you are applying

c) HESA identity number if known (see note 8c)

d) Do you have any criminal convictions (or serious criminal charges against you)?  
*Do not count motoring offences for which a fine and / or up to three penalty points were imposed* no yes → please refer to note 8d

e) Are you applying for any other courses at the University of Surrey or elsewhere?

 no yes → please give details below**9** Personal statement *this is optional* (see note 9)

**10** References (see note 10)

Please fill in contact details for two people who can provide a reference for you about your academic ability and / or work experience in relation to your proposed study. At least one of the referees must be able to comment on your academic ability in relation to your proposed study.

**Referee 1:**

a) Name and title

b) Organisation

c) Position

d) Telephone no (with code)

e) Fax no (with code)

f) Email

g) Address

  
  
  
  

**Referee 2:**

a) Name and title

b) Organisation

c) Position

d) Telephone no (with code)

e) Fax no (with code)

f) Email

g) Address

  
  
  
  

**11** Declaration

Please ensure that you read the declaration below and sign and date the form.

I confirm that the information I have given is correct and that no material information has been omitted. I understand that the University reserves the right to withdraw any offer or cancel a registration made on the basis of information which proves to be false or misleading.

Signature

Date

**What to do now**

Please tick as appropriate to indicate the additional information you are supplying with this application form:

**I enclose:**

- Copies of transcripts and / or examination certificates
- English Language Proficiency Certificate(s) *if applicable* (see note 5)
- Evidence of right to live in the UK with no restrictions or of refugee status application *if applicable* (see note 7)
- Information about any disability, special need or medical condition *if applicable* (see note 8a)
- Information about any criminal offence (see note 8d)

This form should then be returned to:

**Postgraduate Office  
The Registry  
University of Surrey  
Guildford  
Surrey GU2 7XH  
United Kingdom**



## General guidance

- Although this form displays in colour, it is acceptable to print it in black and white. You should write your name on each page (in the boxes provided) and staple together the four pages of the form before submitting it.
- Please complete the form in block capitals and in blue or black ink.
- The form should be completed in full, even if you choose to submit a curriculum vitae which gives additional information. Continuation sheets should be used if necessary.
- This form is to be used for Taught Programmes of Study only. Please see separate form for Research applications.

**1** Your personal details

- 1c** Family name is the name under which your application will be registered and which should be quoted when making enquiries about your application.
- 1g** You should give your present nationality as stated in your passport.
- 1m** Correspondence address is the address which will be used to contact you about your application. Please indicate if this address is only valid for a particular date and keep the Postgraduate Office informed of any change of address.

**2** Taught programme of Study

- 2a** Please refer to the University's current Postgraduate Prospectus or our web page <http://www.surrey.ac.uk/> for full details of taught programmes available.
- 2c** Please refer to the University's current Postgraduate Prospectus for full details of the qualifications available (these include Certificate, Postgraduate Certificate, Diploma, Postgraduate Diploma, MA, MBA, MSc, MMus, LLM).
- 2e** The mode of study available can be found in the Prospectus.
- 2f** Assessment of Prior (Experiential) Learning or AP(E)L – Applicants who have already covered part of the programme material through previous study or experience may seek exemption from these elements through requesting Assessment of Prior (Experiential) Learning or AP(E)L.

**3** Further and Higher Education qualifications\*

**Current:** Please give details about the further / higher education you are currently studying. Include any course being studied at the University of Surrey. Where the awarding body of a qualification is not the same as the institution attended, the name of the body must be provided.

**Previous:** Please give details of all further / higher education you have previously undertaken in chronological order (with the institution most recently attended first), including courses in which you were not successful. Please include any course(s) previously taken at the University of Surrey. Where the awarding body of a qualification is not the same as the institution attended, the name of the body should be provided.

\* All applicants should enclose, where available, copies of transcripts of their academic records, with an explanation of the grading system. If a transcript is not available, a copy of examination certificates should be enclosed, if possible. Please do not enclose original transcripts or certificates.

**4** Professional qualifications

If you hold professional qualifications you should indicate under mode whether these were obtained by Examination or Election. You should also indicate any UK professional identification number.

**5** English Language qualifications

The Postgraduate Prospectus provides information about the University's minimum requirements for candidates whose first language is not English. It also details programmes available, both before and during the academic session, in the University's English Language Institute.

**Current:** Please list any English Language course(s) which you are currently taking.

**Previous:** List all English Language proficiency tests previously taken, whatever the results, and enclose copies of results notification(s) with your application form.

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## 6 Employment history

### Current employment

Please list your current employment. If this is a casual position, do not include it unless it is of particular relevance to your application. If you work at the University of Surrey already, or expect to do so, please include details.

### Previous employment

Please list all previous employment, excluding casual appointments unless these are of particular relevance to your application. List the posts in chronological order, with the most recent post held first. Include any appointments held at the University of Surrey. Please include details of any professional training taken as part of your degree or other current / previous study.

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## 7 Finance and fees status

Provide as much information as possible about definite or planned sources of financial support for your fees and living expenses.

The information requested in this section will be used to classify your fees status on a provisional basis. Where appropriate, further information and / or evidence of residential status will be requested at a later date.

The EEA (European Economic Area) comprises the member states of the EC and Iceland, Liechtenstein and Norway (including Svalbard).

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## 8 Additional personal information

8a It is University policy that all applicants are considered primarily on merit and their academic potential. However, the University retains the right to refuse admission if, after consideration and discussion with an applicant, it is not possible to secure his / her safety in compliance with recommendations made by the University of Surrey Health and Safety Office. You may wish to contact the Disability Co-ordinator, Student Advice and Information Service, to discuss support provision within the University.

**If you have a disability, special need or medical condition** which may affect your ability to study your chosen topic, please let us know:

- the nature of your disability or medical condition
- any implications this may have on your studies or daily living arrangements
- if your situation requires support in your studies, accommodation or daily living
- the individual arrangements you may require or that you have found helpful in the past.

This information should be sealed in an envelope marked 'Confidential' and addressed to 'The Postgraduate Selector' in the School / Department to which you are applying. Please ensure that you write your name in full on the outside of the envelope and the course / programme to which you are seeking admission. The envelope must then be submitted *with this application form*.

8c HESA identity number – if you have previously attended a course of higher education at a UK institution and have a record of your Higher Education Statistics Agency (HESA) identity number, please provide it.

8d All applicants are asked to disclose criminal convictions as part of the measures taken by the University of Surrey in common with other institutions to safeguard the welfare of its students. For these purposes a criminal offence *excludes* motoring offences for which a fine and / or up to three penalty points were imposed.

Information about criminal offences should be sealed in an envelope marked 'Confidential' and addressed to 'The Postgraduate Selector' in the School / Department to which you are applying. Please ensure that you write your name in full on the outside of the envelope and the course / programme to which you are seeking admission. The envelope must then be submitted *with this application form*.

If any information on your application form changes after you have applied (for instance you are convicted of a criminal offence) you are under a duty to disclose this to the University.

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## 9 Personal statement

You do not have to complete the section, but it gives you the opportunity to make a statement or provide additional information to support your application.

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## 10 References

Referees may be approached directly by the School to which you are applying.

Data protection: Some of the data provided on this form will be stored electronically and used by the Registry and by the School to which the application is being made in order to record and process the application. A copy of the data held by the Registry may be obtained by contacting the Postgraduate Office in the Registry. Data processed by the University is handled in accordance with current data legislation.