

If you have attended or are presently attending the University of Leeds, please enter your ID number here:

--	--	--	--	--	--	--	--	--	--	--	--



# APPLICATION FOR TAUGHT POSTGRADUATE STUDY

(Before completing this application form please read the attached notes for guidance)

# UNIVERSITY OF LEEDS

## A. PERSONAL DETAILS (please complete using block capitals throughout)

Title  Family Name (Surname):

Date of Birth:  Day  Month  Year

Miss/Ms/Mrs/Mr/Dr  
Given Names (First Names):

Previous Name(s), if changed:

Passport Number  Expiry date

Gender  M  F Residential code  Disability code   
(See Guidance Notes) (See Guidance Notes)

(Please send a copy of your passport with your application form)

Permanent Home Address

Tel. No.

Email:

Correspondence Address (if different)

Date(s) From:  To:

Tel. No.

Email:

Country of Birth:

Nationality:

## B. TAUGHT DEGREE PROGRAMME SOUGHT

Qualification  Title  D/L  F/T  P/T  Proposed date of entry

e.g. (MA/MSc)

Month Year

Please turn over

## (FOR OFFICE USE ONLY) ADMISSION DECISION

Faculty / School / etc. <input type="text"/>	D/L <input type="text"/> F/T <input type="text"/> P/T <input type="text"/>	Major course code <input type="text"/>								
Qualification and Programme Title <input type="text"/>		Banner programme Code <input type="text"/>								
Conditions <input type="text"/>										
Accept <input type="text"/>	Starting date <input type="text"/> <input type="text"/> <input type="text"/>	Period of study (enter number in box)								
	Day Month Year	<table border="1"> <tr><td> </td><td>calendar year(s)</td></tr> <tr><td> </td><td>academic year(s)</td></tr> <tr><td> </td><td>semesters</td></tr> <tr><td> </td><td>months</td></tr> </table>		calendar year(s)		academic year(s)		semesters		months
	calendar year(s)									
	academic year(s)									
	semesters									
	months									
Signature and Date <input type="text"/>		Reject <input type="text"/>								

Admissions tutor or Nominee

(Please return this form as soon as possible to: **Taught Postgraduate Admissions**, 17 Blenheim Terrace, University of Leeds, Leeds LS2 9JT United Kingdom, together with original copies of any supporting documentation).

**C HIGHER EDUCATION AND/OR PROFESSIONAL QUALIFICATIONS IN DATE ORDER** (most recent first)

Institution	Dates		Qualification	Subject (s)	Grade
	Start	Finish			

**D SECONDARY/TERTIARY QUALIFICATIONS**

School	Qualification	Subject	Grade	Date of completion

**E ENGLISH LANGUAGE QUALIFICATIONS**

Qualification (please tick)	Overall Score	Listening	Reading	Writing	Speaking	Test Date
<input type="checkbox"/> IELTS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> IELTS TRF number:	<input type="text"/>					
<input type="checkbox"/> TOEFL - Internet-based	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> TOEFL Registraton Number	<input type="text"/>					
<input type="checkbox"/> TOEFL - Paper-based	<input type="text"/>	TWE (Test of Written English) Score			<input type="text"/>	<input type="text"/>
<input type="checkbox"/> <b>Other English Language qualifications:</b> e.g. GCE/GCSE, Cambridge proficiency, Cambridge Advanced English, please specify:					Grade: <input type="text"/>	Date: <input type="text"/>

**F OTHER COURSES AND EXPERIENCE:**

Details of any other courses taken or other qualifications that are relevant to this application:

Date of Course	Title of Course	Qualifications obtained or to be taken (give dates and grades).

Details of relevant practical experience:




**K FINANCE** Who will be paying your fees and providing funds for living expenses? (Please tick appropriate boxes).

Self: You will be required to satisfy the University that you have sufficient funds.

Sponsor: Have you already secured sponsorship for your studies? Yes  No

If you have arranged sponsorship, give the name of your sponsor below and enclose a copy of your letter of confirmation of funding. If no award has been made give details of the sponsors you are approaching.

Academic fees: sponsors which have made an award/been approached. *
Living expenses: sponsors which have made an award/been approached. *
(* delete as appropriate)

**Any criminal conviction?** (See Notes for Guidance). If a serving prisoner, please supply the prison address in the box below.

Yes  No

**Disclaimer:** Where circumstances change outside the reasonable control of the University, the University reserves the right to change or cancel parts of, or entire, programmes of study or services at any time without liability, even after students have registered at the University. Circumstances outside of the University’s reasonable control include, industrial action, over or under demand from students, staff illness, lack of funding, severe weather, fire, civil disorder, political unrest, government restrictions and concern with regard to the transmission of serious illness.

**Declaration:** I confirm that the information I have provided is true and accurate. Any information found later to be false or inaccurate may lead to the University withdrawing my offer or leading to my removal from a programme of study.

**Privacy:** You agree to the University processing your information in accordance with the Privacy Statement contained within the attached guidance notes.

Signature

Date of completion

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

Day Month Year

Please send your completed application form with references, transcripts, IELTS /TOEFL scores (if applicable) and any letters of sponsorship to:

**Taught Postgraduate Admissions, 17 Blenheim Terrace, University of Leeds, Leeds LS2 9JT, United Kingdom**

**CHECKLIST** (Please tick the box(es) to show which documents you have enclosed).

- |   |   |
|---|---|
| <input type="checkbox"/> Two References                   | <input type="checkbox"/> English language cert. (if applicable) (Original/Copy) |
| <input type="checkbox"/> Transcripts (Original/Copy)      | <input type="checkbox"/> Letters of Sponsorship (if applicable)                 |
| <input type="checkbox"/> Copy of Passport (if applicable) |   |

Please note:

If you are not able to enclose transcripts and references with your application form, please send them directly to the School offering the course. (e.g. **Taught Postgraduate Admissions, Name of School, University of Leeds, Leeds LS2 9JT UK**).

**OFFICE USE ONLY:**

Application arrived in Taught Postgraduate Admissions on:

Application left Taught Postgraduate Admissions on:

Application arrived in School/Faculty on:

Application arrived in Taught Postgraduate Admissions Office for recommendation verification on:

## Equal Opportunities Monitoring Form

The following information is for Central Administration purposes and will not form part of the academic decision-making process on your application.

Please complete the following and once completed detach along the perforated lines and place in a sealed envelope marked E.O. monitoring form with date of birth and full name (family and first names).

### Ethnicity details (UK Nationals only)

#### White

British	11	<input type="text"/>
Irish	12	<input type="text"/>
Scottish	13	<input type="text"/>
Irish Travellers	14	<input type="text"/>
Other white background	19	<input type="text"/>

#### Asian or Asian British

Indian	31	<input type="text"/>
Pakistani	32	<input type="text"/>
Bangladeshi	33	<input type="text"/>
Other Asian background	39	<input type="text"/>

**Other ethnic background** 80

#### Black or Black British

Caribbean	21	<input type="text"/>
African	22	<input type="text"/>
Other black background	29	<input type="text"/>

#### Chinese or Chinese British

Chinese 34

#### Mixed

White and Black Caribbean	41	<input type="text"/>
White and Black African	42	<input type="text"/>
White and Asian	43	<input type="text"/>
Other mixed background	49	<input type="text"/>

#### For Central Administration use:

--	--	--	--	--	--	--	--	--	--



## Notes for Guidance: Application for Taught Postgraduate Study.

# UNIVERSITY OF LEEDS

### GENERAL

- Please complete this form in **black ink using block capitals** throughout.
- **Complete all sections** of the application as fully as possible. If the section does not apply to you please indicate this with N/A. Do not refer to attachments e.g. CV or resume.
- Provided that you complete all sections of the form, you may supply additional detail on A4 paper.

### A. PERSONAL DETAILS

- Please include your Family Name (Surname) and Given Names (First names) **as they are written in your passport or birth certificate**. Do not use informal or nicknames on your application.
- Please include all previous names, e.g. name before marriage, so we can confirm that documents using a previous name refer to you.
- If you are non-UK/EEA national you will need to provide us with the passport information stated. This information is required by UK law. If you do not have a passport at the time of applying we will contact you during the application process requesting these details. Please note that you will not be able to apply for a visa to enter the UK until after we receive this information.

### DISABILITY CODE

If you have a disability or medical condition that may require extra support or specific facilities to aid your study, please select the following code(s) that is most appropriate to you. You may if you wish give further detail in section J of the application form.

0 No disability; 1 Dyslexia; 2 Blind/Partially sighted; 3 Deaf/Hearing Impediment; 4 Wheelchair User/Mobility difficulties; 5 Needs personal Care/support; 6 Mental Health difficulties; 7 Unseen Disabilities e.g. epilepsy; 8 Multiple Disabilities; 9 Disability not listed; 10 Autistic or Asperger's syndrome; 11 Specific learning difficulty

### RESIDENTIAL CODE

The University is required to make a decision about your fee status. To help us do this, please choose a category from the list below. The code you choose is provisional. The University will make the final decision using Department for Business Innovation and Skills (BIS) and UKCOSA (Council for International Education) guidelines. If there is any doubt regarding your fee status, the University will ask you to complete a fee assessment form.

#### Please choose from the following categories:

**A** UK Citizen/EU<sup>1</sup> National: you are a UK or are the child of a UK or EU<sup>1</sup> national, and have lived in the European Economic Area (EEA<sup>2</sup>) or Switzerland (or both) for three years, but not just for full-time education. If you are a UK national, you may also have lived in the Channel Islands or the Isle of Man (or both) during these three years.

**B** Settled in the UK: you have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat or a member of visiting armed forces or an employee of an international organisation or the family or staff members of such a person. If this is your situation, your residential category is O).

**C** Refugee status<sup>3</sup>: you are a refugee, or have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in the UK following an application for asylum, and you have lived in the UK, the Channel Islands or the Isle of Man since that status was recognised or granted, or you are such a person's husband, wife or child.

**D** EEA<sup>2</sup> (non-UK/EU<sup>1</sup>) Living in UK: you are an EEA<sup>2</sup> or Swiss national, you live in the UK and you are a migrant worker (or you are such a person's husband, wife or child), and you have lived in the EEA<sup>2</sup> or Switzerland (or both) for three years, but not just for full-time education.

**G** UK/EU<sup>1</sup> National Living Outside EEA<sup>2</sup>: you would otherwise meet the criteria of categories A, B, C or D, but you have been living outside the UK, Channel Islands, Isle of Man, EEA<sup>2</sup> or Switzerland (or more than one of these) because you, your husband or wife, or your parent, have been temporarily working outside the area in question.

**O** Other: other.

### Note

**1** The European Union (EU) includes the following 27 countries. Austria, Belgium, Bulgaria, Republic of Cyprus, Czech Republic, Denmark (not including the Faroe Islands and Greenland), Estonia, Finland, France (including the French overseas departments of Guadeloupe, Martinique, French Guyana, Reunion, Saint-Pierre et Miquelon), Germany (including Heligoland), Greece, Hungary, the Republic of Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal (including the Azores and Madeira but not Macau), Romania, Slovak Republic, Slovenia, Spain (including Ceuta, Melilla, the Balearic Islands and the Canaries), Sweden and the United Kingdom (with Gibraltar).

**2** The European Economic Area (EEA) consists of EU countries plus Iceland, Liechtenstein and Norway. For the purposes of residence, this includes the whole of the island of Cyprus.

**3** The Home Office will have sent you a letter confirming your status if you are officially recognised as a refugee or if you have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave in the UK.

### B. TAUGHT DEGREE PROGRAMME SOUGHT

Please read the current Postgraduate Prospectus carefully before completing this section. You should also contact the School you wish to apply to (using the contact details in the Prospectus) for more detailed information about the programme of study. Some Schools require more specialised information in order to process your application. You should ask if additional information is required or if there are any additional forms you must complete. Further details may be accessed on the website: [http://www.leeds.ac.uk/students/postgraduate\\_taught.htm](http://www.leeds.ac.uk/students/postgraduate_taught.htm)

**Part-time Study** - Please check that the programme is offered on a part-time basis. Overseas applicants from non - EEA countries should note that, as terms of entry into the UK will normally prevent you from seeking employment, it will not normally be possible for you to register for a programme on a part-time basis.

### C. HIGHER EDUCATION AND/OR PROFESSIONAL QUALIFICATIONS (In date order)

- Please include details of your undergraduate degree and/or any other higher education qualifications that you feel are relevant to your application. Please include transcripts (or copies of) your results (including an explanation of the marking system) with your application. If these are in a language other than English, please include official translations.
- Please quote the title used on the degree certificate/transcript and indicate the system used i.e. grades, grade point average, percentage. If your final result is not known at time of application, please indicate when your results will be known and send these to the faculty/school as soon as they become available.

In order to complete registration as a student of the University you will need to send us original or certified true copies of academic documentation (Degree certificate, Degree Transcripts where applicable) so that we may verify previous qualifications. This can be done as soon as you receive your offer letter from us or at any time during the admissions process. Alternatively, you can bring your original or certified true copies of documents with you to be verified during the registration period.

## D. SECONDARY/TERTIARY QUALIFICATIONS

Please include details of any secondary qualifications (i.e. A-levels, Standard 12 results) that are relevant to your application.

## E. ENGLISH LANGUAGE PROFICIENCY

- If you are unsure whether you need to provide evidence of English proficiency, please contact the School.
- Please tick the box next to the qualification you have and fill in the details. The University's minimum requirements are;
  - o IELTS – 5.5 listening, 5.5 reading, 5.0 speaking, 5.0 writing – 6.0 overall
  - o PAPER BASED TOEFL – 550 with 4.0 on the TWE
  - o INTERNET BASED TOEFL – 18 listening, 20 reading, 20 speaking, 21 writing – 83 overall
  - o **Please note that some programmes of study require English language levels above the minimum.**
- **Please include copies of your results of any formal tests you have completed with your application e.g. IELTS, TOEFL.**

*If you are not able to enclose proof of English proficiency with your application form, please send them directly to the School offering the course at a later date.*

## F. OTHER COURSES AND EXPERIENCE

Please only include courses and information directly relevant to your application.

## G. EMPLOYMENT HISTORY

Please include details of your previous and current employment. Please do not refer to a CV/Resume.

## H. REFEREES

Full, clear and accurate contact details of two referees should be given to the University at the point of application. Academic Schools may request references from academic referees as a crucial element of the selection process.

- References should be from people not related to you by blood or marriage.
- Your referees should be qualified to comment on your academic ability.

### Important Information for Referees

- References should be submitted on official headed paper and should be signed.
- Please include the name of the applicant and the programme applied for.
- Please also include your name, position/status, address, telephone number, fax and / or email address. The completed reference should be placed in a sealed envelope which has been signed across the seal with a college or official stamp.

For more information please see <http://www.leeds.ac.uk/downloads/referees.pdf>

## J. ADDITIONAL INFORMATION

Please indicate any special support or facilities you may require because of an impairment, disability or medical condition. You may, if you wish, contact the Equality Unit to ask for advice on 0113 343 3927 or email [equality@leeds.ac.uk](mailto:equality@leeds.ac.uk)

## K. FINANCE

- If you are being sponsored by your parent(s), please tick Self as this does not count as a sponsor.
- UK or EU applicants who wish to be considered for a Research Council or other Government financed studentship for which application is made by the School accepting the student (e.g. EPSRC quota scholarship) should indicate this clearly in this section.

### Scholarships:

If you are applying for University or Faculty scholarships or bursaries you must apply on the appropriate form in addition to this application. The results of scholarship applications are notified separately from the application for a place on a programme. All requests for information regarding scholarships should be directed to: Research Degrees & Scholarships Office, University of Leeds, LS2 9JT, UK. Tel. from the UK 0113 343 4007, from abroad: +44 113 343 4007. **Email:** [scholarships@leeds.ac.uk](mailto:scholarships@leeds.ac.uk) **Web page:** <http://scholarships.leeds.ac.uk>

## OTHER INFORMATION

### CRIMINAL CONVICTIONS

If you have been convicted of a criminal offence, excluding a) a motoring offence for which a fine and/or a maximum of three penalty points were imposed or b) spent sentences, you are required to declare this by completing the 'yes' box in the criminal conviction section of the application form. Serving prisoners should also supply the prison address so that a reference may be sought. The University will send a questionnaire for completion to all successful applicants declaring a criminal conviction. The information submitted in the questionnaire will be treated in strict confidence. For certain programmes of study e.g. in Medicine, Dentistry or the School of Healthcare you will be required to disclose all criminal convictions. Please see information provided by the relevant School.

### PRIVACY STATEMENT

This statement tells you how the University of Leeds as the data controller will collect and process your personal data when applying to it for a programme of study. The information you have provided will be used by the University to process your application and to advise you of other University activities that the University feels may be of interest to you as a prospective student. Your information may also be processed by the University for purposes of statistical analysis and passed on to other government or other agencies requiring such statistics. If you are an international applicant your information may be shared with University approved representatives abroad who may contact you further. If you proceed to registration at the University your information will continue to be used in accordance with the University's Code of Practice on Data Protection at <http://campus.leeds.ac.uk/dpa/code.htm>.

### Contact Information

If you have any queries relating to the privacy statement then please contact Taught Postgraduate Admissions Officer, University of Leeds, LS2 9JT  
Tel: +44 (0)113 343 4044 Email: [tp\\_applications@leeds.ac.uk](mailto:tp_applications@leeds.ac.uk).

### ADMISSIONS POLICY

For further information concerning applying to the University of Leeds for a taught postgraduate programme please see the following:  
**[http://www.leeds.ac.uk/downloads/Download\\_2010\\_University\\_of\\_Leeds\\_Taught\\_Postgraduate\\_Admissions\\_Policy.pdf](http://www.leeds.ac.uk/downloads/Download_2010_University_of_Leeds_Taught_Postgraduate_Admissions_Policy.pdf)**

### ATAS

If you receive an offer of a place from the University in one of the following areas: Materials Science, Physics (including Nuclear Physics), Mechanical Engineering, Aerospace Engineering, Materials Technology not otherwise specified and you are from a non EEA country, then you will be required to complete an ATAS (Academic Technology Approval Scheme) prior to applying for your VISA. This scheme is run by the Foreign and Commonwealth Office and further information will be included in your offer letter. <http://www.fco.gov.uk/atas>