

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

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APPLICATION FOR TAUGHT POSTGRADUATE STUDY

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

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 Name): Previous Name(s), if changed: Gender: M F

Permanent Home Address

Tel. No.

Fax:

Email:

Correspondence Address (if different)

Date(s) From: To:

Tel. No.

Fax:

Email:

Country of Birth:

Nationality:

*Residential code *(See notes for guidance).

*Privacy statement *(See notes for guidance)

B. TAUGHT DEGREE PROGRAMME SOUGHT

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

Please turn over

(FOR OFFICE USE ONLY) ADMISSION DECISION

Faculty / School / etc. D/L F/T P/T Major course code

Qualification and Programme Title Banner programme Code

Conditions

Accept <input type="text"/>	Starting date <input type="text"/> Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	Period of study (enter number in box)	<table border="1"> <tr><td><input type="text"/></td><td>calendar year(s)</td></tr> <tr><td><input type="text"/></td><td>academic year(s)</td></tr> <tr><td><input type="text"/></td><td>semesters</td></tr> <tr><td><input type="text"/></td><td>months</td></tr> </table>	<input type="text"/>	calendar year(s)	<input type="text"/>	academic year(s)	<input type="text"/>	semesters	<input type="text"/>	months	Reject <input type="text"/>
<input type="text"/>	calendar year(s)											
<input type="text"/>	academic year(s)											
<input type="text"/>	semesters											
<input type="text"/>	months											

Signature and Date

Admissions tutor or Nominee
(Please return this form as soon as possible to: **Taught Postgraduate Admissions, Central Student Administration**, together with original copies of any supporting documentation).

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 and address 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: I agree that the ⁽¹⁾ University may alter part(s) of a programme without notice. I agree that the ⁽¹⁾ University may suspend any programme or my place on that programme. I agree that the ⁽¹⁾ University may vary or cancel any decision it makes.

Declaration: I agree that if the information given on this form is later found to be false, the ⁽¹⁾ University may withdraw my offer or subsequent place on the programme of study. I understand that the ⁽¹⁾ University will use this information for the purposes of admissions and to form part of a subsequent student record if I am accepted. I give my consent to the processing of my data and to use it for statistical information and reporting that will not identify me. I confirm that the information given on this form is true, complete and accurate. ⁽¹⁾= University of Leeds

Signature

Date of completion

<input type="text"/>	<input type="text"/>	<input type="text"/>
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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
Central Student Administration
University of Leeds,
Leeds LS2 9JT,
United Kingdom**

L OTHER INSTITUTIONS

To which other institutions have you applied?

M CONTACT WITH THE UNIVERSITY OF LEEDS

How did you first learn about postgraduate study opportunities at Leeds?

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) |

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**).

Notes for Guidance: Application for Taught Postgraduate Study.



GENERAL

Please either type or 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. Previous name: to confirm that certificates or transcripts using a previous name refer to you.

Residential code (fee status)

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. Most UK/EU applicants will be category A. The code you choose is provisional. The University will make the final decision using DFES (Department for Education and Skills) and UKCOSA (Council for International Education) guidelines. **If there is any doubt regarding your fee status, the University will ask you to complete an assessment form.** Choose from the following categories:

A You are a UK or EU¹ national, live in the Channel Islands or Isle of Man or are the child of a UK or EU¹ national, and have lived in the EEA for three years - but not just for full-time education.

B You have settled (lived) in the UK for three years, but not just for full-time education.

C You are a refugee, or have been granted Exceptional leave to Enter or Remain in the UK, and you have lived in the UK since status was recognised or granted, or you are such a person's husband, wife or child.

D You are a national of Iceland, Liechtenstein or Norway, you have lived in the UK and work as a migrant worker (or you are such a person's husband, wife or child), or you live in the EEA¹ but not just for full-time education.

G You are a UK or EU¹ national, or a child of a UK or EU¹ national, and normally live in the EEA² but temporarily work outside the EEA².

O Other.

Note

1. The above reference to the European Union includes the following countries: Austria; Belgium; Denmark (excluding the Faroe Islands and Greenland); Finland; Germany; France; Greece; Republic of Ireland; Italy; Luxembourg; The Netherlands; Portugal; Spain; Sweden; The United Kingdom, Cyprus (Greek part of), Poland, Czech Republic, Hungary, Slovenia, Slovakia, Malta, Estonia, Latvia, Lithuania, Bulgaria, Romania.

2. The above reference to the EEA includes all countries in the EU plus Iceland, Liechtenstein and Norway **or Swiss national migrant worker** or the husband, wife or child of such a person.

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 at 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 - EU 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 PROFESSIONAL QUALIFICATIONS

Please include transcripts of your results (including explanation of marking systems) 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.

E. ENGLISH LANGUAGE QUALIFICATIONS. Please include copies of your results of any formal tests you have completed e.g. IELTS or TOEFL. For applicants whose first language is not English, the University's **minimum** English language requirement is a TOEFL score (paper-based test) of at least 550 with 4.0 on the Test of Written English -TWE or 220 with 4.0 on essay writing (computer based test) **or** (internet-based test) of at least 83 with at least 18 in listening, 20 in reading, 20 in speaking and 21 in writing; or a minimum IELTS score of 6.0 with not less than 5.5 in listening and reading, and not less than 5.0 in speaking and writing. **Please note that some programmes of study require English language levels above the minimum.**

F. OTHER COURSES AND EXPERIENCE: Please only include courses and information directly relevant to your application.

H. REFEREES

i) References should be from people not related to you by blood or marriage.

ii) Your referees should be qualified to comment on your academic ability

iii) References must be submitted on official headed paper and must be signed

iv) You should include both references with your application in sealed envelopes which have been signed across the seal with a college or official stamp.

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).

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. Please use the following guidelines in completing a reference:

- i) Please state how long and in what capacity you have known the applicant
- ii) What do you consider to be his/her main strengths
- iii) Please include detailed information on results obtained by the applicant and prediction of likely degree result if the applicant has not yet graduated
- iv) Your assessment of the suitability of the applicant for the particular postgraduate programme to which she/he is applying
- v) Please comment on English language proficiency - ability to speak, write and comprehend English, if the applicant's native language is not English

J. SPECIAL NEEDS/SUPPORT

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 give details on 0113 343 3927 or email equality@leeds.ac.uk.

K. FINANCE

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 (eg. EPSRC quota scholarship) should indicate this clearly in the sections headed 'Academic fees' and 'Living expenses' as appropriate. 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.

Scholarships

All requests for information regarding scholarships should be directed to:

Research Degrees and Scholarships Office
University of Leeds LS2 9JT

Phone numbers:

UK Students: 0113 343 4077

International Students: 44-113 343 4007

Email: scholarships@leeds.ac.uk

Web page: <http://scholarships.leeds.ac.uk>

L. CONTACT WITH THE UNIVERSITY

This section is to help the University monitor the effectiveness of its marketing of postgraduate opportunities.

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.

Privacy Statement

This statement tells you how the University of Leeds will collect and process your personal data when applying to it for a course of study. "The University [and its representatives] would like to send you further information from time to time about the University and its activities that it feels may be of interest to you. We may also contact you after the application process has been completed for survey purposes". If you do not want to receive this information please tick the box indicated."

What we do with your information

Where you are required on this application to provide personal data, (in this instance: contact address details, home telephone number, mobile number and e-mail address) this will be used to:

(a) assist us with processing your application to the University; and

(b) be added to a database to inform you of the following: University Open Day events, course information, changes to our website and other information that we feel would be of interest to you. If you are an international applicant, your personal data will be shared with our approved representatives abroad who may make further contact with you.

If you do not wish your information to be used as described in **(b)** nor contacted for survey purposes, please **tick the box indicated**. We will then only use your information as described in **(a)**, to process your application.

Contact Information

If you have any queries relating to the privacy statement then please contact [The Course Enquiries Team](#) at

E-mail: ask@leeds.ac.uk

Tel: +44 -113 3432336

Fax: +44 -113 3432334

If you feel dissatisfied with the response given then please contact the Course Enquiries Manager,

Tel: +44-113 343 2335

