

# Application for Admission as a Postgraduate Student

It is essential that all sections of this form be completed to ensure timely processing of your application. Please read the **Guidance Notes to Applicants** before completing the form in **black ink**.

## For office use only

Decision:

Signature:

Date:

CARDIFF  
UNIVERSITY

PRIFYSGOL  
CAERDYDD

## 1. Proposed Degree of Study:

In which School do you wish to study? .....

Degree scheme(s) name(s)  PhD  MPhil  MA  MBA  
 MTh  MSc  LLM  Diploma

Other (please state) .....

### In the box below:

Taught course applicants - please give the title of the course for which you would like to apply.

Research applicants - please give the subject or area of research proposed (if known) or the name of the research group(s) in which you are interested:

Please use the title given in the Postgraduate prospectus or at [www.cardiff.ac.uk/courses/postgraduate/schemes](http://www.cardiff.ac.uk/courses/postgraduate/schemes)

Do you wish to study:  full-time? or  part-time?

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

Note that the majority of taught courses start in September of each year

MONTH

YEAR

## 2. Personal Details (please use CAPITAL letters)

Surname/Family name:  
First/given names:  
Title: Male (M) or Female (F): Date of birth: D D M M Y Y  
Country of birth:  
Nationality:  
Country of permanent residence:

### Home (Permanent) Address

House name / number:  
Full postal address:  
Postcode / Area code: Country:  
Telephone number (including national / area code):  
Fax number (including national / area code):  
E-mail:

### Correspondance Address (if different from above)

House name / number:  
Full postal address:  
Postcode / Area code: Country:  
Telephone number (including national / area code):  
Fax number (including national / area code):  
E-mail:

Please indicate the dates when this address should be used: From ..... to .....

## 3. Other Relevant Information

### Students with Learning Difficulties, Disability or Medical Conditions

Please provide information about any learning difficulty/disability/medical conditions that might require alternative arrangements or facilities

- Specific learning difficulty/Dyslexia/Dyspraxia/ADHD
- Blind/partially sighted
- Deaf/hearing impairment
- Wheelchair user/mobility difficulties
- Autistic Spectrum Disorder/Asperger Syndrome
- Mental health difficulties
- Unseen disability e.g. diabetes, epilepsy, asthma
- Disability/special need/medical condition not listed

Please list any reasonable adjustments you think you may require:

### Criminal Convictions

Do you have any unspent criminal convictions? Yes  No

I wish to receive future correspondence about my application in: English  Welsh

#### 4. Academic Career and Professional Qualifications

Overseas/EU applicants should send certified copies of degree transcripts etc. with this form.

Please give details of the undergraduate degree already obtained/ for which you are currently studying:

Name of University or College .....

Address (in full) .....

..... Postcode .....

Country in which studying .....

Degree/Qualification and subject .....

Mode of study (tick as appropriate)  Full-time  Part-time Length of course (years) .....

Date degree awarded 

M	M	Y	Y
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 or Date results expected 

M	M	Y	Y
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Class of degree awarded (or GPA) 

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#### Other academic qualifications

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

University/College <small>(including address)</small>	Qualification <small>(include grade)</small>	Date obtained	Full time or Part-time

*(Continue in box below if necessary)*

#### Professional/Previous experience

Please give any professional qualifications or previous experience (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	Dates	Nature of Work

*(Continue on a separate sheet if necessary)*

Applicants for a **Taught degree** should explain why they wish to follow this course of study, and what benefits they expect to gain from it. **Research degree applicants** should give an outline of the general area of research or their proposed research topic (**no more than 500 words**). Detailed research proposals are not expected at this stage of the application process.

*(Continue on a separate sheet if necessary)*

### 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		
<b>Other</b> (please give qualification, result and date of examination)		

\*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 their proposed degree scheme (e.g. photocopy of certificate).

### 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 funding my studies in some other way

### 6. Non-UK students 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?    

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

.....

Where do your parents/family live now?

.....

## 7. Confidential References

Two people who have knowledge of your academic or professional ability must support your application by providing references. You are advised to send forms/letters of reference with this application.

You may use the referee forms included in the Postgraduate 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 addresses of the referee. **You must provide the names and addresses of two referees:**

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

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

World Wide Web

Prospectus

Word of Mouth

Careers Service

Education/Careers Fair

Former student

Professional recommendation

Education Advisor

British Council

Advertisement

(please give details of newspaper/journal/web,  
including reference number if known)

Other (please give details)

9. 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 two referees
- Photocopies of any relevant supporting documents

**Completed forms and supporting documents should be sent to:**

Academic Registry

Cardiff University

50 Park Place

Cardiff

CF10 3UA

UK

Further information about the University is available on the World Wide Web 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 constituent institution of the University of Wales.