



Postgraduate Application Form

This form is used for application for Admission to a Full-Time or Part-time Postgraduate Programme

Please complete in BLOCK CAPITALS in black ink, or typescript. Failure to complete some fields may result in a delay in processing. This form should NOT be used for applications for undergraduate (Bachelor), PGCE or MA Social Work.

PLEASE READ THE ATTACHED GUIDANCE NOTES.

Deadline: there is no formal deadline for application however you are advised to apply in good time to allow for processing and making all necessary travel arrangements. Visa nationals are strongly advised to apply at least 4 months before the intended start date.

Application fee: No payment is required with this form.

SECTION A: PERSONAL DETAILS / COURSE CHOICE

Full name (please underline your family name) (Note 1)

Previous name (if any)

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

(Attach evidence of a change)

Type of Award for which you wish to study (Note 2)

Taught Course Research (tick one only)

Full-time Part-time (tick one only)

Proposed start date for study
(Note 3)

__ __ month __ __ year

Proposed Programme/Field of Research (Note 4)

Previous Contact (Note 5)

Name

Approximate Date

SECTION B: EDUCATION AND QUALIFICATIONS

Details of Education since leaving School (Note 10) If necessary give further details on a separate sheet of paper and attach it to this form.

Year From	To	Full- or Part-time (F or P)	University, College, other Institution and degree awarding body	Name of course or title of degree	Main subjects taken in the final examination or title of thesis	Classification/ overall marks obtained

Evidence of Proficiency in English (Note 11) (All International Students should complete this section)

Please give details of formal qualifications indicating proficiency in the use of English, include grade obtained and date taken.

Test

Result

Date taken

Number of years your **whole** education has been **taught and assessed** in the English mediumyears

SECTION C: RESEARCH EXPERIENCE AND EMPLOYMENT

Research experience and other work relevant to your chosen programme:(state 'NONE' if none)

.....

.....

.....

Please give below details of any employment with dates (Exclude casual employment unless directly related to the course).

Start Date	Finish Date	Employer	Job Title and Main Responsibilities

Non-academic interests

.....

Referees (Note 12)

1	2
.....
.....
.....
.....
.....

SECTION D: FURTHER DETAILS – all applicants must complete this Section in full

Source of Finance (Note 13)

Please indicate the source of finance for the payment of your tuition fees by ticking the appropriate box.

(tick one only)

Self-financing

Direct sponsor

Unknown

You will not be permitted to register without written confirmation of your sponsorship or payment of fees.

Name and address of sponsor (if you ticked Direct sponsor above)

Disability (Note 14)

Please tick the appropriate box(es)

- | | |
|--|--|
| <input type="checkbox"/> 0. no disability/special need, or not aware of any additional support requirements for study or accommodation | <input type="checkbox"/> 2. you are blind/partially sighted |
| <input type="checkbox"/> 1. you have a specific learning difficulty (eg Dyslexia) | <input type="checkbox"/> 4. you are a wheelchair user, or have mobility difficulties |
| <input type="checkbox"/> 3. you are deaf/hard of hearing | <input type="checkbox"/> 6. you have mental health difficulties |
| <input type="checkbox"/> 5. Autistic Spectrum Disorder or Asperger Syndrome | <input type="checkbox"/> 8. two or more of the above (please give details below) |
| <input type="checkbox"/> 7. unseen disability (eg epilepsy, asthma, diabetes) | <input type="checkbox"/> 9. you have a disability, medical condition or special needs not listed above (please give details below) |

Further details or disability/special need not listed above or where further information would be helpful:

Criminal Convictions (Note 15) Yes No

I confirm that the information I have given is true and accurate and that I have not withheld any information relevant to my application. I understand that the information I have provided on this form and in accompanying papers will be made available to those staff of the University concerned with student matters. *I have read and understood the notes for completion of this form.*

Applicant's Own Signature

Date

Data Protection (Note 16)

In accordance with the UK Data Protection legislation the University will not discuss your application with any other person without your prior written consent. If you wish, in advance to give authority for the University to liaise with another person in relation to your application for admission (for example you may ask another person to collect letters from the Admissions Office) you must let us know in advance.

I authorise the following named person to liaise with the University concerning any matters relating to my application for study. I will advise the Admissions Office if there is any other person with whom I wish the University to liaise in the future.

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

Full name

Address

The university will **not** communicate on your behalf with visa offices during the application process.



PLEASE DO NOT RETURN THIS SHEET TO THE UNIVERSITY

GUIDANCE ON COMPLETION OF THE APPLICATION FORM FOR ADMISSION TO A POSTGRADUATE PROGRAMME OF STUDY

Please complete the form in BLOCK CAPITALS, in black ink, or typescript. Failure to complete some fields may result in a delay in processing. All questions must be answered.

Deadline: There is no formal deadline for application however you are advised to apply in good time to allow for processing and making all necessary travel arrangements. Visa nationals are strongly advised to apply **at least 4 months before** the intended start date.

SECTION A: PERSONAL DETAILS / COURSE CHOICE

Note 1 Full Name

Enter the name you would be known by throughout your university programme and which would appear on any degree certificates. International students in particular are requested to specify their family name and other names in the correct order to avoid any misunderstanding. Changes cannot be made later.

Note 2 Type of Award

The possible entries here are

Certificate (taught)	Diploma (taught)	BPhil (taught)
LLM (taught)	LLM (research)	MA (taught)
MBA (taught)	MD (research)	Med (research)
BEng (research)	MEd (taught)	MMus (taught)
MPhil (research)	MJur (research)	MSc (research)
MRes (research/taught)	MSc (taught)	PsyD (taught)
MTheol (research)	PhD (research)	
New Route PhD (research)		

Note 3 Start Date

Most taught degrees start in September only but please refer to programme literature for alternatives. In the case of research degrees, other dates are normally possible. Do not forget to indicate the year (e.g 2004) in which you wish to be admitted.

Note 4 Proposed Programme/Field of Research

If you are unsure of the name of the programme or field of study you are interested, please write the name of the subject you wish to study. Please refer to our prospectus for those programmes available.

Outline of proposed Field of Study (all applicants)

On Page 2 - applicants for taught degrees or diplomas should, if possible, briefly indicate broad areas in which they might study for the dissertation, and their preferences for optional courses where applicable.

Applicants for research degrees should provide a description of the study proposed, giving details of both the aims of the study and the proposed methodology. They should also explain why they wish to follow their particular choice of research. If necessary, use additional sheets of paper and attach to the form.

Note 5 Previous Contact

If you have had previous contact with a member of the University of Hull, please give their name (if known) to help us trace any prior correspondence.

Note 6 Ethnic origin

The University is required by HESA (Higher Education Statistical Agency) to collect this information for statistical purposes. Information on ethnicity will not be used in reaching a decision on the outcome of your application, nor will HESA publish any personal information about you. Please insert the code from the list below that best describes you:

- 11 White (British)
- 12 White (Irish)
- 19 Other White background
- 21 Black or Black British - Caribbean
- 22 Black or Black British - African
- 29 Other Black background
- 31 Asian or Asian British - Indian
- 32 Asian or Asian British - Pakistani
- 33 Asian or Asian British - Bangladeshi
- 34 Chinese
- 39 Other Asian background
- 41 Mixed - White and Black Caribbean
- 42 Mixed - White and Black African
- 43 Mixed - White and Asian
- 49 Other Mixed background
- 80 Other ethnic background
- 90 Not known
- 98 Information refused

The Equal Opportunities Code of Practice for Admissions is available from the Admissions Office and on the web site www.hull.ac.uk/

Note 7 Permanent Home Address

International students should give an address in their home country. Please include a current e-mail address if you wish to receive acknowledgement to confirm receipt of your application.

Note 8 Current Address for Correspondence

If the same as your permanent address, please state 'AS ABOVE'.

Note 9 Residential Status

Please circle one category that best describes you:

- A If your permanent address has been in the European Union (including the UK) for the whole of your life AND you will have been living there for the 3 years immediately preceding the start of your course, please ring A.

- B If you are recognised by the UK authorities as an immigrant, a settled person, or a refugee, AND have lived in the UK since being recognised, then ring B and enter in the box provided the date your residence in the UK commenced. If you are claiming this status you must enclose with this form copies of the Home Office documentation which shows your status. Failure to do so will result in the higher overseas fee being charged.
- C If your permanent home is in the European Union (including the UK) but you are not presently living there and you therefore do not qualify for A or B above, please ring C and provide details of the reasons for and dates of your absence.
- D If your permanent home is outside the European Union AND you are at present living in the UK, please ring D and enter in the box provided the date your residence in the UK commenced and reason for your residency.
- E If your permanent home is outside the European Union AND you are not at present living in the UK, please ring E.
- F If you are seeking Asylum in the UK (you must enclose evidence) please ring F. Asylum seekers are charged at the overseas fees rate and their status will be reviewed when the outcome of the claim is known.

SECTION B: EDUCATION AND QUALIFICATIONS

Note 10 Details of Education

Please list all First Degrees, Postgraduate Degrees and any other equivalent qualifications obtained since leaving school, including professional qualifications. Give the full names of all institutions (and the town in which each is located) that you have attended.

You must include details of all courses started, whether or not the course was completed.

You must include any courses in which you were not successful so that the Programme Director has a full record of your academic history – if there were circumstances that you would like the University to know about that meant that you were not able to perform to the best of your abilities you should enclose a letter to explain the full details.

Please state whether each programme was completed by full- or part- time study.

If you are a final-year student on a degree programme, please give details of the programme and your expected final, overall result.

For Postgraduate Degrees, please indicate the method of assessment, i.e. by thesis, by written examination, or by dissertation and written examination.

Proof of qualifications must be submitted. You should arrange for a transcript of your academic record or other official statement of courses taken, showing grades achieved, together with confirmation of the qualification awarded and the overall grade/mark obtained, to be sent to the Admissions Office.

(Officially Certified photocopies are acceptable at the initial application stage).

Please note that as we cannot guarantee that certificates/transcripts can be returned you are advised to keep a copy.

Note 11 Evidence of Proficiency in English.

Applicants whose first language is not English must provide evidence of recent (within two years) formal qualifications they hold to prove English Language skills.

The University of Hull normally looks for one of the following as a minimum (a higher level may be required for some programmes):

- IELTS (Academic Test) with a score of at least 6.0 (no less than 5.0 in any section).
- TOEFL (Academic Test) with a score of at least 550 (or 213 for computer-based test) including proof of spoken (250 in oral test) as well as written English (TWE 5.0)
- Cambridge First Certificate in English (Grade A)
- Cambridge Certificate in Advanced English (Grade C)
- Cambridge Certificate of Proficiency in English (Grade C)
- or an equivalent acceptable test (a full list of recognised tests is available from the Admissions Office).

Applicants who have not achieved the level required for admission may be given a conditional acceptance, subject to achieving a prescribed standard before registration with the University.

SECTION C: RESEARCH EXPERIENCE AND EMPLOYMENT

Note 12 Referees

Two reference forms are attached. You should complete these as instructed on the forms, and send them to your referees. You should ensure that your application form reaches the University before the forms are returned by the referees. (Sealed references may be returned with this application form if you wish). References may alternatively be sent on headed paper. All references must be written and signed by the referee and carry an official business stamp. MBA Applicants are asked to give one academic and one work reference.

In the box provided on the application form (page 3) enter the name and full postal address of the two referees. You should be aware that the University may contact your referees to clarify any details of your application and in order to confirm authenticity of references. If further information is required the University may ask you to arrange for further references to be provided.

PLEASE DO NOT RETURN THIS SHEET TO THE UNIVERSITY

SECTION D: FURTHER DETAILS

Note 13 Source of Finance

Please indicate the source of finance for the payment of your tuition fees by ticking the appropriate box.

'Self-financing' means you will be financed from your own or other private resources and will pay your tuition fees when you register.

'Direct Sponsor' means that you expect that a government, public body or industrial company will be responsible for the direct payment of your tuition fees. Please give the name and address of that body.

At registration you will be required to produce written confirmation from your sponsor that they will pay your tuition fees for that session. You can forward the confirmation to the Student Financial Services Office, University of Hull, Hull, HU6 7RX, UK, (Fax ++44 1482 466599) ensuring that it arrives before you are due to register, or produce it at registration.

The letter must carry your full name and application code.

You will not be permitted to register without written confirmation of your sponsorship or payment of fees.

If you have any queries about funding or payment of fees, please contact the Tuition Fees Section of the Student Financial Services Office, telephone ++44 1482 465674.

Note 14 Disability

The University operates an Equal Opportunities Policy for Admissions and so that we may assist you and advise on appropriate opportunities we invite you to declare here whether you have a disability. If you do not complete this section the University will have to assume that you have no disability.

This information will be passed to the University's Disabilities Officer and the academic department concerned so that they will be aware of your needs if you are offered a place. If you have any specific concerns about the support you might need please tell us. Where appropriate details will also be passed to our Occupational Health Nurse.

You may enclose a separate confidential letter to the Disabilities Officer if you prefer.

Please note that the equal opportunities Code of Practice for Admissions is available from the Admissions Office and on the Web site (www.hull.ac.uk).

Note 15 Criminal Convictions

You should tick the 'yes' box if you have a conviction, not including:

- a motoring offence for which you received a fine or three penalty points and/or
- a spent sentence (as defined by the Rehabilitation of Offenders Act 1974)

Tick 'no' if you have not been convicted of a criminal offence. If answer 'yes' the University will normally send a further form to request details. You should be aware that for certain professional courses that involve working with vulnerable groups you will be required to tell us about all criminal convictions including spent sentences and cautions. The academic department will advise later if this is necessary.

If you do not tick either 'yes' or 'no' we will contact you for further information before processing the form.

You should tell us if you are convicted of a criminal offence after making an application.

If you are currently serving a prison sentence, please tick the 'yes' box, give the prison address as your correspondence address and a senior prison officer should support your application with a reference.

Note 16 Data Protection

In accordance with the UK Data Protection legislation the University will not discuss your application with any other person without your prior written consent.

If you wish, in advance, to give authority for the University to liaise with another person in relation to your application for admission, on your behalf (for example you may ask another person to collect letters from the Admissions Office) you must advise us. That person may be asked for identification if they contact the Office. You should ensure that they have your full details including your full name as written on your application form, the course you have applied for and your applicant code (this will be issued by email when your form is received in the Admissions Office – (see Note 7).

RETURNING THE FORM TO THE UNIVERSITY

(You are advised to keep a copy of your form and these notes).

Please return this form, with any additional relevant documents, certificates, and references etc to this address:

**Admissions Office
University of Hull
Hull, HU6 7RX
UK
Fax ++44 1482 442290**

Any queries about completion of the form should be made to the Admissions Office ++44 1482 466850 (admission@hull.ac.uk)

For your own records you may wish to note here the day you send your form to us:

Date Posted:



Reference for Postgraduate Study

To the Candidate

Please complete in **BLOCK CAPITALS** in black ink, or typescript. Failure to complete some fields may result in a delay in processing. Ensure that the information on this page is the same as on your application form.

Please complete the details on this page before sending a form to both of the referees you have named.

If you wish instead to provide a separate reference letter it must be on official business letterhead, written, dated and signed by the referee.

The reference must be written by the named referee.

Full name (please underline your surname (family name))

Permanent home address

Postgraduate Degree/Diploma for which you wish to study

Proposed start date

__ __ month __ __ year

Proposed Programme/Field of Research

To the Referee

This candidate has applied to the University for the programme shown above and has given your name as a referee. I should be grateful if you could let me have your opinion of the candidate's academic and personal suitability for that programme as soon as possible, including ability to cooperate in the life and work of the academic community.

If there is a first degree examination outstanding, I would appreciate some indication of the class of degree which you expect this candidate to obtain. If the candidate's first language is not English, do you consider his/her command of English (written and spoken) to be

adequate?

It would be most helpful if you could use the space on the back of this form for your reference. Please note that the information provided may be disclosed to the candidate at a later date.

I would like to take the opportunity of thanking you in advance for your help.

Admissions Officer

Full name of referee

Address

Position and relationship to the candidate

Email

Reference for (Applicant's Name).....

PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

Referee's Signature

Date

Please provide above, an official Business Stamp if reference is in your capacity within a Business or Academic Institution (or attach a business letterhead)

Return address

Please return this form to

Admissions Office
University of Hull
Hull, HU6 7RX
United Kingdom





Reference for Postgraduate Study

To the Candidate

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Admissions Officer

Full name of referee

Address

Position and relationship to the candidate

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Referee's Signature

Date

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Return address

Please return this form to

Admissions Office
University of Hull
Hull, HU6 7RX
United Kingdom

