



K E E L E
UNIVERSITY

Postgraduate Application Form

Postgraduate Office
Keele University, Staffordshire, ST5 5BG
United Kingdom
Telephone: 01782 584472
Fax: 01782 632343
Email: postgrad@keele.ac.uk
Website: www.keele.ac.uk/postgraduate

Course Details

Start Date:	Mode of Attendance (FT, PT):
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Taught Course

Course:
Department:

Research Degree

Research Topic (or Course if Professional Doctorate or New Route PhD):
Department:
Programme: PhD <input type="checkbox"/> MPhil <input type="checkbox"/> New Route PhD <input type="checkbox"/> Prof Doctorate <input type="checkbox"/> MD <input type="checkbox"/> (please indicate one only)

Personal Details

In addition please complete the enclosed Equal Opportunities monitoring form.

First Name:		Surname/Family Name:	
Title:	Gender:	Date of Birth:	
Nationality:	Country of Birth:	Country of Residence:	
Home Address:		Contact Address (if different):	
Postcode:	Postcode:		
Country:	Country:		
Telephone:	Telephone:		
Fax:	Fax:		
Email:	Email:		
Keele Registration No. (if currently or previously studying at Keele):			
Have you applied to Keele University for postgraduate study before?:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, name course and expected year of entry:			

Fee Status

On the 1st of the month before your start date, will you have been ordinarily resident in the UK or EU for at least 3 years and have indefinite leave to remain? (Residence wholly or mainly for educational purposes does not qualify as ordinary residence)

Yes No

If No then you will be assessed as an Overseas student for fees purposes unless and until you provide documentary evidence of eligibility for Home fee status.

Academic Qualifications

Include any course which you are currently taking and for which the outcome is not yet known. **Please supply a copy of your academic transcripts and certificates.**

	Start Date	End Date	Institution Attended & Subjects Studied (Full Time/Part Time)	Class or Grade Awarded	Date Awarded	If Exam still to be taken, predicted outcome & date of result
First Degree (& level of study)						
Higher Degrees (& level of study)						
Professional Qualifications						
Any Other Relevant Qualifications						

Relevant Employment or Work Experience

Current Employment Organisation	Dates	Job title and brief description of duties
Previous Relevant Employment Organisation	Dates	Job title and brief description of duties

Please complete even if a CV is enclosed.

English Language

Is English your first language? Yes No

If you have answered No, give details and dates of English Language qualifications and enclose copies of any results.

Already Obtained

Examining Body (TOEFL, IELTS etc):	
Date of Award:	Score:

Still to be Taken

Examining Body (TOEFL, IELTS etc):	
Date of Test:	Date Result Expected:

Personal Statement

This section forms a crucial part of your application which will be taken into account by those selecting students for admission. You should demonstrate clearly why you are applying for the taught or research degree, the nature of your interest in it, and what benefits you expect to gain (continue on a separate page if necessary).

If you are applying for a research degree, in addition you need to attach an outline of your research proposal identifying the field of research, key research questions, possible methodologies, and some background to the proposal. It will normally be 4-6 pages long. [Note that this is not normally required where applicants are applying for specific projects proposed by the University]

Finance

How would you finance yourself at Keele? Self Family Employer Scholarship

Name of Scholarship _____ Have you obtained this scholarship yet? Yes No

Criminal Convictions

Have you been convicted of a criminal offence (not including motoring offences for which you received a fine or three penalty points)? Yes No

If you tick yes, please enclose details with your application, including whether or not the sentence is spent. (Note: For some courses such as in teaching, health or social work, we will need to take account of all convictions, irrespective of whether they are spent)

References

Give the name and addresses of two referees who can comment in confidence on your academic and professional work as appropriate, and **enclose references with your application** (in sealed envelopes signed by the referees across the seal).

Referee 1	Referee 2
Title:	Title:
First Names:	First Names:
Surname/Family Name:	Surname/Family Name:
Address:	Address:

Checklist for Sending

Send all documents to the Postgraduate Office address on the front of this form.

Original and One Copy	Original Only
<input type="checkbox"/> Application form <input type="checkbox"/> Certificates and transcripts of academic qualifications <input type="checkbox"/> Confirmation of English Language qualification (if applicable) <input type="checkbox"/> Research proposal (if applicable)	<input type="checkbox"/> 2 References <input type="checkbox"/> Equal opportunities monitoring form <input type="checkbox"/> Details of criminal conviction(s) (if applicable)

Data Protection Act
The information contained in this form will be used for the purpose of processing your application and, if your application is successful, will form the basis of your University record.

University Charter, Statutes, Ordinances and Regulations
Registration at Keele University is conditional upon observation of the University’s Charter, Statutes, Ordinances and Regulations in effect at any time. A copy of the current version may be obtained from the University Secretary’s office or is available on the web at www.keele.ac.uk/depts/uso/reg.htm

I hereby apply for admission to study at Keele University for the course set out above, and confirm that the information provided is correct to the best of my knowledge.

Signature _____ Date _____