



University of Leeds
Leeds LS2 9JT,
United Kingdom

Serial number

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:

Sex

Permanent Home Address

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Tel. No.
Fax:
Email:

Correspondence Address (with dates)

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Tel. No.
Fax:
Email:

M F

Country of Birth:

Nationality:

*Residential code *Disability * Ethnicity (UK nationals only) *(See notes for guidance). Leeds ID No. (if applicable)

B. TAUGHT DEGREE PROGRAMME SOUGHT

Qualification Title F/T or P/T Proposed date of entry

e.g. (MA/MSc) Month Year

Please turn over

(FOR OFFICE USE ONLY) DEPARTMENTAL RECOMMENDATION

Dept / School / Inst F/T or P/T Major course code

Qualification and Programme Title Banner programme Code

Conditions

Accept Starting date Period of study (enter number in box) calendar year(s) Reject

academic year(s)

semesters

months

Signature and Date

Head of Department or Nominee

(Please return this form as soon as possible to: **Taught Postgraduate Admissions, Central Student Administration**, together with copies of any relevant transcripts and funding information).



Notes for Guidance: Application for Taught Postgraduate Study at the University of Leeds.

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.

B. TAUGHT DEGREE PROGRAMME SOUGHT

Please read the current Postgraduate Prospectus carefully before completing this section. You should also contact the department you wish to apply to (using the contact details in the Prospectus) for more detailed information about the programme of study. Some departments require more specialised information in order to process your application. You should ask if additional information is required or if there are departmental forms you must complete as well as this application.

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. PREVIOUS HIGHER EDUCATION TO DATE 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 your department 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 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 departments 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

Important Information for applicants

- 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 department offering the course you are applying for. (e.g. Taught Postgraduate Admissions, Business School, University of Leeds, Leeds LS2 9JT UK).**

Important Information for Referees

References must be submitted on official headed paper and must 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

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 Department 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 Departmental 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.

M. CONTACT WITH THE UNIVERSITY

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

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: www.leeds.ac.uk/students/schol.htm

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 DFEE (Department of Employment and Education) and UKOSA (Council for International Education) guidelines. **If there is any doubt regarding your fee status, the University will ask you to complete an assessment form.**

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 EEA 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.

2. The above reference to the EEA includes all countries in the EU plus Iceland, Liechtenstein and Norway.

Impairment/Disability

If you have a disability or medical condition that may require extra support or specific facilities to aid your study, please enter one of the following codes that is most appropriate to you in section **A** of the application form. You may, if you wish, give further detail in section **J** of the application form.

1	Dyslexia	6	Mental Health Difficulties
2	Blind/Partially Sighted	7	Unseen Disabilities e.g. Diabetes, Epilepsy
3	Deaf/Hearing Impairment	8	Multiple Disabilities
4	Wheelchair User/Mobility Difficulties	9	Disability Not Listed In Other Categories.
5	In Need of Personal Care Support		

If you have any queries regarding support arrangements or visits to the University you should contact the Disability Services Office, University of Leeds, Leeds LS2 9JT; tel 0113 343 3926.

Ethnicity details

White

British	11
Irish	12
Other white background	19

Asian or Asian British

Indian	31
Pakistani	32
Bangladeshi	33
Chinese	34
Other Asian background	39

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.

Black or Black British

Caribbean	21
African	22
Other black background	29

Mixed

White and Black Caribbean	41
White and Black African	42
White and Asian	43
Other mixed background	49

Other ethnic background 80