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THE UNIVERSITY *of* LIVERPOOL

Application Form for Postgraduate Studies

Please complete this form in **BLOCK LETTERS** with a black pen or in typescript using the 'Notes for Guidance' provided at the back of this form.

The completed form **MUST** be returned to:

The University of Liverpool, UK Student Recruitment Office, Postgraduate Recruitment Team
 Student Services Centre, 150 Mount Pleasant, Liverpool, L69 3GD
 Telephone: 0151 794 4199/5931, Facsimile: 0151 794 2060, Email: pgrecruitment@liv.ac.uk

1. Personal Details

Title Mr/Mrs/Ms/Dr/Other (specify)*	Last name (family name, surname)	First name	Middle or other names
Date of Birth DD/MM/YY	Nationality	Previous last name (if applicable)	Gender Male/Female*
Permanent Address Postcode Country Telephone Number Fax Number Mobile Number E-mail Address		Address for Correspondence (if different) Postcode Country Telephone Number Fax Number Mobile Number E-mail Address	

2. Registration Sought

Please indicate here the programme(s) of study you wish to apply for, eg MA in Victorian Literature, MPhil/PhD in Mechanical Engineering, etc. If you wish to apply for more than one programme, please list your choices **in order of preference**, with your first choice at the top. Applicants for MBA programmes **MUST** ensure that they indicate clearly which MBA they are applying for. See the attached 'Notes for Guidance' for more information on completing this section.

Programme Description eg MA in Victorian Literature eg: MPhil in Chemistry	Programme Code eg: MA/VICTLIT eg: MPhil/SC/F	Major Code eg: ELHA eg: CCMR

Full Time** Part Time** Proposed Start Date

Month Year

* Delete whichever is not applicable

** Please tick appropriate box

3. Qualifications

If you have previously attended a UK higher education institution, and you know the higher education student identification number that you were allocated, please enter it in this box. (The number may be referred to as a HESA Identifier or HUSID)

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3A University Qualifications Achieved/Expected

Please attach official transcripts of academic record (degree certificates, professional certificates, etc.)

(i) University/Institution attended

Degree Title:

Class or Grade e.g. GPA Year of Award

Full Time/Part Time* Dates of Attendance

Subject(s)

(ii) University/Institution attended

Degree Title:

Class or Grade e.g. GPA Year of Award

Full Time/Part Time* Dates of Attendance

Subject(s)

3B Pre-University or other Professional Qualifications

You should include here details of any qualifications taken prior to University entrance, plus any additional professional or other qualifications you have taken since leaving University. Please include type of qualification, subject, grade and date. You may continue on a separate sheet if necessary.

3C English Language Qualifications

What is your first language?

If English is not your first language, please give details of your English Language qualifications, including grade, class, awarding body and date awarded or expected

IELTS Score Date taken/to be taken*

TOEFL Score Date taken/to be taken*

Other
(please specify)

Score/Grade Date taken/to be taken*

Please attach an official copy of your English Language certificate (where appropriate)

Do you wish to receive information on the English Language courses offered by the University? Yes/No*

4. IMPORTANT: For UK/EU Nationals ONLY

Have you, apart from holidays, lived continuously in the UK or EU for the past four years?

Yes/No*

If 'No', in which other countries have you lived? (Please give details and dates)

.....
.....
.....

5. Other Relevant Skills and Experience

Please give details of other relevant skills and experience, for example, full-time employment, teaching or research experience, foreign language ability, information technology skills, driving licence.

6. Present Occupation

Present employer and post held, if applicable.

7. Health

Please give details of any health issues, disabilities or support needs.

8. Criminal Convictions

Do you have any criminal convictions? (please tick appropriate box)

Yes

No

If you have answered 'Yes' to this question, please ensure that you attach a note to this application form describing the nature and date of the conviction and the consequences of that conviction in terms of sentence served or caution received. **NB: If you do not answer this question, we cannot process your application.** See 'Notes for Guidance' for more information.

9. Referees

Please give the following details of two persons whom you have approached for references. See 'Notes for Guidance'.

Name:

Name:

Position:

Position:

Name of Institution:

Name of Institution:

Address:

Address:

.....

.....

.....

.....

Country:

Country:

Fax:

Fax:

Email:

Email:

10. Personal Statement (optional - see 'Notes for Guidance')

Please explain why you wish to undertake this programme and how it relates to your career/academic objectives

11. Proposed Research Area (for research applicants only) (optional - see 'Notes for Guidance')

12. Financial Support

Please attach copies of sponsorship/scholarship letters of financial statements where appropriate

(i) Please state how you intend to finance your studies at Liverpool (e.g. sponsorship, self-funding)

.....

(ii) Have you applied for a sponsorship/scholarship? Yes/No*

(iii) If yes, please give details, including dates

.....

(iv) Have you already been awarded a sponsorship/scholarship? Yes/No*

(v) If yes, please give details, including dates

.....

(vi) What will this sponsorship/scholarship cover? (e.g. tuition fees, maintenance, bench fees (if applicable))

.....

13. Publicity

What was your **MAIN** source of information about postgraduate studies at The University of Liverpool? Please tick **ONE** box only

<input type="checkbox"/>	University Prospectus	
<input type="checkbox"/>	Departmental Advisor/Supervisor/Careers Advisor, etc.	
<input type="checkbox"/>	British Council Office	Name:.....
<input type="checkbox"/>	Education Exhibition/Careers Fair	Venue:.....
<input type="checkbox"/>	Internet/WWW	
<input type="checkbox"/>	Professional Journal/Other Publications (please specify)	Name:.....
<input type="checkbox"/>	Alumni	
<input type="checkbox"/>	Friends/Relatives	
<input checked="" type="checkbox"/>	Other - please specify

14. Other Applications

Please state which other UK Universities you have applied to

.....

15. Checklist and Declaration

I enclose the following documents with this form (tick as appropriate)

<input type="checkbox"/>	Evidence of academic or professional qualifications (including transcripts where necessary)
<input type="checkbox"/>	Copies of English Language certificates (where appropriate)
<input type="checkbox"/>	Copy of Curriculum Vitae/Bio-data/Resume (see 'Notes for Guidance')
<input type="checkbox"/>	Sponsorship/Scholarship letter/Financial statement (where appropriate)
<input type="checkbox"/>	Other relevant items (please specify)

I agree to the University processing personal data contained in this form, or other data which the University may obtain from me or other sources. I agree to the processing of such data for any purpose connected with my studies or my health, welfare and safety, or for any other legitimate reason.

Signature of Applicant Date

16. University Use Only

For Postgraduate Recruitment Team Use:

Applicant Name

Date received in UKSRO: Spider ID No:

Forwarded to (name) in Department:

Departmental Use:

Date received in Department

Date reference requested Date references received

Recommendation

Rejection letter sent (date) Date copy of letter sent to UKSRO

Faculty Use:

Funding confirmed Yes/No* English Language qualifications acceptable Yes/No* Entry qualification acceptable Yes/No*

Offer letter sent (date)

Recommendations:

Proposed start date Proposed initial registration

Proposed Supervisor(s)

Comments/Conditions/Action

Enclosures sent with offer letter:

Agreement of Supervisor(s) (for research applicants) or Programme Director (for taught programmes): I agree to act as supervisor to this candidate

Department:	Name:	Signature:	Position:	Date:

Agreement of Head of Department (or nominee): I endorse the appointment of the above-named supervisor(s), and agree to accept this student and provide appropriate facilities.

Department:	Name:	Signature:	Position:	Date:

Authorisation by Faculty: I authorise the offer of a place to this applicant.

Department:	Name:	Signature:	Position:	Date:



THE UNIVERSITY *of* LIVERPOOL

Equal Opportunities Monitoring

In order for us to monitor equal opportunities, we would appreciate it if you would answer the following questions.

1 Ethnic Origin (UK Students Only)

Please choose the code which you feel best describes your ethnic origin, and enter it in the box above.

White – British	11	Chinese or Other Ethnic background – Chinese	34
White – Irish	12	Other Asian background	39
Other white background	19		
Black or Black British - Caribbean	21	Mixed – White and Black Caribbean	41
Black or Black British - African	22	Mixed – White and Black African	42
Other Black background	29	Mixed – White and Asian	43
		Other Mixed background	49
		Other Ethnic background	80
Asian or Asian British – Indian	31		
Asian or Asian British – Pakistani	32	Not known	90
Asian or Asian British – Bangladeshi	33	Prefer not to say	98

If you have used the code for ‘Other Black’, ‘Other Asian’, ‘Other Mixed’ or ‘Other Ethnic’, please describe your ethnic origin using your own words

2 Disability

In the application form we have asked about the nature of any disability in order that we can provide the best available support. For planning purposes we would appreciate it if you could identify the most appropriate code to describe your disability, and enter it in the box above.

Disabilities/Support Required

- 0 You do not have a disability or are not aware of any additional support requirements in study or accommodation
- 1 You have dyslexia
- 2 You are blind/partially sighted
- 3 You are deaf/hard of hearing
- 4 You are a wheelchair user/have mobility difficulties
- 5 You need personal care support
- 6 You have mental health difficulties
- 7 You have an unseen disability, eg diabetes, epilepsy, asthma
- 8 You have two or more of the above difficulties/special needs
- 9 You have a disability not listed above

If you would like to discuss support, access and facilities for disabled people, please contact
Beth Naylor, Student Welfare and Disability Adviser, Welfare and Advisory Services, Student Services Centre,
The University of Liverpool, L69 3GD
Tel: 44 (0) 151 794 4717 Fax: 44 (0) 151 794 4718 e-mail: e.naylor@liv.ac.uk

**Your completed application for postgraduate studies should be returned to:
UKSRO, Postgraduate Recruitment Team, The University of Liverpool, Student Services Centre,
150 Mount Pleasant, Liverpool, L69 3GD, UK**



THE UNIVERSITY *of* LIVERPOOL

‘Notes for Guidance’ for Completion of the Postgraduate Application Form

These notes are intended to help you complete the University’s standard application form, and to ensure that, once completed, your application may be processed as efficiently as possible. The application should be returned to the Postgraduate Recruitment Team at the address printed on the application form. If you are enclosing additional papers, please do not use staples or glue to attach them to the form.

Section 1: Personal Details

Address for Correspondence: If your correspondence address changes, please contact the University immediately. If they are available, fax and mobile telephone numbers, and e-mail addresses are very helpful.

Section 2: Registration Sought

This section assumes that you have already read a copy of the University’s Postgraduate Prospectus or appropriate departmental literature. In order to complete this section of the form you will need to enter the programme and major codes that relate to the programme of study you wish to undertake. All the codes are listed with the information on programmes in the online version of the Postgraduate Prospectus at http://www.liv.ac.uk/University/study_at_liverpool/postgrad_research_a.htm, or a hard copy may be obtained by contacting the Postgraduate Recruitment Team at the address on the form. If you do not have access to either of these sources, you should indicate the full title of the programme you wish to study in the Programme Description box, e.g. ‘MA in Victorian Literature’ and leave the Programme Code and Major Code boxes blank.

You may apply for more than one programme of study, although you will normally be allowed to register for only one programme. You may wish, for example, to be considered for more than one of our MBA programmes. If you wish to apply for more than one programme, please use a separate line on the form for each application, and ensure that your choices are listed in order of preference.

2A: Taught programmes are usually either for one year full-time or two or more years part-time and comprise a combination of lectures, tutorials etc, plus a long essay or dissertation. Such programmes usually have a specific title; e.g. MA in Science Fiction; MSc in Information Systems, which you should indicate on the form. Most taught postgraduate programmes are at the Master’s level, but there are some programmes that are at the Diploma or Certificate level.

2B: Research degrees do not have a title, as they are defined by the particular piece of research you intend to carry out. The minimum period of registration for a Masters degree by research (eg MPhil, LLM) is one year full-time or two years part-time, and the normal maximum is four years full-time or six years part-time. For a PhD, the minimum period of registration is two years full-time or four years part-time, and the normal maximum period is four years full-time or seven years part-time. It is normal to be registered initially for an MPhil and for the registration to be subsequently amended to PhD on the basis of academic progress. A Research Assistant may register for a PhD for a minimum period of two years and nine months. It may, in some cases, be possible to register directly on to a PhD programme, especially if you have already carried out research in a subject closely related to your proposed doctoral research, for example as a major part of a Masters course.

Section 3: Previous Study/Qualifications

Please include copies of your academic transcripts (i.e. degree/professional certificates) with your application, if available. You may be requested to provide originals on arrival at the University.

In this section you should give details of your current or most recent academic studies. As there is frequently competition for places, it is important that you give details which are as complete as possible. If you have not already done so, please enclose a copy of your CV/biodata/resume.

3A: University Qualifications Achieved/Expected

University/Institution attended: give the name of the institution and the country in which your institution is located.

Degree Title: Indicate here the type of award you studied for eg: BA, BSc, MA etc.

Class or Grade: Give the grades you attained and indicate the system of assessment used; eg Degree Class, Grade Point Average (GPA), Percentile Rank, numerical or alphanumerical scale (indicate range and maximum/minimum scores) etc.

Year of Award: If you have not yet received your award, please indicate when you expect to receive the results.

Subject(s): Please give your major subject area, eg Electrical Engineering, Computer Science, Law, Philosophy. Please also give an indication of other subjects studied, other than the major subjects.

3B: Pre-University or other Professional Qualifications: These should be the qualifications you took immediately prior to entering university (eg A-levels, International Baccalaureate, etc). However, some departments may require evidence of previous qualifications taken at school (eg GCSE, School Leaving Certificates etc). If you are in any doubt please contact the relevant department(s). Please list also any non-academic qualifications you hold, eg legal, accountancy or postgraduate medical qualifications.

3C: English Language Qualifications: If English is not your first language, you will have to produce documentary evidence of your English language ability. A range of English language tests is acceptable, including IELTS and TOEFL. If you require additional English language training, the University is able to provide tuition and arrange IELTS tests through its Applied English Language Studies Unit. There will usually be a fee for this.

Section 4: Residence of UK/EU Nationals

Please indicate any periods spent outside the UK or EU. This helps us to determine the fees you should be charged.

Section 5: Other Relevant Skills and Experience

Include in this section any experience you have gained, whether in formal training or otherwise, which may be relevant to your studies.

Section 6: Present Occupation

If you are not currently a student, indicate either your present or most recent employment.

Section 7: Health

This section is included for the purposes of monitoring equal opportunities and to ensure that the University can provide students with appropriate facilities. It will not affect the University's decision whether or not to offer you a place, and the information will remain strictly confidential.

Section 8: Criminal Convictions

In order to protect our students, we are required to ask if you have any criminal convictions.

You must tick the 'Yes' box if you have a conviction, unless it is:

a motoring offence for which you have received a fine or three penalty points; or
a spent sentence (as defined by the Rehabilitation of Offenders Act 1974), except for certain programmes, particularly in health, social work or other programmes involving work with children.

If you need further information about this requirement, please contact UKSRO.

If you have not been convicted of a criminal offence, you must tick the 'No' box.

If you are not sure whether to tell us about a previous conviction, you should get more advice from your local Citizens Advice Bureau or probation service, or from NACRO (the National Association for the Care and Resettlement of Offenders). You can also contact a solicitor, but you may have to pay for legal advice.

If you do not tick either the 'Yes' or the 'No' box, we will not process your form. We will contact you to ask for information, but this will delay the processing of your application.

Section 9: Referees

It is your responsibility to provide the names and addresses of two referees who have agreed to act on your behalf and can provide an academic ability reference, (at least one referee should be a member of the institution at which you last studied), or to provide two sealed references. Some departments may send you pre-printed reference forms to be completed by your referees.

Section 10: Personal Statement

This section is optional and may be used to provide further information on any relevant aspect of your application. Some departments may require you to complete this section. If you are in any doubt please contact the relevant department(s).

Section 11: Proposed Research Area

This section provides an opportunity for you to specify the research area(s) in which you would like to undertake research, or if you wish outline a more detailed project. If you are applying for an advertised studentship please indicate the title of the studentship here. Some departments may require you to complete this section. If you are in any doubt please contact the relevant department(s).

Section 12: Financial Support

Please give as much detail as possible about your known or anticipated funding arrangements. If you are an international student you should note that you will have to demonstrate to the Immigration Officer when you enter the UK that you have sufficient funds to pay for your fees and support yourself throughout your course. If you wish to receive information about sources of financial support provided by The University of Liverpool, contact the University at the address, email or phone/fax numbers shown on this application form. In addition to tuition fees some experimental disciplines may require a bench fee to cover laboratory expenses specific to your project. These fees will be negotiated with the department concerned.

Section 13: Publicity

It would be helpful if you give an indication of the main source of information you used to find out about the University of Liverpool in order for us to target our publicity material more effectively.

Section 14: Other Applications

Please list any other UK universities you are applying to. This information will not be used as part of the selection process, and will remain confidential.

Section 15: Checklist and Declaration

Please remember to sign and date the form before returning it to the Postgraduate Recruitment Team.