

# Application for Direct Admission as an Occasional Studies Student

We want to process your application as quickly as possible. It is therefore essential that all sections of the form are completed to ensure that your application can be processed efficiently. Please read the *Guidance Notes to Applicants* before completing the form in **BLACK** ink. Please use **CAPITAL** letters.

For Registry use only:

	Screened	Initials
DISAB		
DOCC		
FEES		
QUALS		
Decision Processed		

Applicant No: \_\_\_\_\_  
MAS course code: \_\_\_\_\_



## 1. Proposed Degree/Course/Programme

1.1 In which School do you wish to study? \_\_\_\_\_

1.2 Please indicate the programme for which you would like to apply: \_\_\_\_\_

**1.3 International Foundation Programme applicants only:** Please indicate which programme you wish to study by ticking the appropriate box:

Business       Computer Science       Engineering       Law       Health and Life Sciences

Which subject are you interested in studying at undergraduate level? \_\_\_\_\_

1.4 If you wish to apply to study as an occasional student only, please tick here:

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

1.6 Please state when you wish to start your study: \_\_\_\_\_

1.7 Please state when you expect to complete your study (applicants for occasional study only): \_\_\_\_\_

## 2. Personal Details

Surname/Family name: \_\_\_\_\_ First/given names: \_\_\_\_\_  
 Previous Surname/Family name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
 Title(Mr/Mrs/Miss/Ms/Dr): \_\_\_\_\_ Male (M) or Female (F): \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Country of Residence: \_\_\_\_\_

### 2.1 Address

The correspondence address will normally be used when we write to you. Please notify us in advance if the address changes.

Full postal address:      **Home (Permanent) Address**      **Correspondence Address**

Postcode/Area Code:

Country:

Telephone number  
(including national/area code):

UK mobile telephone number:

Fax number  
(including national/area code):

Email:

I wish to receive future correspondence about my application in:      English       Welsh   
 (Note: We will only produce correspondence in one language. If you select Welsh, all correspondence will be produced in Welsh.)

### 2.2 Criminal Convictions

\*If you have a relevant criminal conviction, enter X in the box

\*Please see the *Guidance Notes to Applicants* for a definition of relevant criminal convictions.

### 3. Academic Qualifications

All applicants should send certified copies of academic and professional qualifications obtained, where applicable.

#### 3.1 Pending/most recent qualifications

Please provide details of your most recent/pending qualifications.

School/College/University (including the full address and country in which studying)	Dates of Attendance From                      To	Qualification (including grade if awarded)	Subject	Date Qualification awarded/results expected

#### 3.2 Qualifications obtained

Please provide details of any other academic qualifications obtained from the age of 16 onwards.

School/College/University (including address and country)	Qualification (including grade)	Date Obtained	Full-time, part-time or distance-learning

#### 3.3 Professional Qualifications

Please provide details of professional or other qualifications received or pending.

Name of Qualification	Date achieved/to be taken	Full-time, part-time or distance learning	Name and address of Educational Institution/Awarding body

#### 3.4 Membership of Professional Institutions (if applicable)

Please state the name of the Institution of which you are a member, your level of membership, the date you became a member, the expiry date (if applicable) and your registration number.

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#### 4. Employment Information

\*Please give details of any current employment and employment history for the past five years, including any industrial, professional or research experience (with dates), if any, which may be relevant to your application.

Employer	Position	Nature of Work (please state whether FT/PT)	Dates	
			From	To

#### 5. Funding: How do you plan to fund your studies? (please tick only ONE 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 will be funded by my employer  Please give the name and address of your employer:  
\_\_\_\_\_
- I will be applying for an NHS funded place  I (or my family) will be funding my studies
- I will be funding my studies in some other way  Please state:  
\_\_\_\_\_

#### 6. Non-UK applicants 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? Day  Month  Year

For what purpose did you enter the UK (e.g. education, work etc?) \_\_\_\_\_

Where do your parents/family live now? \_\_\_\_\_

#### 7. Personal Statement

\*Please provide information that is relevant to your application for admission, e.g. why do you wish to follow this programme? What benefits do you expect to gain from it? What skills and experience do you possess which make you a suitable applicant?

\*(Continue on a separate sheet if necessary)

### 8. 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		
Other (e.g. first degree through medium of English)		

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

### 9. Confidential References

You must provide the names and addresses of two referees. You may also be contacted for additional references. The referees should be two people who have knowledge of your academic or professional ability. If you are currently a student or have recently completed your studies, at least one of the referees must be a teacher from your school or college or a lecturer from your university. You are advised to send forms/letters of reference with this application in a sealed envelope. You may use the referee forms that accompany this application form 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 address of the referee.

1 <sup>st</sup> Referee: _____	2 <sup>nd</sup> Referee: _____
Address: _____	Address: _____
_____	_____
City/Town: _____	City/Town: _____
Postcode/Area Code: _____	Postcode/Area Code: _____
Country: _____	Country: _____
Knowledge of applicant _____	Knowledge of applicant _____

### 10. How did you learn about undergraduate opportunities at Cardiff University?

- |  |   |  |
|--|---|--|
| World Wide Web <input type="checkbox"/>              | Prospectus <input type="checkbox"/>         | Word of Mouth <input type="checkbox"/>   |
| Careers Service <input type="checkbox"/>             | Careers Fair <input type="checkbox"/>       | Former Students <input type="checkbox"/> |
| Professional Recommendation <input type="checkbox"/> | Education Advisors <input type="checkbox"/> | British Council <input type="checkbox"/> |

Advertisement (please specify) \_\_\_\_\_

Other (please give details) \_\_\_\_\_

**11. I confirm that to the best of my knowledge the information given in this form is true, correct and accurate, and no information requested or other material information has been omitted:**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

#### Checklist - please make sure that you include the following:

- |  |   |
|--|---|
| Application form (signed and dated) <input type="checkbox"/> | 2 Referee report forms/letters and contact details of 2 referees <input type="checkbox"/> |
| Equal Opportunities Form <input type="checkbox"/>            | Copies of relevant qualification certificates/transcripts <input type="checkbox"/>        |

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

Registry, Cardiff University, PO Box 927, 30-36 Newport Road, Cardiff, CF24 0DE, UK

Further information about the University is available at [www.cardiff.ac.uk](http://www.cardiff.ac.uk)

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