

Application for Admission as a Postgraduate 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
DOCC		
FEES		
QUALS		
Decision Processed		

Applicant No: _____

MAS Course Code: _____



1. Proposed Postgraduate Programme

1.1 In which School(s) do you wish to study? _____

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

Taught	MA	MSc	MBA	MScEcon	LLM
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MTh <input type="checkbox"/>	MMus <input type="checkbox"/>	MPH <input type="checkbox"/>	PgDip <input type="checkbox"/>	PgCert <input type="checkbox"/>
	Other _____				
Full Title of Taught Programme _____					

Research	PhD	MPhil	MScD (by Research)	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	MD <input type="checkbox"/>	MCh <input type="checkbox"/>		
Subject, Research Area or Research Project Title _____				
Professional Doctorates	DClinPsy	DHS	DSW	DEdPsy
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	EngD <input type="checkbox"/>	EdD <input type="checkbox"/>	DNurs <input type="checkbox"/>	

1.3 Do you wish to study full-time? part-time?

1.4 Please state the month and year that you wish to start your study _____

Please note that the majority of Taught programmes start in September each year. The University permits Research programmes to start on one of the following dates: 1 Oct; 1 Jan; 1 April; 1 July (subject to the approval of the School).

1.5 If you are a member of staff at Cardiff University, please tick this box (Please see Section 1.5 of the Guidance Notes)
Please provide your Staff ID number _____

2. Personal Details (Please use CAPITAL letters)

Last name* _____	First name(s)* _____
Title (Mr/Mrs/Miss/Ms/Dr/Other) _____	Country of Birth _____
Date of Birth _____	Country of Residence _____
Nationality _____	Second or Dual Nationality _____

*Please ensure that the name on this form matches the name on your passport

2.1 Address

The Home address will normally be used when we write to you. We may also contact you by email, so please provide a current email address. Please notify us in advance if these details change.

Home (Permanent) Address

Postcode/Area code _____

Country _____

Telephone number (including national/area code) _____

Mobile number (UK applicants only) _____

Fax number (including national/area code) _____

Email _____

Correspondence Address (if different from Home Address)

Postcode/Area code _____

Country _____

Telephone number (including national/area code) _____

Mobile number (UK applicants only) _____

Fax number (including national/area code) _____

Email _____

Please indicate the dates your correspondence address should be used: From _____ to _____

2.2 Criminal Convictions

If you have a relevant criminal conviction, enter X in the box
(See Section 2.2 of the Guidance Notes for Applicants for a definition of relevant criminal convictions)

3. Academic and Professional Qualifications

All applicants should send copies of academic and professional qualifications obtained, translated into English where appropriate.

3.1 Most Recent/Current Academic Qualifications

Please give details of your most recent/current undergraduate or postgraduate degree:

University/College (including full address and country in which studying)	Degree/Qualification (including grade)	Degree Subject	Date Degree Awarded/ Results Expected

Length of Course (years) _____ Dates of Attendance From _____ To _____

Mode of Study (tick as appropriate) Full-time Part-time Distance Learning

3.2 Other Academic Qualifications Completed

Please list any other relevant academic qualifications obtained from the age of 16 onwards

University/College (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	Method of Study (part-time/full-time/ 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, its expiry date (if applicable) and your registration number.

4. Employment Information

Please give details of any current/previous employment history (with dates) which may support your application.

In addition to the completed application form, you may include a typewritten CV (no more than two sides of A4).

Employer	Employer Contact Details	Position	Nature of Work (please state whether FT/PT)	Dates

5. Funding: How do you plan to fund your studies? (please tick relevant 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 (or my family) will be funding my studies If you are funding your studies in another way, please specify _____

I will be funded by my employer

I will be funding my studies in some other way **Please note that completing this section does not constitute a binding agreement and will not affect your application.**

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)? _____

What is your current immigration status? _____

Where do your parents/family live now? _____

7. Personal Statement

To be completed by applicants for both Taught and Research programmes. **Applicants for research programmes, including applicants for professional doctorates, must also complete a separate research proposal.** In the 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? **No more than 500 words (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. degree through the 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 programme (e.g. photocopy of certificate).*

9. Confidential References

Two people who have knowledge of your academic or professional ability must support your application by providing references. If you are currently a student or have recently completed your studies, at least one of the referees must be a lecturer or professor 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 included in the prospectus (these can also be downloaded from www.cardiff.ac.uk/postgraduate) 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.

You must provide the names and addresses of these two referees. You may also be contacted for additional references:

1st Referee _____	2nd 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 postgraduate opportunities at Cardiff University?

Cardiff University website	<input type="checkbox"/>	Prospectus	<input type="checkbox"/>	Careers Service	<input type="checkbox"/>	Education Advisors	<input type="checkbox"/>
Graduate courses website (e.g. Graduate Prospects, findamasters.com - please specify)	<input type="checkbox"/>	Advertisement (please specify)	<input type="checkbox"/>	Careers Fair (please specify)	<input type="checkbox"/>	British Council	<input type="checkbox"/>
Other website (please specify)	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>	Professional Recommendation	<input type="checkbox"/>	Other (please give details)	<input type="checkbox"/>

Please add further details here as appropriate _____

11. I confirm that, to the best of my knowledge, the information provided in this form is factually accurate and that no requested information, or any additional information relevant to this application, has been omitted.

Signature of Applicant _____ Date _____

I have read and agree with the following statement: (please tick box)

It is a condition of acceptance of a place at Cardiff University that the applicant consents to personal information, obtained by the University in connection with the admission process, being retained for a specified period. In so doing, the applicant accepts that such information may be used and shared with UCAS or other relevant bodies for the purposes of verifying the identity, qualifications or references of the applicant.

Where it is legitimate and necessary the University may process applicants' personal data without their consent, for example by sharing information with UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, collection of a tax or duty, or safeguarding national security. This may include Benefit or Tax Inspectors, the Police, the Home Office Immigration and Nationality Directorate and the Foreign and Commonwealth Office.

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 the 2 referees	<input type="checkbox"/>
Research Proposal (Research students only)	<input type="checkbox"/>	Equality Monitoring Form*	<input type="checkbox"/>
		Copies of relevant qualification certificates/transcripts	<input type="checkbox"/>

***Please note that an Equality Monitoring Form must be submitted with your application.**

Completed forms and supporting documents should be sent to:

The Registry, Cardiff University, 30-36 Newport Road, Cardiff, CF24 0DE, UK

Email: admissions@cardiff.ac.uk Tel: +44 (0)29 2087 9999

Further information about the University is available at www.cardiff.ac.uk

1998 Data Protection Act

The University Registry will process this data for the purpose of Education Administration in accordance with the University's Data Protection Policy and your rights under the Data Protection Act 1998. Recruitment Data may also be used for the identification of potential students and the administration of promotional campaigns. It is made available to our International Office, Postgraduate Recruitment Office, relevant academic and administrative departments, and to agents contracted by the University for particular recruitment related projects.

Equality Monitoring Form



Cardiff University is committed to ensuring that applicants are considered fairly and do not face unnecessary barriers because of their ethnic origin, national identity, gender, disability, sexual orientation, religion or other belief, age, or socio-economic background.

In order to monitor the effectiveness of our procedures, working practices and our equality and diversity policies, we require applicants to provide the information outlined below. This form will be detached from your application by the University Registry and will not be available to staff involved in selection decisions. In the event of your admission to the course, this information will form part of your student record and will continue to be used for monitoring purposes throughout your studies at Cardiff University. Such use will be subject to the provisions of the Data Protection Act 1998.

PERSONAL DETAILS (Please complete in **CAPITAL** letters)

Title _____ Last name* _____

First Name(s)* _____

Date of Birth (Day/Month/Year) Gender Male Female Do not wish to say

Nationality _____

* Please ensure that the name on this form matches the name on your passport

ETHNIC ORIGIN I would describe myself as

White	Black or Black British	Asian or Asian British	Mixed
White (English) <input type="checkbox"/> 11	Caribbean <input type="checkbox"/> 21	Indian <input type="checkbox"/> 31	White and Black Caribbean <input type="checkbox"/> 41
White (Irish) <input type="checkbox"/> 12	African <input type="checkbox"/> 22	Pakistani <input type="checkbox"/> 32	White and Black African <input type="checkbox"/> 42
White (Scottish) <input type="checkbox"/> 13	Other Black background <input type="checkbox"/> 29	Bangladeshi <input type="checkbox"/> 33	White and Asian <input type="checkbox"/> 43
Irish Traveller <input type="checkbox"/> 14		Chinese <input type="checkbox"/> 34	Other mixed background <input type="checkbox"/> 49
White (Welsh) <input type="checkbox"/> 15		Other Asian background <input type="checkbox"/> 39	Other
Other White <input type="checkbox"/> 19			Other ethnic background <input type="checkbox"/> 80
			Do not wish to specify <input type="checkbox"/> 98

DISABILITY

Cardiff University welcomes applications from disabled people and will try to meet their needs wherever it reasonably can. The information that you give on this application form will help the University to do this and plan the support and adjustments to be put in place for you.

Disability has a broad definition which can include physical and sensory impairments, specific learning difficulties, mental health difficulties and other medical conditions which are likely to have a long-term effect on you.

Please indicate which of the following groups best describes your disability status:

No Disability <input type="checkbox"/> 00	Mental health difficulties <input type="checkbox"/> 06
Dyslexia/Dyspraxia/ADHD <input type="checkbox"/> 01	Unseen disability e.g. diabetes, epilepsy <input type="checkbox"/> 07
Blind/partially sighted <input type="checkbox"/> 02	Multiple Disabilities <input type="checkbox"/> 08
Deaf/hearing impairment <input type="checkbox"/> 03	Disability not listed above <input type="checkbox"/> 09
Wheelchair user/mobility difficulties <input type="checkbox"/> 04	I do not want to disclose whether I have a disability <input type="checkbox"/> 97
Autistic Spectrum Disorder/Aspergers Syndrome <input type="checkbox"/> T	

If you have ticked one of the boxes that indicates you have a disability and your application is successful, your application form will be forwarded to the University Disability and Dyslexia Service which will contact you to discuss any reasonable adjustments you may require.

PARENT/GUARDIAN OCCUPATION

(Please tick one box which best describes the sort of work done by one of your parents/guardians who was the main contributor to your family's finances when you were aged 16.)

Higher managerial and professional occupations <input type="checkbox"/>	Semi routine occupations <input type="checkbox"/>
Lower managerial and professional occupations <input type="checkbox"/>	Routine occupations <input type="checkbox"/>
Intermediate occupations <input type="checkbox"/>	Never worked/long term unemployed <input type="checkbox"/>
Small employers and own account workers <input type="checkbox"/>	I choose not to provide this information <input type="checkbox"/>
Lower supervisory and technical operations <input type="checkbox"/>	I am unable to provide a sufficiently reliable answer to this question <input type="checkbox"/>

I wish to receive future correspondence about my application in: English Welsh

(Note: The University Registry will only produce correspondence in one language. If you select Welsh, all correspondence will be produced in Welsh)