

Application for Taught Postgraduate Study

Please refer to the guidance notes when completing this form

1 Your personal details

a) Title (eg Mr, Mrs, Miss, Ms, Dr)

b) Gender

male

female

c) Family name (see note 1c)

d) First names

e) Previous family name (if you have changed it – eg through marriage)

f) Date of birth

 / /

g) Nationality (see note 1g)

h) Daytime / work telephone no (with code)

i) Email

j) Permanent home address

k) Home telephone no (with code)

l) Home fax no (with code)

m) Correspondence address if different from above.

Please give the dates when you will be at this address (see note 1m)

2 Taught programme of study

a) Programme (see note 2a)

b) Faculty

c) Qualification aim (see note 2c)

d) Start date

 / /

e) Mode of study (see note 2e)

full-time

part-time

part-time by distance learning

f) Are you seeking exemption from part of the programme on the basis of AP(E)L? (see note 2f)

yes

no

University use only

Application no:

For completion by Faculty / Department

Decision:

unconditional offer

conditional offer

reject

Conditions:

Programme, qualification aim, start date and study mode if other than indicated by applicant in Section 2 above:

Bench fees p.a.

 £

Signature: authorised selector (1)

date

Signature: authorised selector (2)

date

Other Faculty / Department use

For completion by Registry

Date application received

Date application returned

Fees status

query

Initials

date

3 Further and Higher Education qualifications (see note 3)

university / institution	subject	start date	end date	qualification aimed for	
current education					
university / institution	subject	start date	end date	qualification obtained	class/result
previous education					

4 Professional qualifications (see note 4)

title / category of membership	date attained	mode

5 English Language qualifications (see note 5)

To be completed by all candidates whose first language is not English

title of English Language test / course	examining body	date to be taken	date taken	grade obtained
current				
previous				

6 Employment history (see note 6)

name & location of employer	job title	start date	end date	full/part-time / temporary
current				
previous				

7 Finance and fees status (see note 7)

a) Proposed source of fees

b) Proposed source of living expenses

c) Status of sponsorship application

If you have made an application for sponsorship, give details of sponsor(s) approached and the outcome or current status of your application.

In order for us to determine your fee status, please answer the following:

Have you lived in the UK / EC / EEA all your life?

 no

yes → if 'yes', which country(ies)?

Now go to section 8

↓ continue down

Have you lived outside the UK / EC / EEA all your life?

 no

yes → if 'yes', which country(ies)?

Now go to section 8

If you have answered 'no' to both the above questions please provide full details of your residence in a separate sheet.

↓ continue down

Are you a UK or EC national, or the child of an EC national?

 yes

no → if 'no', but you have the right to live in the UK without restriction or you have applied for refugee status, you should enclose documentary evidence

8 Additional personal information

a) Please enter the appropriate disability code from section 8a of the guidance notes.
If you do not have a disability, please enter 0

b) Please tell us how you found out about the programme of study for which you are applying

c) Do you have any relevant criminal convictions or charges against you?
please refer to note 8c

no

yes

d) Are you applying for any other courses at the University of Surrey or elsewhere?

no

yes → please give details below

9 Personal statement this is optional (see note 9)

10 Ethnic Origin

The University of Surrey confirms its commitment to a comprehensive policy of equal opportunities for its applicants and students. Individuals are selected and treated on the basis of their relevant merits and abilities and are given equal opportunities within the University. The aim of the policy is to ensure that no applicant should receive less favourable treatment on any grounds which are not relevant to academic ability and attainment for students. The University also has a race equality policy to complement the equal opportunities policy.

The information that you provide in this section of the form is extremely important as it enables us to assess the effectiveness of our EO policies (above) to ensure that the recruitment and selection process operating across the University is open and fair. Through assessing the effectiveness of the process we aim to ensure that your experience of the University of Surrey is a positive one.

The information you provide will form a confidential record and will be stored electronically and manually. It will only be used to monitor the operation of EO policies and will not be passed to those making admission decisions.

Please tick the code from the table below which most closely describes your ethnic origin:

Details	Code	
White – British	11	<input type="checkbox"/>
White – Irish	12	<input type="checkbox"/>
Other White Background	19	<input type="checkbox"/>
Black/Black British – Caribbean	21	<input type="checkbox"/>
Black/Black British – African	22	<input type="checkbox"/>
Other Black Background	29	<input type="checkbox"/>
Asian/Asian British – Indian	31	<input type="checkbox"/>
Asian/Asian British – Pakistani	32	<input type="checkbox"/>
Asian/Asian British – Bangladeshi	33	<input type="checkbox"/>
Chinese	34	<input type="checkbox"/>
Other Asian Background	39	<input type="checkbox"/>
Mixed – White & Black Caribbean	41	<input type="checkbox"/>
Mixed – White & Black African	42	<input type="checkbox"/>
Mixed – White & Asian	43	<input type="checkbox"/>
Other Mixed Background	49	<input type="checkbox"/>
Other Ethnic Background	80	<input type="checkbox"/>
Not Known	90	<input type="checkbox"/>
Information Refused	98	<input type="checkbox"/>

11 References (see note 10)

Please fill in contact details for two people who can provide a reference for you about your academic ability and / or work experience in relation to your proposed study. At least one of the referees must be able to comment on your academic ability in relation to your proposed study.

Referee 1:

a) Name and title

b) Organisation

c) Position

d) Telephone no (with code)

e) Fax no (with code)

f) Email

g) Address

Referee 2:

a) Name and title

b) Organisation

c) Position

d) Telephone no (with code)

e) Fax no (with code)

f) Email

g) Address

12 Declaration

Please ensure that you read the declaration below and sign and date the form.

I confirm that the information I have given is correct and that no material information has been omitted. I understand that the University reserves the right to withdraw any offer or cancel a registration made on the basis of information which proves to be false or misleading.

Signature

Date

What to do now

Please tick as appropriate to indicate the additional information you are supplying with this application form:

I enclose:

- Copies of transcripts and / or examination certificates
- English Language Proficiency Certificate(s) *if applicable* (see note 5)
- Evidence of right to live in the UK with no restrictions or of refugee status application *if applicable* (see note 7)
- Information about any disability, special need or medical condition *if applicable* (see note 8a)
- Information about any criminal offence (see note 8c)

This form should then be returned to: **Postgraduate Admissions Office**
The Registry
University of Surrey
Guildford
Surrey GU2 7XH
United Kingdom