



**CITY UNIVERSITY
LONDON**

Application form – Postgraduate courses

For use with taught postgraduate courses

City University London, Northampton Square, London, EC1V 0HB
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Please refer to the **'How to apply'** webpage of your course of interest for further information as other documentation may be required.

Proposed course of study

Course title

Proposed date of commencement (mm/yyyy):

/

Mode of attendance

☐ Full-time

☐ Part-time

☐ Modular*

☐ Distance Learning*

** only where applicable*

Where did you find out about this course?

What other courses of study would you select if this course was unavailable? Please enter the exact title of the course.

Second choice course

Third choice course

Are you a member of City University London staff?

☐ Yes

☐ No

Are you a City graduate?

☐ Yes

☐ No

If yes, please specify

Course of study

Year of graduation

1. Personal information

Personal details

Title

First name

Middle name

Known as

Surname

Gender

☐ Male

☐ Female

Date of birth

Home address

Street address line 1

Street address line 2

Post code

Town/city

County/state

Country

Daytime telephone

Evening telephone

Mobile

Fax

Email

This is the address to which all your correspondence will be sent. If this address changes, or is likely to change between certain dates, you should inform the University as soon as possible.

Nationality

The nationality that you enter should be that in your passport. If your nationality is one of the home countries of the United Kingdom, i.e. England, Scotland, Northern Ireland or Wales, please indicate United Kingdom as your nationality.

If your country of current residence is in the United Kingdom please select the appropriate home country, i.e. England, Scotland, Northern Ireland or Wales, as your country of current residence.

Nationality	
Second nationality	
Country of current residence	
Country of birth	

2. Qualifications and experience

Higher education

The “Subject/major” field should have the name of the award obtained or expected including the degree title and major subjects (e.g. BA in Arts). You will need to provide a copy of your degree certificate and transcripts of all your results. If these are in a language other than English, you must include certified translations. All applicants must indicate the system of assessment used in the “Mark Scheme” field. If your results are not yet known at the time of application, please indicate when your results will be known in the “Date awarded” field and send them to the relevant **Admissions office** as soon as they are published.

Subject/major	
University	
Country	
Award	
Mark scheme	
Result	
Date awarded	
Start date	
End date	
Pending result	<input type="checkbox"/> Yes <input type="checkbox"/> No
Predicted grade	

Please enclose a copy of your degree certificate and transcript/marksheet.

Qualification 2

Subject/major	
University	
Country	
Award	
Mark scheme	
Result	
Date awarded	
Start date	
End date	
Pending result	<input type="checkbox"/> Yes <input type="checkbox"/> No
Predicted grade	

Please enclose a copy of your degree certificate and transcript/marksheet.

High school/highest pre-university study

School/college

Subject/major

Rank/final grade

Please enclose a copy of your certificate and transcript/marksheet.

Other qualifications

Title

Achieved by

☐ Direct exam

☐ Exemption

Level of membership/subjects passed

Start date

End date

Please enclose any documentation to support the achievement of this qualification.

English language qualifications

If English is not your first language you will have to provide documentary evidence of an acceptable level of English language ability. Additionally if you require a Tier 4 student visa to study in the UK and you are not from a majority speaking English country (as defined by the Home Office) you will need to provide evidence that you have achieved the required level using a University approved English language qualification. If you have taken a test please supply the results. If you have not achieved the required level your offer may be conditional upon taking an approved test.

Qualification

Awarding body

☐ IELTS academic

☐ iGCSE

☐ Pearson iPTE academic

☐ Other (please specify)

Start date

End date

Date awarded

Result

IELTS Test Report Form Number

Please enclose a copy of your English language certificate and transcript/marksheet.

Graduate Management Admission Test (GMAT)

Please complete this section only if GMAT is one of the entry requirements of your intended course of study.

Date awarded

Overall score

Verbal percentile

Quantitative percentile

Please enclose any documentation to support the achievement of this qualification.

Employment history/work experience

Please include your most relevant work experience and training, this can include paid or unpaid, full or part-time work.

Current/most recent job

Company/organisation name	
Job title	
Nature of duties	
Start date	
End date	

Please enclose a copy of your CV.

Employment history 2

Company/organisation name	
Job title	
Nature of duties	
Start date	
End date	

Employment history 3

Company/organisation name	
Job title	
Nature of duties	
Start date	
End date	

3. Personal statement

Why do you want to study this course and how will it help you in your future aspirations?
(Please continue on an extra sheet if required.)

References

If references are required in support of your application, please enter details of people qualified to comment on your academic ability below. The number and type of references required are listed in the “How to apply” section on the webpage of your intended course of study.

First referee

First name

Surname

Referee's job title

Email

Second referee

First name

Surname

Referee's job title

Email

Please ensure you request permission from your nominated referees.

☐ I confirm that I will forward the two reference forms on to my referees.

4. Supporting information

Finance

You are expected to make suitable arrangements before entry for financial support, both for fees and for living expenses, for the whole of your period of study at City University London. If you have already made arrangements you should indicate these together with any documentary evidence such as a sponsor's letter. Please enclose any relevant documents.

How do you propose to finance your studies here? City University London requires you to pay any fees charged in connection with your course of study

☐ Self-funded ☐ Sponsor/studentship/other ☐ NHS trust

Other details

Is one of your parents an EU national? ☐ Yes ☐ No

If you are not a UK national and are permanently resident in the UK, have you been granted any of the following by the Home Office?

If you are an EU national (including the UK) but have lived outside the European Economic Area (EEA) for any periods over the last three years (other than holidays), please list your periods of residence outside the EEA and the purpose of your stay e.g. work, education, etc. You may be required to provide evidence.

Country

Start date

End date

Purpose

Country

Start date

End date

Purpose

Residency

Please note that if you already hold a Tier 4 visa sponsored by another UK university, college or school, this will not be valid for study at City University London. You will need to apply to the Home Office for a new Tier 4 visa sponsored by City University London. Please email visaadvice@city.ac.uk for further information.

Do you require a Tier 4 visa to study in the UK? ☐ Yes ☐ No

Do you have a valid passport? ☐ Yes ☐ No

Passport number

Passport issue date

Passport expire date

Please enclose a copy of your passport.

Please provide details of all of the previous courses you may have studied in the UK. Please declare all courses or parts of courses undertaken in the UK to date. This is even in cases where you may not have successfully completed a course. The information required below is related to the time studying in the UK on the stated qualification.

Please provide the duration in months you spent in the UK studying this qualification.

Qualification level

Number of months in the UK

Start date

End date

Qualification level

Number of months in the UK

Start date

End date

5. Equal opportunities

Equal opportunities monitoring

City University London confirms its commitment to equal opportunities in all its activities. The University must not discriminate against an applicant on any of the following grounds: political belief, gender, sexual orientation, age, disability, marital status, race, nationality, ethnic origin, religion or social background.

The information you give is in confidence, and will not be seen by, nor made known to, any sector. It will be used only to monitor the operation of the Equal Opportunities Policy and will not be made available to admissions tutors.

Disability or long-term medical condition

Other

Ethnic origin

Declaration of a criminal record

If you have been convicted of any criminal offence, excluding a) a motoring offence for which a fine and/or three penalty points were imposed or b) spent sentences (as defined in the Rehabilitation of Offenders Act 1974), you are required to declare this by selecting "Yes" in the criminal conviction section of the form.

If you have not been convicted of a criminal offence you must select "No".

If you do not tick either box or refuse the information the University reserves the right to reject your application. Any information provided will be treated in the strictest confidence.

Have you ever had a criminal conviction?

☐ Yes

☐ No

Marketing questions

Thank you for taking the time to complete the application.

Why are you considering studying with us?

How did you first hear about us?

If you are an agent completing this application on behalf of the applicant, please provide your agent ID:

Please email the International Office at agentapplications@city.ac.uk if you have not been allocated an agent code.

6. Declaration

I certify that the information I will provide in the application is correct and hereby undertake, if admitted as a student of City University London, to observe and comply with all ordinances and regulations of the University.

Signature

Date

I agree that the personal data in this form may be used only in accordance with City University London's notification under the Data Protection Act 1998 and in compliance with the Freedom of Information Act 2000.

To comply with statutory and Government requirements, data may be disclosed to external agencies such as (but not exclusively):

Council Tax Registration Officers, Higher Educational Funding Council for England, Higher Education Statistics Agency, Student Loans Company and Research Councils.

The University will not disclose any personal information to any other third parties, except where required by law, without the express consent of the Data Subject.

In exceptional circumstances where the public interest outweighs the individual's rights to privacy the information may be released under the auspices of the Freedom of Information Act 2000.

Further details in relation to the use of personal data can be found on the University's website:

www.city.ac.uk/about/city-information/legal/data-protection

Any queries concerning Data Protection and Freedom of Information should be addressed to the Information Compliance Officer.

Signature

Date

City University London might use your personal details for marketing purposes, e.g. participation in marketing surveys, future events and activities that may be relevant to you. If you DO NOT wish to receive any communications, please email pgenquiries@city.ac.uk and provide full name and the details you wish to be suppressed on our contact database (e.g. email, mobile, mail or all).

7. Document checklist

Qualifications and experience

- ☐ Higher education
- ☐ High school/highest pre-university study
- ☐ Other qualifications
- ☐ CV
- ☐ English language qualifications
- ☐ Graduate Management Admission Test (GMAT)

Personal statement

- ☐ Personal statement

Supporting info

- ☐ Sponsor letter
- ☐ Passport

Miscellaneous

- ☐ Miscellaneous
- ☐ Passport photo

PRINT

Clear Form

'Notes for Guidance' for completion of the postgraduate application form

Thank you for your interest in **postgraduate study** at City University London.

These notes are intended to help you complete the University's standard application form. Please complete all sections as fully as possible. We will use the information you provide to assess your suitability for the course you have chosen. Information relating to gender, age, ethnicity and disability will not be used in the assessment and is collected for statistical purposes only.

Prior to completing the form you should refer to the current **postgraduate prospectus** or course brochure (if available) in order to ensure that you are familiar with the curriculum and entry requirements.

The application must be in English. Any supporting documents not in English must be accompanied by a certified translation.

For more efficient processing of your application you can apply online by visiting the City University London website at **www.city.ac.uk**

Proposed course of study

Please enter the exact title of the course. If you are applying for part-time, modular or distance learning you should check in the current prospectus that the course is offered on such a basis. If you are an overseas applicant from a non-EU country please be aware that your terms of entry into the UK may prevent you from taking employment or studying on a part-time basis.

Personal information

Home address: This is the address to which all your correspondence will be sent. If this address changes, or is likely to change between certain dates, you should inform the University as soon as possible.

Date of birth: Please ensure you enter your date of birth in order to avoid delays in processing your application.

Nationality: The nationality that you enter should be that in your passport.

Education and qualifications

Please include transcripts of all of your results. If these are in a language other than English, you must include certified translations and indicate the system of assessment used (e.g. grades, GPA, percentages). If your results are not yet known at the time of application, please indicate when your results will be known and send them to the relevant Admissions office as soon as they are published.

If English is not your first language you will have to provide documentary evidence of an acceptable level of English language ability. If you have already taken IELTS/ Cambridge Advanced or Proficiency please attach a photocopy of the results. If you do not have the required level any offer may be subject to your taking such a test. Please refer to the prospectus for the English language requirement of your chosen course.

Employment history

Please include all your most relevant work experience and training, paid or unpaid, full or part-time.

Personal statement

Use this section to tell us why you wish to pursue your chosen course at City University London. Admissions tutors will be interested in your academic background, relevant experience, career aspirations and social and intellectual pursuits.

References

Details of references, if required, are listed in the "How to apply" section on the webpage of your intended course of study.

Finance

You are expected to make suitable arrangements before entry for financial support, both for fees and for living expenses, for the whole of your period of study at City University London. If you have already made arrangements you should indicate these together with any documentary evidence such as a sponsor's letter or bank statement.

Residency

Please note that if you already hold a Tier 4 visa sponsored by another UK university, college or school, this will not be valid for study at City University London. You will need to apply to the Home Office for a new Tier 4 visa sponsored by City University London.

Equal opportunities

City University London is committed to a policy of equal opportunities. Any data collected will be stored securely and used anonymously for equality monitoring only.

Declaration of a criminal record

If you have been convicted of any criminal offence, excluding a) a motoring offence for which a fine and/or three penalty points were imposed or b) spent sentences (as defined in the Rehabilitation of Offenders Act 1974), you are required to declare this by ticking the 'Yes' box in the criminal conviction section of the form.

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

If you do not tick either box or refuse the information the University reserves the right to reject your application. Any information provided will be treated in the strictest confidence.

Declaration

In signing the form you agree that the information you have given is complete and accurate. If you are made and accept the offer of a place you agree to abide by the rules and regulations of the university. Personal data in this form may be used in accordance with City University London's notification under the Data Protection Act 1998 and in compliance with the Freedom of Information Act 2000. The university will also provide data to the Higher Education Statistics Agency.

City University London might use your personal details for marketing purposes, e.g. participation in marketing surveys, future events and activities that may be relevant to you. If you DO NOT wish to receive any communications, please email pgenquiries@city.ac.uk and provide full name and the details you wish to be suppressed on our contact database (e.g. email, mobile, mail or all).