



The
University
Of
Sheffield.

Postgraduate Application Form.

For Admissions Office use:

Application no: _____

Choice no: _____

Fee status: _____

Selector's name: _____

Course: _____

PGT

PGR

You can use this form to apply for either a postgraduate taught course or postgraduate research study. Please write in CAPITALS using BLACK INK.

The red sections are for **TAUGHT** course applicants only (eg MA, MSc).

The green sections are for **RESEARCH** applicants only (eg MPhil, PhD).

Blue sections must be filled in by all applicants.

A: Personal details

Please give your name as it appears in your passport, if you have one.

- 1. Family name: _____
- 2. Title: Mr Ms Miss Mrs Dr Other _____
- 3. Forename(s): _____
- 4. Date of birth: DD / MM / YYYY
- 5. Male Female
- 6. Married Single
- 7. Nationality: _____
- 8. HESA number *(UK students only, if known)*: _____
- 9. Tick box if you are a current or former Sheffield student, and go to 9a
- 9a. Registration no. _____
- 9b. Tick box if you have attended this University on either
the Study Abroad Programme or the Socrates Erasmus Programme

B: Contact details

- 10. Permanent (home) address: _____

- 11. Correspondence address (if different): _____

- Tel. _____
- Mobile. _____
- Fax. _____
- Email: _____
- Contact me at this address:
From DD / MM / YYYY to: DD / MM / YYYY

Please notify us of any change of address as soon as possible, to ensure that any correspondence reaches you. If you can't specify dates, we will use your correspondence address only.

C: Course details – POSTGRADUATE TAUGHT ONLY

12. Course title _____

13. Department: _____

14. Qualification:

 Masters *A 1-or 2-year taught programme (full-time study), which normally includes a dissertation or project.* Diploma *Normally a 9-month taught programme (full-time study), which does not include a dissertation or project.* Certificate *Normally a 9-month taught programme (full-time study), which does not include a dissertation or project.*15. How do you wish to study? Full-time Part-time Distance Learning

Please note that different modes of study may not be available for all courses. The Distance Learning option is only available for a limited number of courses. Check the prospectus or www.sheffield.ac.uk/postgraduate/taught for details. Overseas students should also note that UK immigration law does not normally permit study on a part-time basis.

16. When do you wish to start your studies? MM / YYYY

Please note that most postgraduate taught programmes start in September. Please check prospectus entry or www.sheffield.ac.uk/postgraduate/taught for details.

C: Programme of study details – POSTGRADUATE RESEARCH ONLY

17. Department: _____

18. Research group / topic (if known): _____

19. Name of preferred supervisor (if known): _____

20. Qualification: (If you are unsure, please tick the PhD option)

 PhD *Traditional 3-year research programme.* MPhil *Traditional 2-year research programme.* PhD with Integrated Studies (New Route to PhD) *Integrated 4-year programme: 1-year taught masters and 3-year PhD (only available in some subject areas).* ESRC 1+3 Scheme *Traditional 1-year taught masters followed by related traditional 3-year PhD. This option is only applicable to UK students seeking funding from the ESRC.* Other research (eg LLM, MMus) _____ *The University offers a number of specialist research programmes. If you're applying for one of these, please tell us which.*

21. How do you wish to study?

 Full-time Part-time Full-time Joint Location Part-time Remote Location

Remote and Joint Location study can only be undertaken by Overseas or EU students.

Overseas students should note that UK immigration law does not normally permit study on a part-time basis.

22. When do you wish to start your research? MM / YYYY

D: Fees and funding details

This information will be used to determine the rate of fee you will be charged if offered a place to study.

Please supply documentary evidence in support of this information. We will contact you if we need further information.

23. Where will you have been resident for the three-year period immediately before the start of your course?

Within the UK Elsewhere within the European Union Outside the UK or European Union 24. If within the UK, have you always lived in this country? Yes No

25. If you have not always lived in the UK, do you currently hold:

British passport Visa Please state the type of visa you hold and the expiry date: _____

Please give the date you last entered the UK: DD / MM / YYYY

Please list the countries you have lived in and the dates you were resident there:

Country

From

To

DD / MM / YYYY

DD / MM / YYYY

DD / MM / YYYY

DD / MM / YYYY

DD / MM / YYYY

DD / MM / YYYY

26. Likely source(s) of finance (if known): _____

27. Is this funding Definite or Proposed

E: English language details

Please complete this section if your first language is not English.

28. Please state your first language: _____

29. Was your previous qualification (at degree level or equivalent) taught in English? Yes No

30. If No, please state the language in which taught: _____

31. Please list any English language qualifications you have (IELTS, TOEFL etc.) and attach the certificates/transcripts.

Qualification	Awarding body	Overall grade/score	Date of award
_____	_____	_____	DD / MM / YYYY
_____	_____	_____	DD / MM / YYYY

If you haven't got an English language qualification but you're going to take one in the near future, tell us about it below.

Qualification	Awarding body	Expected date of test
_____	_____	DD / MM / YYYY

F: Previous education

32. Please give details, including results, of all higher education or professional qualifications you have already taken, or will be taking. Attach copies of transcripts or certificates where possible. Include results of any examinations taken as part of any current studies (eg year 1 or year 2 results of an ongoing degree course).

University / college / institution: _____	From: DD / MM / YYYY To: DD / MM / YYYY
Subject: _____	Award type (eg BA, BSc, MA.): _____
Duration of course: MM / YY Date of award: MM / YY	Class / score / grade / GPA: _____

University / college / institution: _____	From: DD / MM / YYYY To: DD / MM / YYYY
Subject: _____	Award type (eg BA, BSc, MA.): _____
Duration of course: MM / YY Date of award: MM / YY	Class / score / grade / GPA: _____

University / college / institution: _____	From: DD / MM / YYYY To: DD / MM / YYYY
Subject: _____	Award type (eg BA, BSc, MA.): _____
Duration of course: MM / YY Date of award: MM / YY	Class / score / grade / GPA: _____

G: Employment history

33. Please give details of your employment within the last three years:

From DD / MM / YYYY to DD / MM / YYYY Position held: _____
Name and address of employer: _____

From DD / MM / YYYY to DD / MM / YYYY Position held: _____
Name and address of employer: _____

From DD / MM / YYYY to DD / MM / YYYY Position held: _____
Name and address of employer: _____

H: Criminal convictions

Please see the notes on criminal convictions under 'Filling in the form'.

34. If you have a relevant criminal conviction, please tick this box:
If you tick this box, we may contact you for further details.

I: Disability details

If you have a disability, it's important to let us know so we can make sure you get the support you need. This information is not used by departments when they consider your application.

35. Please tick the section or sections that apply to you.

- 000 I do not have a disability and I am not aware of any additional support requirements.
- 020 Blind or partially sighted
- 030 Deaf or hearing impairment
- 040 Wheelchair user or mobility difficulties
- 050 Personal Care Support Needed
- 060 Mental health difficulties
- 070 An unseen disability (eg diabetes, epilepsy, asthma)
- 080 Multiple disabilities
- 100 Autistic Spectrum Disorder (eg Asperger's Syndrome)
- 110 A specific learning difficulty (eg dyslexia)
- 960 A disability not listed here
- 970 Information withheld

36. If you have a disability, do you have any related support needs? Yes No

If yes, please give details here:

UK residents only

37. If you're receiving a Disabled Students' Allowance, or if you've ever received one in the past, tick this box

J: Your references

38. Please enclose two academic references with your application. Each reference should be signed and sealed by the referee.

In the spaces below, give us the names of your two academic referees and their contact details. If you haven't been in education for the last two years, you can send one academic reference, plus a reference from your current employer.

39. Referee 1

Name: _____

Title: Prof Dr Mr Ms Mrs Miss

Address: _____

Tel. _____

Fax. _____

Email: _____

How long have you know the referee: _____

In what capacity: _____

40. Referee 2

Name: _____

Title: Prof Dr Mr Ms Mrs Miss

Address: _____

Tel. _____

Fax. _____

Email: _____

How long have you know the referee: _____

In what capacity: _____

K: Supporting statement – POSTGRADUATE TAUGHT ONLY

41. Please attach a separate statement in support of your application (min. 300 words). Attach this information securely to your application and write your name and course applied for on each additional sheet. We will not be able to make a decision on your application without it.

Among the things you may wish to include are:

- why you are applying for this course
- how your previous education and experience relates to this course of study
- how this course fits into your long-term academic or career plans

Please attach any additional documentation that you feel will support your application, eg CV or résumé.

If you have any comments about the information that you have supplied, please give them in the space below

K: Supporting statement – POSTGRADUATE RESEARCH ONLY

42. Please attach a separate statement in support of your application. Attach this information securely to your application and write your name and programme applied for on each additional sheet. We will not be able to make a decision on your application without it.

Your statement should include details of the area of research you wish to pursue. You can find advice on producing an outline research proposal at www.sheffield.ac.uk/apply/pgnotes. Please attach any other additional documentation you feel will support your application, eg a CV or résumé.

In subject areas such as science, engineering and medicine, where the programme of research may link into an ongoing research project, include a brief outline of the area(s) of interest along with the name of preferred supervisor(s), if known. You should also explain why you wish to pursue this area of research, and provide supplementary information on any experience, training or skills you may have gained from your previous education or employment.

Applicants for research within the humanities and social sciences are required to provide an outline research proposal. This proposal should be about 500–1000 words in length and should incorporate the following information:

- Title of proposed thesis
- The main aims of your research (eg why you think it is worth doing)
- Identification of links to any previous work or hypothesis
- Any resources available and any required
- The methods of research proposed (eg survey, case studies.) and a plan and timetable of work.

You should also explain why you wish to pursue this area of research, and provide supplementary information on any experience, training or skills you may have gained from your previous education or employment.

If you have any comments about the information that you have supplied, please give them in the space below

43. It would be helpful if you could let us know which other UK universities (if any) you have applied to:

University	Course title
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

L: Checklist

44. Please indicate which of the following items you have sent with your application or plan to send. If you do not plan to send the items do not tick any box:

Supporting statement	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY
First reference	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY
Second reference	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY
English language test scores	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY
Degree transcript	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY
Degree transcript translation	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY
CV or résumé	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY

M: Declaration

45. All decisions by the University are taken in good faith on the basis of the information you provide in your application form. If we discover that you have made a false statement, or have failed to provide significant and relevant information, we are entitled to withdraw or amend our offer, according to the circumstances. You may even be required to withdraw from the course if you have already started it. In accordance with data protection regulations, the information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your University student record.

I certify that the information I have given is complete and accurate.

Signed: _____ Date DD / MM / YYYY

If your application for a taught postgraduate course is unsuccessful, and if you are eligible, we would like to forward your application to Sheffield International College (SIC).

If you do *not* want us to do so, please tick this box

For information about SIC see our website www.sheffield.ac.uk/international/sic

Please return the completed form to:

The University of Sheffield
Postgraduate Admissions Team
Student Recruitment, Admissions and Marketing
9 Northumberland Road
Sheffield S10 2TT
UK



The
University
Of
Sheffield.

Equal Opportunities Form.

*Please tick the term you feel describes your ethnic origin and return this form along with your application.
If none of the terms seem appropriate, tick box 80. If you want to withhold this information, tick 98.*

Equal opportunities

This information is treated confidentially. It is not passed on to the academic staff considering your application. We use it to keep track of the numbers of students joining us from each ethnic group. This helps us promote equality and diversity.

For details of our equal opportunities policy, visit our website.

- White (10)
- Black or Black British – Caribbean (21)
- Black or Black British – African (22)
- Black – other background (29)
- Asian or Asian British – Indian (31)
- Asian or Asian British – Pakistani (32)
- Asian or Asian British – Bangladeshi (33)
- Chinese or other ethnic background – Chinese (34)
- Asian – other background (39)
- Mixed – White and Black Caribbean (41)
- Mixed – White and Black (42)
- Mixed – White and Asian (43)
- Mixed – other background (49)
- Other ethnic background (80)
- Information withheld (98)

