



UNIVERSITY  
*of*  
**ABERTAY DUNDEE**

**OVERSEAS STUDENT APPLICATION FORM**  
**(EXCLUDING RESEARCH PROGRAMMES)**

Please complete using **BLOCK CAPITALS**

**YOUR DETAILS (SEE NOTE A)**

Surname/Family Name	Male/Female	Date of Birth
First names/Given Names		
Permanent Home Address	Address for Correspondence	
Country	Country	
Postcode/Zipcode	Postcode/Zipcode	
Telephone Number	Telephone Number	
E-mail Address	E-mail Address	
Country of birth	Nationality	
How did you learn about this University?		
<input type="checkbox"/> In-country exhibition/agent <input type="checkbox"/> Word of mouth <input type="checkbox"/> British Council <input type="checkbox"/> UAD website <input type="checkbox"/> Other -----		

**WHICH COURSE DO YOU WANT TO STUDY? (SEE NOTE B)**

<b>Choice of Course</b> <small>(in order of preference)</small>	Enter the course for which you wish to be considered in order of preference:	State whether Bachelor or Masters degree
	1.	
	2.	
	3.	
Application for entry in the academic year 20 /		
<b>Previous Study at the University</b>	If you have previously attended this University (please tick) <input type="checkbox"/> <div style="float: right; text-align: right; font-size: small;">Please enter your Student ID if known</div> <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 10px;"></div>	

**SCHOOL DETAILS (SEE NOTE C)**

***Secondary School Certificate/Junior Secondary/'O' Levels (if undertaken)***

Award Title		Date Achieved		Result [%]	
Subjects studied					
Name and Address of High School					
Examining Body					

***Higher Secondary Certificate/High School/Senior High School/'A' Levels***

Award Title		Date Achieved		Result [%]	
Subjects studied					
Name and Address of College					
Examining Body					

**Please provide copies of certificates/transcripts**

**COLLEGE/UNIVERSITY QUALIFICATIONS (SEE NOTE D)**

**First Degree**

Award Title					
Duration		Date Achieved		Result	[aggregate %, GPA or grade]
Subject studied					
Name and Address of Institution attended					
Awarding Body [if different from above]					

**Higher Degree**

Award Title					
Duration		Date Achieved		Result	[aggregate %, GPA or grade]
Subject studied					
Name and Address of Institution attended					
Awarding Body [if different from above]					

**Other Qualifications**

Award Title					
Duration		Date Achieved		Result	[aggregate %, GPA or grade]
Subject studied					
Name and Address of Institution attended					
Awarding Body [if different from above]					

**Please provide copies of certificates/transcripts**

**QUALIFICATIONS NOT YET COMPLETED OR CERTIFIED (SEE NOTE E)**

Award Title					
Duration		Expected completion date		Expected Result	
Subject studied					
Name and Address of Institution attended					
Awarding Body [if different from above]					

**ENGLISH LANGUAGE QUALIFICATIONS (SEE NOTE F)**

**English Language qualifications gained**

Qualification (eg TOEFL/IELTS)	Grade/Score	Date Achieved	Certificate No.

**English Language qualifications not yet completed or results awaited**

Qualification (eg TOEFL/IELTS)	Date Result Due

## WORK EXPERIENCE (SEE NOTE G)

### Most recent employment

Job Title		Dates [from - to]	
Company Name and Address			
Job Description			

### Previous employment record

Job Title			
Company Name and Address			
Job Description			

Job Title			
Company Name and Address			
Job Description			

Please attach a CV

## REFERENCES (SEE NOTE H)

Please provide letters of support from your referees (see notes for details)

## ADDITIONAL INFORMATION – NOT USED FOR SELECTION PURPOSES (SEE NOTE I)

Occupational Background

Ethnic Origin (UK applicants only)

Have you ever been in care? Yes  No

Do any of your parents have any higher education qualifications such as a degree, diploma or certificate of higher education?

Yes  No  Don't Know

## CRIMINAL CONVICTIONS (SEE NOTE J)

Do you have any criminal convictions? Yes  No

## SPECIAL NEEDS OR SUPPORT (SEE NOTE K)

Do you have a disability/special needs? Yes  No

If you have a disability, special needs (including dyslexia) or a medical condition, please tick the appropriate box and enclose further details where necessary.

Deaf/partial hearing <input type="checkbox"/>	Learning difficulty <input type="checkbox"/>	Autistic disorder <input type="checkbox"/>
Personal care support <input type="checkbox"/>	Mental Health <input type="checkbox"/>	Unseen disability eg diabetes, epilepsy <input type="checkbox"/>
Multiple disabilities <input type="checkbox"/>	Other disability <input type="checkbox"/>	
Wheelchair/mobility <input type="checkbox"/>	Blind/partial sight <input type="checkbox"/>	

Any other special or extra facilities or support you may need at the University?

## COURSE FEES (SEE NOTE L)

How do you intend to fund your studies? (Private funds/Scholarship, etc.)

## PERSONAL STATEMENT (SEE NOTE M)

Information about yourself helps assess your skills and suitability for the course.

Please use the space below to describe **i)** Your reasons for choosing the University of Abertay Dundee and the particular course. **ii)** The knowledge and skills you have obtained through your education and/or work (whether paid, voluntary or domestic) which might be relevant to the course. **iii)** The challenges facing you in your studies, work or career development. **iv)** Your future career plans. **v)** Your general interests, including hobbies and sporting activities. *(Please continue on a separate sheet if required).*

## CERTIFICATION (SEE NOTE N)

I certify that to the best of my knowledge the information given on this form is true, complete and accurate and no information requested or other material has been omitted and if I am admitted to the University of Abertay Dundee I undertake to observe the University's regulations. I give my consent to the processing of my data by the University. I accept that, if I do not comply with these requirements, the University shall have the right to cancel my application and I shall have no claim against the University in relation thereto.

I have attached certificates/transcripts

I attach application fee payment of GB£25.00

(Please note your application will not be processed without payment of the fee)

Signature .....

Date .....

Print Name .....

## SEND THIS FORM TO

Student Recruitment Office,  
University of Abertay Dundee,  
Bell Street, DUNDEE DD1 1HG, Scotland, UK

**Remember to include photocopies of your qualifications and experience certificate(s).**



# UNIVERSITY of ABERTAY DUNDEE

## NOTES ON OVERSEAS STUDENT APPLICATION FORM

It is very important that you complete all the sections of your application form clearly. Please use BLOCK CAPITALS throughout.

### NOTE A – YOUR DETAILS

**Surname/Family Name:** Please make sure you tell us your FAMILY NAME (also known as SURNAME) and your GIVEN NAMES. The University uses your Family Name to address all your correspondence and, if your application is successful, it is the name used in our students records systems.

**Example 1** – My name is Julie McEwan. McEWAN is my FAMILY NAME and JULIE is my GIVEN NAME.

**Example 2** – My name is Rei Xin Ming. REI is my FAMILY NAME and XIN MING is my GIVEN NAME.

**Date of Birth:** Please enter the year you were born. It is not the year of application. It should be in the following format: 12 July 1982 or 12/07/1982

**Address:** Once you have sent in your form you must tell us if either your Permanent Home Address or your Address for Correspondence change. **Letters will be sent to whichever address you have nominated as your CORRESPONDENCE address.**

### NOTE B – WHICH COURSE DO YOU WANT TO STUDY?

Please refer to the full list of degree courses in the prospectus or on our website and indicate the full course title.

**Example 1** – BSc(Hons) Biomedical Sciences

**Example 2** – MSc/PGDip Information Technology

Make sure that it is clear whether you are choosing a Bachelors (Undergraduate) or a Masters (Postgraduate) course.

### NOTE C – SCHOOL DETAILS

We need to know about your education history. Please provide full details of both Junior Secondary School Education and Higher Secondary Education. Attach copies of your certificates. If you are from India/Pakistan/Bangladesh you must provide your overall (aggregate) % pass.

### NOTE D – COLLEGE/UNIVERSITY QUALIFICATIONS

If you are applying for a Masters (Postgraduate) course or advanced entry to an undergraduate course, please list the college/university you attended; the subjects which you studied; full details of qualifications gained.

Please attach copies of relevant certificates. If you are from India/Pakistan/Bangladesh you must provide your overall (aggregate) % pass.

### NOTE E – QUALIFICATIONS NOT YET COMPLETED

You should list all qualifications that you are still studying for and qualifications that you are still awaiting results.

This is how to enter the details:

1. Give the award title (eg BCom Business Administration).
2. Give the expected completion date.
3. Provide your expected result (as a grade or %).
4. Provide details of the subject studied.
5. Provide details of awarding body (eg OCR, University. etc).

### NOTE F – ENGLISH LANGUAGE QUALIFICATIONS

All students at the University must have an English Language qualification such as a TOEFL or IELTS certificate (equivalent to GCSE or Standard Grade English Language). For a full list of accepted qualifications, see Prospectus. Please indicate what qualifications you hold and the grade achieved. A one year English Language Preparation Programme and an 8-week Pre-sessional summer Programme are available for students who do not meet the minimum language requirements. For details, see Prospectus.

### NOTE G – WORK EXPERIENCE AND EMPLOYMENT

Please give the names and addresses of your most recent employers, dates of employment and whether the work was full-time or part-time. This is particularly important in assessing your eligibility for Masters (Postgraduate) courses. A minimum of three years' work experience is a requirement of the MBA course. Please also enclose a CV.

## NOTE H – REFERENCES

You should enclose with your application letters of support from each of your referees.

For applications to Bachelors' courses, one reference from your High School is required.

For applications to Masters' courses, two references are required. One must be from your University.

For applications to the MBA courses, two references are required. One must be from your University and one must be from your employer.

## NOTE I – ADDITIONAL INFORMATION

We use this information to monitor applications and equal opportunities. **This information is not used for selection purposes.**

- Occupational Background** – If you are under 21 please give the occupation of your parent, step-parent or guardian who earns the most. If he or she is retired or unemployed please give their most recent occupation. If you are 21 or over, please give your own occupation.
- Ethnic Background** – Please give the code, from the table below, which most closely describes your ethnic origin.

Ethnic Origin Codes							
White		Black or Black British		Asian or Asian British		Mixed	
British	11	Caribbean	21	Indian	31	White & Black Caribbean	41
Irish	12	African	22	Pakistani	32	White & Black African	42
White Scottish	13	Other black Background	29	Bangladeshi	33	White & Asian	43
Irish Traveller	14			Chinese	34	Other mixed background	49
Other white background	19			Other Asian Background	39	Other ethnic background	80

- Please note that the questions on care and parental previous study are optional. This information is not used for selection purposes

## NOTE J – CRIMINAL CONVICTIONS

You must tick either the 'Yes' or 'No' box in order for us to process your application. If you have been arrested by the police and convicted of a crime, you must tick the yes box. For certain courses this may affect whether or not you are accepted on to the course.

## NOTE K – SPECIAL NEEDS OR SUPPORT

The University is keen to provide appropriate support where possible. Please indicate whether you have any disability, medical condition, or special needs (including dyslexia) which may affect your studies and explain what extra facilities or support you might need at University.

## NOTE L – COURSE FEES

Before making an application it is essential that you give careful thought to your financial situation throughout the whole period of your course. Students are responsible for their own finances and when you apply for a visa you will be required to provide evidence that you have sufficient funds available to meet fees and all other expenses for the full duration of your proposed course of study before being accepted.

If you have been awarded a scholarship for all or part of your costs, please enclose a copy of the letter of award you have received from the scholarship body.

## NOTE M – PERSONAL STATEMENT

This is a very important part of the application and must be completed clearly IN YOUR OWN HANDWRITING.

This is your chance to tell the university why you are applying, what you hope to do after graduation, and why they should want you as a student. Admissions tutors will want to know why you are interested in your chosen subjects, but they will also want to see that you are ready for university life. It is also an opportunity to tell the University any other information about yourself which you feel is relevant to your application and which has not been included elsewhere in the application form. A good personal statement could make the difference between being offered a place or being rejected.

## NOTE N – APPLICATION FEE

When you send us your application, you must also send the non-refundable application fee of GB£25.00. Your application will not be processed without this fee. The fee can be paid by cheque, postal order or banker's draft made payable to the 'University of Abertay Dundee'. Alternatively you may make a payment by credit or debit card by telephoning the University. Applicants who make their application through our accredited agents (listed on our website) are not required to pay the application fee.