APPLICATION FOR ADMISSION TO A POSTGRADUATE PROGRAMME

UEL
University of
East London

PLEASE USE THIS FORM IF YOU WISH TO APPLY FOR
• A Full-time Postgraduate Programme
• A Part-time Postgraduate Programme

NOTES FOR COMPLETING THIS APPLICATION FORM.
You must read and accept the University of East London's Terms of Admission located on the UEL website at **www.uel.ac.uk/essguide/part2/section_k.htm** and by applying you will be declaring that you have done so.

Please note that the possession of the entry qualifications does not in itself guarantee a place. Please consult the relevant programme specification before making an application. If you have not already done so go to the **postgraduate programme** information listings located on the UEL website at **www.uel.ac.uk/courses/postgraduate/index.htm** to view the specification for the programme you are applying for.

If you have any problems please **e-mail admiss@uel.ac.uk** or phone the **Applicant Enquiries Office on +44 (0)20 8223 3333.**

1. Programme applied for:

Please enter the programme you wish to study as follows:
• Programme title: enter the title of the programme you wish to study
• Mode of study - Full-time or Part-time: state whether you want to study full or part-time
• Academic Year: state what year and month (September or February) you want to start your studies.

Please note that applicants requiring a student visa can only apply for a full-time programme

* Programme Title

*** Mode of study required
(full-time or part-time)**

* Academic Year

* Please complete all sections

FOR UNIVERSITY USE ONLY	
School:	
Decision (please tick) U L C L R L	Proposed degree/diploma
If C, state conditions:	
	Proposed first date of enrolment
If U, state basis of offer:	
	Has candidate been interviewed? YES/NO
If R, has candidate been notified? YES/NO Reason for rejectiions	Signature of Head of School or authorised representative
Type of attendance (please specify	_____ Date_____

2 Personal Details

Please enter your personal details as follows:
- **Surname/Family Name:** enter your surname or family name in BLOCK CAPITALS
- **FIrst/Given Name:** Enter your first or given name in BLOCK CAPITALS
- **Title**: enter your title (e.g. Mr, Mrs, Miss, Ms etc.)
- **Preferred Name:** enter the first or given name that you prefer to be called by
- **Previous Surname, if changed:** enter any previous surname you have had in the past, for example if you have been married
- **Date of Birth:** enter your date of birth (e.g. 14/01/1980) NB: If you are under 18 when your studies start parental consent must be given
- **Gender:** enter your gender M for Male or F for Female
- **Country of Birth:** enter the country in which you were born
- **Country of Domicile:** enter the country in which you currently live. Applicants who currently live in the United Kingdom should enter either: England, Northern Ireland, Scotland, Wales, Channel Islands of the Isle of Man.
- **Nationality:** enter your nationality.

* Surname/Family Name (BLOCK CAPITALS)

* Title

* First/Given Name (BLOCK CAPITALS)

* Preferred Name

Previous Surname (if changed) (BLOCK CAPITALS)

* Date of Birth (DD/MM/YY)

* Gender (M for Male or F for Female)

* Country of Birth

* Country of Domicile

* Nationality - as it appears on your passport

3. Correspondence Address

Please enter your correspondence address details as follows:
- **Address:** enter your full postal address where we would be able to contact you in BLOCK CAPITALS
- **Telephone Number:** Enter your telephone number including international and national codes as appropriate.

* Address Line 1 (BLOCK CAPITALS)

* Address Line 2

* Town

County

* Postcode

* Country

Telephone Number
(including international and national codes as appropriate)

Alternative Telephone Number (if different)

E-mail Address

Please complete all sections

4. Eduction / Qualifications

Please enter in chronological order (most recent first) details of educational institutions attended
Then for each educational institution enter the examinations or assessments taken there for which results are known. Please use and begin each separate examination's details on a separate line as shown:

• **School, College or University:** Enter the School, College or University that you attended whilst gain the corresponding qualification
• **From (Month/Year):** Enter the month and year you started at the School, College or University
• **To (Month/Year):** Enter the month and year you finished at the School, College or University
• **Examinations or assessments taken for which results are known (including those failed):** Enter any qualifications you have received the results for giving the subject studied, level of examination, date of result or award, the result/grade obtained, and mode of study (full-time or part-time), using the format given in following examples

Examples:
History / Degree (BA Hons) / July 2005 / 2:1 / full-time
Chemistry / A2 / August 2004 / B / full-time

Please Note: Grades should be provided as they are actually recorded on certificates example, 2:2, GPA (e.g. 2.90 GPA), a percentage qualification, or a verbal result such as "Mention très bien".

International students should establish if their qualifications are acceptable equivalents to those required for the programme they are applying for, by consulting the entry requirements section of the relevant programme specification and the **Recognition and Evaluation Service** provided by the **National Recognition Information Centre for the United Kingdom (NARIC)** located on the NARIC website at **www.naric.org.uk.** You must give the details of the actual qualifications that you have and not the UK equivalents. You will be required to provide transcripts, certificates and other proof of your qualifications as part of the admissions process and will be contacted by us about this, once the application has been sent.

School, College or University No. 1

* School, College or University attended

* From (Month/Year)

* To (Month/Year)

* Examinations or assessments taken from which results are known (including those failed)

School, College or University No. 2

* School, College or University attended

* From (Month/Year)

* To (Month/Year)

* Examinations or assessments taken from which results are known (including those failed)

* Please complete all sections

School, College or University No. 3

* School, College or University attended

[ ]

* From (Month/Year)

[ ]

* To (Month/Year)

[ ]

* Examinations or assessments taken from which results are known (including those failed)

[ ]

5. Qualifications not yet completed or certified

Please enter details of examinations or assessments to be completed, or for which the results are not yet published, as follows:

• **School, College or University:** Enter the School, College or University where the study has or is taking place
• **Date exam(s) set or scheduled:** Enter the dates when the examinations were sat or are scheduled to be taking place
• **Date result(s) published:** Enter the dates when the results are expected to be published
• **Subject(s) and level of examination(s):** List the subjects studied, level of examination and mode of study (full-time or part-time) using the format given in following example:

Example:
History / Degree (BA Hons) / full-time (and begin each separate examination details on a new line)

International students should establish if their qualifications are acceptable equivalents to those required for the programme they are applying for, by consulting the entry requirements section of the relevant programme specification and the Recognition and Evaluation Service provided by the National Recognition Information Centre for the United Kingdom (NARIC) located on the NARIC website at www.naric.org.uk. You must give the details of the actual qualifications that you have and not the UK equivalents. You will be required to provide transcripts, certificates and other proof of your qualifications as part of the admissions process and will be contacted by us about this, once the application has been submitted.

Examination(s) No. 1

School, College or University

[ ]

Date exam(s) set or scheduled (Month/Year)

[ ]

Date result(s) published (Month/Year)

[ ]

Examinations or assessments for which results are not yet known (subject / level / mode of attendance)

[ ]

* Please complete all sections

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Examination(s) No. 2

School, College or University

[ ]

Date exam(s) set or scheduled (Month/Year)

[ ]

Date result(s) published (Month/Year)

[ ]

Examinations or assessments for which results are not yet known (subject / level / mode of attendance)

[ ]

Examination(s) No. 3

School, College or University

[ ]

Date exam(s) set or scheduled (Month/Year)

[ ]

Date result(s) published (Month/Year)

[ ]

Examinations or assessments for which results are not yet known (subject / level / mode of attendance)

[ ]

6. English Language

Please enter any English Language qualification you have obtained e.g. GCSE/O level/IELTS/TOEFL and grade/marks obtained. Please note you will be asked to provide evidence of these qualifications.

International students should also indicate if the all qualifications being entered into the Education and qualifications and Qualifications not yet completed or certificated sections of this application, were assessed completely or partly in English. Answer 'Yes' if they were. If not, those that were assessed in English should be indicated here.

Pre-sessional and In-sessional English courses are available to international students from our English Language Centre. For more information visit the English Language Centre located on the UEL website at www.uel.ac.uk/elc

* Details of English Language qualifications

* Were all the qualifications you are telling us about in this application assessed completely or partly in English.   If not say which were.

7. Employment

Please enter in chronological order (most recent first) details of employment as follows:

- **Name of employer:** Enter the name of the person or company you worked for
- **From (Month/Year):** Enter the date you started working for the person or company
- **To (Month/Year):** Enter the date you finished working for the person or company
- **Nature of your job:** Enter a brief explanation of the job you did and the tasks and responsibilities given to you

If you have no employment experience, enter 'not applicable'

Employer No. 1

Name of Employer

From (Month/Year)

To (Month/Year)

Nature of your job

Employer No. 2

Name of Employer

From (Month/Year)

To (Month/Year)

Nature of your job

Employer No. 3

Name of Employer

From (Month/Year)

To (Month/Year)

Nature of your job

8. Personal Statement

Use this space to provide information in support of your application including reasons for applying for the programme, reasons for wishing to study with us and any relevant practical experience, interests and achievements. This statement must be your own work.

For example:
- You should say what specifically interests you about the programme you have chosen
- Say why you want to study it and why you want to study it here
- How does it fit into your future plans for employment or further study?
- What knowledge of the subject do you have already? What have you read about it, do you have some practical experience of it, or have you studied some aspect of it?
- What would you bring to the university if you were to become one of its students? Tell us about your interests, activities and achievements. Do you have work experience or voluntary activity to tell us about, that might be relevant, or that will give us a fuller picture of you as a person? Say something about your social, leisure and sporting activities too

If you are returning to education after a break, this is where you can help us to assess your application fully by giving us as much information as possible about your education life and work experience.

* Statement

Please enter your Personal Statement here and continue on next page if necessary.

Personal Statement (continued)

9. Availability for Interview

Some programmes may want to interview applicants. In case your chosen programme is one of these, please say when you would not be able to attend an interview, either by listing specific dates or using a phrase such as, for example, "At any time except Monday mornings"

* Please state when you would NOT be available for interview:

10. Criminal Conviction

We need to know about criminal convictions in two situations:

1. In circumstances where that information may help us to reduce the risk of harm or injury to our students and staff:

   - A relevant criminal conviction in this context is one for offences against the person, whether of a violent or sexual nature, or for offences that concern commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and do not have to be revealed
   - If you do have a relevant criminal conviction that is not spent you must answer yes to this question
   - Your application will still be considered if you answer yes, but we may ask for further information before making our decision
   - If you are convicted of a relevant criminal offence after you have made your application, you must tell us and we may then ask you for further details

2. Where it is a consideration because of the nature of the programme of study chosen:

   - Programmes involving work with children or vulnerable adults, or in teaching, health, social work or veterinary subjects are exempt from the Rehabilitation of Offenders Act 1974. This means that any criminal convictions including sentences and cautions (including verbal cautions), reprimands, final warnings and bind-over orders, must be declared and are never spent for this purpose
   - If you are applying for such a programme, we will require you to agree to a criminal record check. An 'enhanced disclosure document' from the Criminal Records Bureau or the Scottish Criminal Record Office Disclosure Service may also be necessary. This allows the information to be made available to the university if the criminal record check identifies that you have had a conviction
   - We will send you the relevant documents to fill in where appropriate
   - If you are convicted of any criminal offence after you have made your application for a programme involving work with children or vulnerable adults, or in teaching, health, social work or veterinary subjects, you must tell us and we may then ask you for further details.

* Do you have a relevant criminal conviction? (Please answer YES or NO)

11. Additional Needs

Additional needs include any disabilities or special educational needs that you may have. These include dyslexia, blindness or partially sighted, deafness or hard of hearing, mobility difficulties (i.e. are you a wheelchair user?), Autistic Spectrum Disorder or Asperger Syndrome, mental health difficulties, diabetes, epilepsy or a heart condition etc. If you have no disability please enter 'NONE'

Do you have any disabilities or additional needs?

Please give further details of any disability or additional needs

* Please complete all sections

12. Referees

Please COMPLETE SECTION 1 OF BOTH REFERENCE FORMS, hand them to your chosen referees and give their names and addresses below. If you are unable to pass on the reference forms please give below the names and addresses of two people who might be approached for references. At least one referee should be asked to comment upon your academic suitability for the programme and should, therefore, have some knowledge of the standard of postgraduate/research degree work in the UK. Where applicable, one referee should be your current employer. Please note the reference should be written in English or accompanied by a translation in English.

Please fill in the name, address and contact details for each referee in the boxes below.

* First Referee

Name

Address

Telephone number

* Second Referee

Name

Address

Telephone number

13. Additional Information

The following question is about your parents' level of education. This includes natural parents, adoptive parents, step-parents or guardians who have brought you up. Please enter "Yes" "No" "Don't Know" "Information Refused" below.

* Do any of your parents (as defined above) have any higher education qualifications, such as a degree, diploma or certificate of higher education?

* Please complete all sections

14. Data Protection

Please read the statement that accompanies the question below. We are seeking permission to use your applicant data to send you further information about our programmes and services. Please select "I Agree" or "I Do Not Agree" to let us know what we should do. Applicant data is covered by our Data Protection Policy located on the UEL website at www.uel.ac.uk/essguide/part2/section_m.htm and is stored for a limited period. This only applies to the supply of additional information and does not apply to communications or materials that relate directly to this application's progression, where it is necessary that we contact you.

We would like to use the data that you have supplied to us in this application to help us provide you with information about other opportunities for study, activities and events that we feel may be of interest to you. We will only use it for the University of East London's own purposes, to inform you about its products and services, in accordance with our Data Protection Policy located on the UEL website at www.uel.ac.uk/essguide/part2/section_m.htm and will not pass it to any third party, except where reputable contractors are used by the University to assist with particular marketing projects.

Under the terms of the 1998 Data Protection Act you have the right to object to the use of your data for such purposes. Please indicate if you agree to us to sending you marketing materials, or contacting you for any purpose other than the processing of this application, or not, by entering "I Agree" or "I Do Not Agree" below:

* You may use my date in this way (I Agree / I do not Agree)

Please also note that under the terms of the 1998 Data Protection Act you may withdraw your consent to us using your data in this way at any future point. If you would like us to keep you informed at present, but change your mind later please email marketing@ uel.ac.uk asking for your record to be amended accordingly.

15. Declarations

We would like all our students to be successful and would like to be able to process your application to become one of them as quickly and efficiently as possible. It is therefore in your best interests to provide us with accurate information and to ensure that you are fully informed about the programme you are applying for and the commitments you would be making if you become a student here. In asking you to make these declarations we are reminding you of the importance of these matters and of your own responsibility for making the right choices.

Please read the declarations and show that you agree to them by entering your signature in the box below.

Please check all of your responses carefully. When you send this form you will be making the following declarations:

- I confirm that the information input into this form is accurate.
- I agree to abide by the UEL Terms of Admission located on the UEL website at www.uel.ac.uk/essguide/part2/section_k.htm
- I have read the Programme Specification (located on the UEL website at www.uel.ac.uk/courses/undergraduate/index.htm) for this programme and understand what I am applying for.
- I understand and accept my options and obligations under UEL's Fees Policy located on the UEL website at www.uel.ac.uk/essguide/ part2/section_l.htm
- I understand that the information referred to in sections 2, 3 and 4 above may be updated from time to time and that I should satisfy myself of the current terms when accepting any offer made. (Updated fee information will usually be supplied to international applicants with offers.

* I agree to these declarations (Signature)

You will be asked to supply proof of the information submitted, or to otherwise confirm the details of this application, in person, at a later date. This will include providing proof of identity.

Please return this form to the Admissions Office. You can send this form as an email attachment, or you can print out and send it by surface mail or fax.

Address: The Admissions Office
Docklands Campus
University Way
London E16 2RD

E-mail: admiss@uel.ac.uk
Tel: +44 (0)20 8223 3333
Fax: +44 (0)20 8223 2978

* Please complete all sections