**(For Office use only)**

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| --- | --- |
| Application number |  |
| ID |  |
| Course code |  |
| Agent code |  |
| Fee status |  |

Application for Postgraduate Studies (Taught)

Please return to:

[**applications@salford.ac.uk**](mailto:applications@salford.ac.uk)

**Please note we can only accept applications via this email address**

**It is vital that you fully complete all sections within this form**

T +44 (0)161 295 4545

[applications@salford.ac.uk](mailto:applications@salford.ac.uk) [www.salford.ac.uk](http://www.salford.ac.uk/)

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**It is important that you read the Guidance Notes at the end before completing the form**

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|  | | | | | | | |
| Title (Mr/Mrs/ Miss/Ms/Dr) | Surname/Family name | | First name/Given names | | | Gender(M/F) | |
| Middle name (if applicable) | | | Date of birth (DD/MM/YYYY) | | | | |
| Previous surname (if applicable) | | | | | | | |
| Email address | | | | | | | |
| **2 Programme you wish to apply for** | | | | | | | |
| Qualification applied for (e.g. PgCert/ PgDip/MSc/MA/LLM) | | Name of programme | | Mode of study  (full-time/part-time/ distance learning) | Month of entry (please check month/s available) | | Year of entry |
| **1.** | |  | |  |  | |  |
| **2.** | |  | |  |  | |  |
| **3 Contact details** | | | | | | | |
| Permanent address  City County  Country Postal code | | | Preferred postal address for correspondence (if different to permanent address)  City County  Country Postal code | | | | |
| Daytime telephone number | | | Mobile telephone number | | | | |
| Fax number | | | | | | | |
| Are you applying through an approved agent of the University  Yes (If yes please give name of agent) No | | | | | | | |
| **4 Previous Education** | | | | | | | |
| Have you previously **applied** to the University of Salford? Yes No  Have you previously **studied** at the University of Salford? Yes No Have you ever previously studied at a university **other** than the University of Salford? Yes No | | | | | | | |

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| **4 Previous Education (continued) -** *(please continue on a separate sheet if necessary)* | | | |
| You will need to attach evidence of study (e.g. photocopies of all certificates or transcripts) | | | |
| **University Study**  Name of University Country | Dates of attendance (month/year) | | Subject studied |
| from | to |
| Title of qualification awarded (or expected to be awarded) | | Grade or classification achieved or indicate if ‘pending’ | |
| Name of University Country | Dates of attendance (month/year) | | Subject studied |
| from | to |
| Title of qualification awarded (or expected to be awarded) | | Grade or classification achieved or indicate if ‘pending’ | |
| **Further/Post Secondary Education**  This will be the school or college you attended after the age of 16 | Dates of attendance (month/year) | | Name of College/FE Centre |
| from | to |
| Please give details of all qualifications/subjects studied. This must include the name of the awarding body, grade/classification for each or indicate if ‘pending’ | | | |
| **Secondary/High School Education**  This will be the school or high school you attended | Dates of attendance (month/year) | | Name of Secondary/High School |
| from | to |
| Please give details of all qualifications/subjects studied. This must include the name the of awarding body, grade/classification for each or indicate if ‘pending’ | | | |
| **Professional Qualifications**  Please give details of professional qualifications or membership of a professional body  Dates: | | | |
| What do you expect you highest qualification to be when you register at the University | | | |

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| **5 English Language** | | | |
| Is English your first language? Yes No  If English is **not** your first language you will need to attach details of your English language qualifications with results obtained and the date you took the test or will be taking the test. Please complete the following table and attach copies of all certificates: | | | |
| **6 Employment Details/Work Experience** | | | |
| Name and address of employer | Dates of attendance (month/year) | | Job title/position held and brief description of role |
| from | to |
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| If the employment/work experience details you have supplied above do not cover the previous 4 years you may attach a CV or additional information | | | |
| **7 Personal Statement in support of your application** *(you may attach a separate sheet if preferred)* | | | |
|  | | | |
| **8 Residency Details** | | | |
| What is your country of birth? Have you lived in the UK your whole life? Yes No What is your nationality? If no for above, give the date of first entry to the UK  What is your country of permanent residence?  (DD/MM/YYYY) | | | |
| Do you have a current passport? Yes No Country of issue If yes, please complete the following details Issue date Passport number Expiry/Expiration date | | | |

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| Name of English language qualification/course title | Awarding organisation/College/ University | Date qualification obtained/date you will be taking the qualification | Results |
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| **9 Fee Status Information** | | |
| **Please complete all the relevant questions to show where you have lived your whole life, starting with your most recent country of residence**  Are any of your family members UK or EU nationals? Yes No | | |
| **This section need only be completed if you answered yes to the question above** | | |
| Please give the nationality of this family member | | |
| Please provide the family member’s relationship to you | | |
| Have you been resident in the EEA during the last 3 years? Yes | No |  |
| If **no**, where outside the EEA have you lived? | | |
| How long did you live there (in years and months)? | | |
| Please give the reason you were living outside the EEA | | |
| Have you been living outside the EEA because you, your parent or spouse is temporarily employed elsewhere? Yes No | | |
| If you answered **yes** to the question above, please attach a letter from the employer confirming the temporary nature of the employment | | |
| During the period you were absent from the EEA, if you maintained any strong links with the UK/EEA please provide details. You have been living outside the UK, Channel Islands, Isle of Man, EEA or Switzerland, (or more than one of these) because you, your husband or wife, or parents, have been temporarily working outside the area in question. Strong links could include owning a property in the UK/EEA | | |
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| If you have declared your residence status as one of the following:  **Refugee, Settled in the UK, Indefinite Leave to Remain, Discretionary Leave to Remain, Humanitarian Protection**  Please attach copies of your Home Office letter and/or relevant stamps in your passport | | |
| **10 Finance** | | |
| How will your studies and maintenance be financed?  Self/Family Government Research Council |  | Employer Other (please give details) |
| Will you be relocating with any members of your family? Yes | No | Will your spouse be accompanying you? Yes No |
| How many children will be accompanying you? | | Please give ages of accompanying children |
| Please state how many accompanying family members will be financed | | |
| **11 Equal Opportunities** | | |
| This information is only to assist us in monitoring Admissions and **will not** be taken into consideration for your application. In accordance with the Data Protection Act 1998, the University will seek your explicit permission should it intend to process any sensitive personal data for any reason other than Equal Opportunity purposes or exercising a legal right or obligation required by law. Sensitive data includes your racial or ethnic origin, sexual life, political beliefs, trade union membership, religious beliefs, physical or mental health and criminal offences.  Do you consider yourself to have a disability? Yes No ✓ ✓ | | |

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| **Name of Country** | **From (month/year)** | **To (month/year)** |
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| If **yes,** please select from the following list: | | Mental Health Difficulties |  |
| No Known Disability |  | Need Personal Care Support |  |
| Autistic Spectrum Disorder |  | Prefer Not To Say |  |
| Blind or partially Sighted |  | Specific Learning Disorder, e.g. Dyslexia |  |
| Deaf or Hearing impaired |  | Unseen Disability |  |
| Disability Not Listed Here |  | Wheelchair Difficulties/Mobility Difficulties |  |

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| **11 Equal Opportunities (continued)** | |
| Are you in receipt of Disabled Students Allowance (DSA)? ✓ ✓ | |
| Do you have a condition that may require special study arrangements to be made? Yes No If **yes,** please give details below | |
| **Ethnic Origin:**  Please choose the option that you feel most closely describes your ethnic origin and enter the code in the box below:  **White Mixed**  White UK 11 White and Black Caribbean 41  White Irish 12 White and Black African 42  White Scottish 13 White and Asian 43  Irish Traveller 14 Other Asian background 39  Other White background 19  **Chinese**  **Black or Black British** Chinese 34  Caribbean 21  African 22 **Other**  Other Black background 29 Other ethnic group 39  **Asian or Asian British** I do not wish to disclose this 98  Indian 31 information  Pakistani 32  Bangladeshi 33  Other Asian background 39 | |
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| **12 Other** | |
| Please indicate how you heard about the University of Salford: ✓ ✓ | |
| **13 Referees** *(Please refer to the Guidance Notes overleaf for information about this section)* | |
| Name  Position/Relationship to applicant Address | Name  Position/Relationship to applicant Address |
| Telephone Email | Telephone Email |

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| No known Disability |  | Disabled - not in receipt of DSA |  |
| Disabled - in receipt of DSA |  | Disabled - information on allowance not known |  |

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| British Council |  | International Education Fair |  |
| Careers Adviser |  | Internet Search Engine |  |
| Curious Game |  | Local Knowledge |  |
| Educational Agent |  | Other |  |
| Employer |  | Poster |  |
| Ex/Current Student |  | Prospectus |  |
| Family/Friend |  | Schools/Colleges |  |
| Higher Education Fair |  | UCAS |  |

RU1248 (Nov 2016)

**Date:**

**Signed:**

I confirm that, to the best of my knowledge, the information given in this form is true, complete and accurate and no information requested or other material information has been omitted. I give my consent to the processing of my data by University of Salford. I understand that any offer of a place on the programme I have applied for is subject to my acceptance of the University’s terms and conditions. I accept that if I do not fully comply with these requirements, the University of Salford reserves the right to cancel my application and I shall have no claim against the University of Salford in relation to this application.

I consent to the University of Salford recording and processing information about my race and ethnic origin, and my physical and mental health, for the purpose of statistical surveys only and within the provisions of the Data Protection Act 1998.

**14 Declaration**

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| **Guidance Notes** *- Please read through these guidance notes carefully before completing the application form* |
| **Section 1 - Personal information**  **Preferred postal address for correspondence (if different from permanent address) –** this is the address that the University will send all letters and correspondence to.  If your home address is different please give details in the **Permanent address** section. |
| **Section 2 - Programme you wish to apply for**  **Qualification** – please tell us the level of qualification you wish to study for. You will need to check our website [www.salford.ac.uk](http://www.salford.ac.uk/) to ensure that this level of qualification is available for your chosen subject area.  **Name of programme** - please write the name of the programme you wish to apply for here. You may apply for up to two Postgraduate Taught programmes using this form. If you wish to apply for a Research programme you must use a different form. Please visit our website [www.salford.ac.uk](http://www.salford.ac.uk/) for details of how to apply for Research programmes.  **Mode of study** - you will need to check our website [www.salford.ac.uk](http://www.salford.ac.uk/) to ensure that this mode of study is available for your chosen subject area. Please note that if you are studying on a student visa you will not be able to study part time.  **Month of entry** – most of our postgraduate programmes commence in September. However there are exceptions to this and you should **check the website** to confirm which month/s your chosen programme starts. |
| **Section 4 - Previous Education**  **Name of University/College/School/Awarding body** – please ensure you include the full name of the institution where you studied and the name of the country in which it is based.  **Title of qualification** – for example “BA honours degree”, “Postgraduate Diploma”, “Baccalaureate”. Please give the name of the qualification as it appears on your official certificate.  **Copies of certificates and academic transcripts** – please send **photocopies** of all certificates and transcripts. You are required to provide the original certificates when you come to register. |
| **Section 5 – English Language**  Please remember to enclose photocopied certificates of your English language qualifications. The University’s English language requirements can be viewed on our website [www.salford.ac.uk](http://www.salford.ac.uk/) |
| **Section 6 – Employment Details/Work Experience**  If you do not have any work experience, you may leave this section blank. |
| **Section 9 - Fee status information**  This information is used to determine the level of tuition fees that you will pay. **It is not used as part of the selection process.**  If you have any documents that show your immigration status then it will speed up your application process is you send photocopies of these in to us with this application form |
| **Section 13 – Referees**  Please indicate two people, one of whom should be able to comment on your ability to study at University. The other ideally should be a present/most recent employer. References from friends or family members are not acceptable.  You will also need to pass the attached reference forms on to these referees and ensure they are returned to us. It is the applicant’s responsibility to ensure that references are returned to the Admissions Office. |
| **Section 14**  Please remember to read, sign and date the Declaration Statement above. |

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Please return to:

**Referee’s Statement**



Admissions,

6th floor Maxwell Building,

University of Salford, Salford M5 4WT. UK

T +44 (0)161 295 4545

[pgadmin@salford.ac.uk](mailto:pgadmin@salford.ac.uk) [www.salford.ac.uk](http://www.salford.ac.uk/)

If you wish you can provide references on official headed paper as an alternative to using the form below

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| --- | --- |
| **Applicant - please complete this section.**  *Give this form and an envelope to the person you have asked to act as your referee. When that person returns the sealed envelope to you, please post it to the above address. You can either send this reference with your application or separately afterwards.* | |
| Surname/Family name | First name/Given names |
| Date of birth (DD/MM/YYYY) | Proposed programme of study |
| Applicant’s signature | Date |
| **Referee - please complete this section.**  *Please use the box below to comment on the candidate’s suitability to study for the programme indicated. Please be as frank as possible and use specific examples where possible to illustrate your point. If you prefer you may attach a separate reference on your official notepaper.* | |
| Name of Referee | Title and relationship to applicant |
| Name and address of institution | Please put your official stamp of your institution here |
| Referee’s signature | Date |
| **Reference** | |
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RU1248B (Nov2016)

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Please return to:

**Referee’s Statement**



Admissions,

6th floor Maxwell Building, University of Salford,

Salford M5 4WT. UK

T +44 (0)161 295 4545

[pgadmin@salford.ac.uk](mailto:pgadmin@salford.ac.uk) [www.salford.ac.uk](http://www.salford.ac.uk/)

If you wish you can provide references on official headed paper as an alternative to using the form below

|  |  |
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| **Applicant - please complete this section.**  *Give this form and an envelope to the person you have asked to act as your referee. When that person returns the sealed envelope to you, please post it to the above address. You can either send this reference with your application or separately afterwards.* | |
| Surname/Family name | First name/Given names |
| Date of birth (DD/MM/YYYY) | Proposed programme of study |
| Applicant’s signature | Date |
| **Referee - please complete this section.**  *Please use the box below to comment on the candidate’s suitability to study for the programme indicated. Please be as frank as possible and use specific examples where possible to illustrate your point. If you prefer you may attach a separate reference on your official notepaper.* | |
| Name of Referee | Title and relationship to applicant |
| Name and address of institution | Please put your official stamp of your institution here |
| Referee’s signature | Date |
| **Reference** | |
|  | |

RU1248B (Nov2016)