

2. Proposed programme of study (see guidance note 2)

Qualification applied for

Programme title

If applying for an MBA please tick the School: Business Public Policy

Mode of study: Full time Part time Distance Learning (see guidance note 2.i) External/split-location research study (see guidance note 2.ii)

Start date (see guidance note 6)

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Proposed research – if you are applying for a research programme please complete section below:

Department where research can best be undertaken

Name of proposed research supervisor or person you have been in contact with

Title of research

Please attach a research proposal/description of your research interests as requested by the School or Department you are applying to (see guidance note 2.iii)

Please provide details of research methods and training already received

3. Nationality and residence details

Nationality

If you have dual nationality please enter your second nationality

Country of birth

Country of permanent residence

UK/EU nationals only – Have you, apart from holidays, lived continuously in the UK or EU for the past three years Yes No

If No, in which other countries have you lived? Please give details and dates.

If you are a non-EU national with indefinite leave to remain in the UK please attach documentary proof, eg. a photocopy of a letter from the Home Office. **Please do not send original documents.**

If you are a non-EU national, do you require a Student Visa to study in the UK? Yes No

4. Disability (including dyslexia or health conditions)

The University of Birmingham has long been committed to supporting students with disabilities, including dyslexia or health conditions.

Please select the most appropriate code listed in guidance note 4

If you have a disability please give details of any special requirements or additional support needs.

5. Education – qualifications already held/to be obtained

University/College/Institution (including website address)	Dates of attendance and whether full-time or part-time	Qualifications obtained/ to be obtained	Classification/ Score/Grade/ GPA	Subject	Date of award/ Expected date of award

6. Professional or other qualifications

Please give details of professional qualifications, registration with professional bodies or other relevant qualifications

Qualification(s)	Awarding body(ies)	Date of award/expected date of award

Professional registration details:

Qualified Teacher Status/ DfES number	NMC (Nursing and Midwifery)/HPC (Allied Health Professionals) number	GMC (General Medical Council) or GDC (General Dental Council) number and type of registration (full, provisional or temporary)

Other (please specify)

7. English language proficiency

A good command of the English language is essential for postgraduate study. If your first language is not English please give details of any recognised English language qualifications you have obtained or expect to obtain before admission (see guidance note 7).

Qualification (eg. IELTS, TOEFL, GCSE)	Date test taken or to be taken	Grade or Score (if known)

8. Work experience

If relevant to your application, please provide details of posts held and responsibilities

Dates from and to	Position held and employer	Responsibilities

9. Funding (see guidance note 9)

How do you intend to fund your studies?

Self Family Employer Sponsor Scholarship

Details of sponsorship/scholarship already obtained

Details of sponsorship/scholarship applied for

10. Criminal convictions

Do you have any relevant unspent criminal convictions? (see guidance note 10) Yes No

12. Personal statement

Please include additional information you consider relevant to your application (eg. why you are interested in the programme and the University of Birmingham, plus relevant skills and experience).

13. Interview

Would you be able to come for an interview in Birmingham Yes No

If yes, please indicate any dates when you are not available.

14. Marketing information

How did you find out about the programme you wish to study at the University of Birmingham? (eg, British Council, British Education Exhibition, University of Birmingham Overseas Representative/Agent, Newspaper/Publication (please specify the title), Prospectus, Website)

Which other Universities have you applied to?

15. Declaration

I certify that the information given in this application and in the supporting documents is accurate and complete. I agree to the University processing personal data contained in this form, or other data which the University may obtain from me or other sources, for any purpose connected with my studies, health, welfare, safety or for any other legitimate purpose.

If you have applied through a University-appointed education agent, by signing this declaration you are agreeing to the University sharing your personal information with them.

Signed	Date
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Checklist

Please make sure you have included the following:

Application form signed and dated	<input type="checkbox"/>
Two reference forms	<input type="checkbox"/> enclosed <input type="checkbox"/> to follow
Degree transcript(s) – (if you are studying/studied outside the UK) please enclose a copy of your original transcript(s) and a certified copy translated into English (See guidance note 5 about certification of photocopies)	<input type="checkbox"/> enclosed <input type="checkbox"/> to follow
Degree transcript(s) – UK applicants – if you have recently graduated/currently studying and your institution provides transcripts, please enclose them (see guidance note 5)	<input type="checkbox"/> enclosed <input type="checkbox"/> to follow <input type="checkbox"/> unable to provide
English language certificate (if English is not your first language and you have taken a test)	<input type="checkbox"/> enclosed <input type="checkbox"/> to follow
Registration with professional bodies (photocopies) if appropriate	<input type="checkbox"/> enclosed <input type="checkbox"/> to follow
Research proposal (if required)	<input type="checkbox"/> enclosed <input type="checkbox"/> to follow

Please send completed application to:

Admissions, University of Birmingham, Edgbaston, Birmingham B15 2TT United Kingdom
 Tel: +44 (0)121 414 5488 Fax: +44 (0)121 414 6378

Reference request

To: The Applicant

Please complete this section of the form and pass it to the referees named on your application form requesting that it be completed and either returned to you or sent directly to us.

Surname/family name

First/given name

Date of birth

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University of Birmingham ID number (if known)

Proposed programme of study

To: The Referee

Thank you for agreeing to write a reference for the above applicant. Please write the reference in the space provided or submit it on official headed paper and attach to this form. It would be helpful if you could include in your reference the following information:

- Length of time and capacity in which you have known the applicant.
- Applicant's qualifications, level of performance and results (or expected results).
- If possible, please indicate the applicant's overall ranking in class compared to other students following the same degree programme.
- Your assessment of the applicant's potential or suitability to undertake the programme applied for.
- The applicant's motivation and intellectual capacity.
- If the applicant is/was employed by your organisation, their duties and standard of work.
- If the applicant's first language is not English, whether you consider his/her ability to read, write, speak and comprehend English adequate for the programme applied for.
- Any other information you think relevant and which you feel would assist the University in making its decision.

When you write a reference for an applicant, including those outside the UK, please remember that, under the Data Protection Act, the applicant can ask for a copy of the reference and any other information that we hold about them.

Please enclose this completed form together with your reference in a sealed envelope and sign it across the seal.
Return the envelope to the applicant or return directly to:

Postgraduate Admissions, University of Birmingham
Edgbaston, Birmingham B15 2TT UK
Tel: + 44 (0)121 414 5488
Fax: + 44 (0)121 414 6378

Statement from Referee

Number of years that you have known the applicant:

In what capacity:

Please write your opinion on the academic ability of the applicant and suitability for the programme they have applied for in the following space:

Name of referee

Position held

Organisation/Institution name and address

	Post/zip code

Email address

Telephone number

Fax number

Official stamp of institution or attach a business card

Signature

Date

Reference request

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