THE UNIVERSITY OF SHEFFIELD

APPLICATION FORM FOR ADMISSION AS A GRADUATE STUDENT FOR TAUGHT COURSES

For Graduate Admissions Use:-
Selector's Name: .....
Application No: .....
Choice No: .....Fee status: .....

PLEASE CONSULT THE NOTES OF GUIDANCE ON PAGE 5 & 6 BEFORE COMPLETING THIS FORM

Section A: Personal Details

1 Surname/Family Name		2 Title Dr/Mr/Ms/Miss/Mrs
3 Forename(s)		4 Date of Birth
5 Sex Male / Female	6. Marital Status Married / Single	7 Nationality
8? Registration No. *(if currently registered at this University):*		
9? Student HESA number *(UK students only, if known)*		

10? Address for correspondence	11? Permanent address (if different)
Tel. No:	Tel No:
Fax No:	Fax No:
E-Mail:	E-Mail:
Dates when contactable at this address:	Dates when contactable at this address:

Section B: Proposed Programme of Study

12? Department in which you wish to study:

13? Degree qualification applied for: Certificate? ✍ Diploma? ✍ Masters? ✍

14? Title of the course:

15? How do you wish to study:	full-time	✍	part-time	✍	distance learning	✍

16 On what date do you wish to commence your study?

Section C: Funding

17 Likely source of finance (if known)

18 Is this funding secured or proposed?

19? Please indicate where you will have been ordinarily resident for the three year period immediately prior to the commencement of your course:

Within the United Kingdom	Within the European Union	Outside the UK or European Union

For University of Sheffield Use

Questions 20 to 23 to be completed by non-UK applicants

20 Was your previous education undertaken through the medium of English? yes / no

21 If No please state the language through which you were educated:

22 Please state your first spoken language:

23? Please indicate and attach details of any English Language qualifications which you possess:

Qualifications	Awarding Body	Grade / Score	Date of Award

Section D: Previous Education and Employment

24? Please provide details, including results, of all higher education examinations or professional qualifications taken, or to be taken:

From-To	University / College / Institution	Degree (e.g. BSc, BA)	Subject	Class / Score / Grade / GPA	Normal Duration of Course (yy/mm)	Date of Award (mm/yy)

25 Please provide details of any employment undertaken within the last three years:

From Month / Year	To Month / Year	Name and address of employer	Post held

Section E: Disability

26? Please circle from the list below the statement which is most appropriate to you:

000	You do not have a disability nor are you aware of any additional support requirements	050	You need personal care support
010	You have dyslexia	060	You have mental health difficulties
020	You are blind / partially sighted	070	You have an unseen disability (e.g. diabetes, epilepsy, asthma)
030	You are deaf / have a hearing impairment	080	You have two or more of the above disabilities / special needs
040	You are a wheelchair user / have mobility difficulties	090	You have a disability not listed above

27 Does your disability mean that you have additional support needs? yes / no

Section F: Referees

28? Please supply the names and addresses of two referees from whom a reference may be sought. State for how long, and in what capacity, the referees have known you:

1.	Name:	Telephone No:
	Title:	Fax No
	Address:	E-mail :
		Length of time known :
		(in what capacity)
2.	Name:	Telephone No:
	Title:	Fax No
	Address:	E-mail :
		Length of time known
		(in what capacity)

Section G: Marketing Information

29 It would be helpful if you could indicate by circling the appropriate number where you heard about the University of Sheffield:

10	University of Sheffield Prospectus	60	Recruitment Fair *(please specify)*
20	Previously a Student at Sheffield	70	University Careers Service
30	Internet / www pages	75	British Council
40	Newspaper advertisement *(please specify)*	80	Personal Recommendation *(please specify)*
50	Journal / Magazine advertisement *(please specify)*	90	Other *(please specify)*

30 Please list any other UK universities to which you have applied:

Section H: Additional Information

31 Please provide information on the reasons for selecting the course of study.

Section I: Signature of Candidate

I certify that the information I have given is complete and accurate. I have read note 5 on page 5 about false statements and omissions.

Signed Date

Please return the completed form to: Graduate Admissions Division,
Recruitment and Admissions Office, University of Sheffield,14 Favell Road, Sheffield, S3 7QX

THE INFORMATION SUPPLIED ON THIS PAGE IS TO BE USED FOR CENTRAL STATISTICS AND **WILL NOT** BE PASSED TO DEPARTMENTS AS PART OF THE ACADEMIC SELECTION PROCESS

Section J: Equal Opportunities

32 Please choose by circling the appropriate number below the term which you feel most accurately describes your ethnic origin:

10	White	31	Asian - Indian
21	Black - Caribbean	32	Asian - Pakistani
22	Black - African	33	Asian - Bangladeshi
29	Black - Other *(please specify):*	34	Asian - Chinese
80	Other *(please specify):*	39	Asian - Other *(plesase specify):*

NOTES OF GUIDANCE FOR COMPLETING THIS APPLICATION FORM

These notes are intended to help you complete the University's Graduate Student Application form and to ensure that your application can be processed efficiently.

GENERAL NOTES

1. Applicants from overseas are advised to send all correspondence via air mail.
2. In any future correspondence, please quote your **application number** and the **name of the department** to which you have applied for admission.
3. In order to assist the University in making a decision on your application, please enclose copies of relevant documentation (e.g. certificates, transcripts, English language results). To **avoid delays** in the selection process, please ensure that **sealed** references **accompany** the application form, or are forwarded **as soon as possible** by your referees.
4. Data Protection Act - 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.
5. **All decisions by the University are taken in good faith on the basis of the statements made in your application form. If the University discovers that a candidate has made a false statement, or has omitted significant information on the application form, it is entitled to withdraw or amend its offer according to the circumstances.**

GUIDANCE NOTES FOR QUESTIONS MARKED ?

Section A : Personal Details

Q8 This question should be completed by existing University of Sheffield students only.

Q10 & Q11 Unless dates are specified, the University will address all correspondence through the address provided under question 10. **It is essential that the University is notified of any change of address at the earliest opportunity**.

Section B : Proposed Programme of Study

Q12-Q14 Please consult the University's graduate prospectus. A copy is available from the address provided on page 6 of this document, or by telephoning +44 (0) 114 - 222 - 1405 during normal office hours.

Q15 Please indicate the mode of attendance by which you wish to study (e.g. full-time, part-time). To ensure that a particular course can be undertaken by your preferred choice, please consult the current University prospectus. **Overseas students should also note that UK immigration law does not normally enable study on a part-time basis.**

Section C : Funding

Q19 Under government legislation the University is obliged, in common with other UK universities, to charge certain students a different tuition fee. To assist the University in determining your fee classification please indicate where you have normally been resident for the three years prior to the commencement of your proposed studies. If this has **not** been based entirely within the UK or EU, then please supply details (including dates) on a separate sheet of the addresses at which you have resided during the past three years. Non-EU/UK nationals who are not subject to UK Immigration restrictions should supply details, including copies of relevant documents.

Section D : Education & Employment

Q23 Overseas applicants should attach copies of the results of any English language examinations undertaken during the previous three years (eg TOEFL, IELTS, etc).

Q24 Please include results of any examinations undertaken during any ongoing studies (e.g. year 1 or year 2 results of a current degree course).

Section E : Disability

Q26 If you have a disability which may mean you have additional needs in relation to study, please attach a separate sheet (marked *"Private & Confidential"*) providing details of your disability and the additional support needs.

Section F : Referees

Q28 Applicants who have not been in full-time or part-time education during the previous two years may wish to consider replacing one academic reference with that from a recent employer.

Section H : Additional Information

Q31 Applicants are strongly encouraged to supply additional information to support their application. Please use this section to include this information, and continue on a separate sheet if necessary.

PLEASE RETURN THIS FORM TO:

GRADUATE ADMISSIONS DIVISION
RECRUITMENT AND ADMISSIONS OFFICE
THE UNIVERSITY OF SHEFFIELD
14 FAVELL ROAD
SHEFFIELD S3 7QX
UNITED KINGDOM

Fax: +44 (0)114 222 1415

E-mail address: pg.admissions@sheffield.ac.uk

Upon receipt of this application form the University will issue you with a formal acknowledgement letter containing a personalised application number. **Please quote this number in all future correspondence with the University.**