

# Foundation Diploma for Postgraduate Studies

# Application Form



Please read the accompanying notes before completing the form. This application form must be completed by the applicant in person and submitted with the following documents:

- A reference from an academic teacher who knows the candidate's undergraduate work well (in enclosed envelope) (*see note 7*)
- A certified copy of the candidate's undergraduate transcript
- A certified copy of a transcript of any further studies
- A copy of the test score of any English language examination (e.g. IELTS, TOEFL), if available
- Two passport-sized photographs
- An international money order or sterling cheque for the application fee of £90. Cheques should be made payable to "SOAS University of London". (*see note 8*)

Applications are accepted throughout the preceding academic year and interviews are held regularly. As places on the course are limited, early application is advised.

**Please send all the above documents to:**

The Head of Department  
International Foundation Courses and English Language Studies  
SOAS (University of London)  
24 Russell Square  
London WC1H 0XG

Tel: 0207 898 4800  
Fax: 0207 898 4809  
e-mail: [ifcels@soas.ac.uk](mailto:ifcels@soas.ac.uk)

# Foundation Diploma for Postgraduate Studies Application Form

This form must be completed fully in English, giving as many details as possible. Please write clearly and continue on a separate sheet if necessary.

Application for admission to the course commencing September 200.....

## 1. PERSONAL DETAILS (*see note 1*)

Family Name: ..... First Name: .....

Title: ..... Male/Female: .....

Date of Birth: ..... First Language: .....

Nationality:.....

Permanent Address:.....

.....

.....

Tel No: ..... Fax No:.....

e-mail: ..... Mobile No: .....

Address for Correspondence (if different from above)

.....

.....

.....

Tel No: ..... Fax No:.....

e-mail: ..... Mobile No: .....

Give dates when this correspondence address should be used

from: ..... to: .....

How did you hear of the Foundation Diploma for Postgraduate Studies?

.....

Who will be responsible for paying your fees?.....

**2. UNIVERSITIES ATTENDED**

Name of university	Dates of attendance	Degree awarded or expected (eg BA, Diploma)	Main subject(s) studied
.....	From.....to.....	.....	.....
.....	From.....to.....	.....	.....

**3. ENGLISH LANGUAGE BACKGROUND**

Test	Date taken	Scores
<b>IELTS</b>	.....	Overall..... Test number..... Writing..... Reading..... Listening..... Speaking.....
<b>TOEFL</b>	.....	Overall..... TWE..... Test number.....
<b>Other</b> (please specify)	.....	.....

**4. WORK EXPERIENCE**

Dates	Company/Organisation	Job/Duties
From.....to.....	.....	.....
From.....to.....	.....	.....
From.....to.....	.....	.....

**5. RESIDENCE IN ENGLISH-SPEAKING COUNTRIES**

If you have lived in an English-speaking country, please give details:

.....

**6. POSTGRADUATE STUDY INTENTIONS**

What subject do you want to study after completing the Foundation Diploma for Postgraduate Studies, and at what level (eg master's or doctoral?)

.....

Which university or universities are you considering applying to after the FDPS course?.....

.....



## Foundation Diploma for Postgraduate Studies

### NOTES

Please read these instructions carefully

The applicant should complete the form in person, giving full details.  
Please continue on a separate sheet if necessary

#### 1. PERSONAL DETAILS

- ❖ personal details: as given in your passport/ID document
- ❖ title: Mr, Mrs, Ms, Miss, Dr, Professor etc
- ❖ permanent address: your address in your home country.  
(*This MUST be provided as it is a SOAS requirement. Visa letters must also contain this address.*)
- ❖ address for correspondence: where you would like to be contacted

#### 2. UNIVERSITIES ATTENDED

- ❖ list all the universities and/or colleges you have attended, giving start and finish dates, the level of qualification achieved and the major subject(s) studied

#### 3. ENGLISH LANGUAGE BACKGROUND

- ❖ give full details of any formal qualifications if you have them
- ❖ if you have taken a test, but have not yet received the result, please give details
- ❖ other tests could include Oxford or Cambridge English Language tests or GMAT

#### 4. WORK EXPERIENCE

- ❖ list any jobs you have had, including part-time or voluntary work

#### 5. POSTGRADUATE STUDY INTENTIONS

- ❖ give brief details of your plans for further study after the FDPS course, including subject(s) and possible destination universities

**PLEASE TURN OVER**

**6. ACADEMIC INTERESTS AND PURPOSE OF STUDY**

**This statement should include:**

- ❖ your study plan
- ❖ why you wish to study at postgraduate level and details of your chosen major
- ❖ your specific areas of interest within your chosen subject and why these interest you
- ❖ your eventual goals (after completion of a postgraduate degree)

**7. REFEREE**

- ❖ your referee **MUST NOT** be a family member or friend
- ❖ your referee should be a teacher who can tell us about your **academic** background and your suitability for this course
- ❖ applicants who have a long period of work experience (more than 6-7 years) may use their employer as a referee
- ❖ the reference should be completed confidentially by the referee and returned to you sealed in an envelope

**8. APPLICATION FEE**

- ❖ payment should be made at the time of application or at the entry test
- ❖ payment may be made by cheque, bank transfer or credit card. Details are available on [www.soas.ac.uk/ifcels](http://www.soas.ac.uk/ifcels). See under “Entrance Requirements and Application”.

**The form should be completed and returned with all supporting documents and evidence of payment to:**

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International Foundation Courses and English Language Studies  
SOAS (University of London)  
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