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| FOR OFFICE USE ONLY  APPLICATION NO: |

**APPLICATION FORM**

This form should be completed and returned (along with supporting documentation as required).

**Please complete this application form in BLOCK CAPITALS and in BLACK ink.**

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| 1. **PERSONAL DETAILS:** | | | | | | | |
| Surname/Family name: | | | | First/given name(s): | | | |
| Previous surname/Family name (if applicable): | | | | Title(s) Mr/Ms/Miss/Mrs etc.: | | | |
| Gender: Male ☐ Female ☐ **Please choose one** | | | | Date of birth: Day: \_ Month:\_\_ Year:\_\_\_\_ | | | |
| ID/Passport Number: | | | |
| 1. **ADDRESSES:** | | | | | | | |
| Permanent Home Address:   |  | | --- | |  | |  | |  | | | | | Address For Correspondence (if different from home address):   |  | | --- | |  | |  | |  | | | | |
| Postcode: | | | | Postcode: | | | |
| Tel (including full area dialing code): | | | | Tel (including full area dialing code): | | | |
| Fax: | | | | Fax: | | | |
| Email: | | | | Email: | | | |
| Mobile: | | | | Mobile: | | | |
| 1. **FEE STATUS:** | | | | | | | |
| (i) Country of Birth:   |  | | --- | |  |   (ii) Nationality (as on Passport):   |  | | --- | |  |   (iii) Country of usual permanent residence:   |  | | --- | |  |   (iv)Do you own a European Union ID/Passport? Yes ☐ No ☐  (v) Have you ever lived outside (or were born outside) the EU? Yes ☐ No ☐  (vi) Applicants **not born in the EU must answer** the following:  (a) Last date of entry to the UK/EU excluding holidays?   |  | | --- | |  | | | | | (b) Have you applied for Refugee or Asylum status in the UK?  Yes ☐ No ☐  (c) Have you been granted indefinite permit to remain in the UK?  Yes ☐ No ☐  Date Permanent Residence was granted:  Day: \_\_\_ Month: \_\_\_ Year: \_\_\_ \_\_\_  **Please enclose copies of your Home Office documentation**  (d) Have you entered the UK on a visa?  Yes ☐ No ☐  (e) Date of visa expiry:   |  | | --- | |  | | | | |
| 1. **PAYMENT OF FEES:** It is important that you give full consideration to how you will be able to finance your studies. For internal purposes, it is useful for us to know how you intend to finance yourself. | | | | | | | |
| Who will pay your fees? (Tick as appropriate).  Yourself ☐  Funding support ☐  Other Sponsor ☐ Please Specify:  Your Employer ☐  **Company Name, address , email and telephone:**    **Manager’s name:**  **Manager’s signature:** | | | | | | | |
| 1. **PROGRAMME OF STUDY:**   🞏 MPA  🞏 MA 🞏 Full time  🞏 MSc 🞏 Part time  🞏 LLM  🞏 MBA  🞏 PHD  🞏 Other | | | | **Course Title:**  **-** MASTER IN PUBLIC ADMINISTRATION (MPA) 🞏  **-** POLICY ANALYSIS AND GLOBAL GOVERNANCE (MSc) 🞏  **-** APPLIED SOCIAL SCIENCE  CIVIL SOCIETY AND PUBLIC AFFAIRS (MSc) 🞏  **-** CREATIVE MEDIA PRODUCTION (MA) 🞏  **-** TEACHING ENGLISH TO STUDENTS OF OTHER LANGUAGES (MEd) 🞏 | | | |
| **Department:**  SCHOOL OF MEDIA CULTURE AND SOCIETY | | | |
| **6. ETHNIC ORIGIN:** | | | | | | | |
| The University is committed to providing equal opportunities for all. To assist us with our confidential monitoring (e.g. application and admission rates) please choose one selection from the **bold options** A - F to indicate your ethnic group. Then tick the appropriate box immediately after this grouping to indicate your cultural background (This is not a compulsory section):  A. **White** ☐  British ☐ Irish ☐ Scottish ☐ Welsh ☐ Any other White background \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  B. **Mixed** ☐ White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Any other Mixed background \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  C. **Asian or Asian British** ☐  Indian ☐ Pakistani ☐ Bangladeshi ☐ Any other Asian background (specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  D. **Black or Black British** ☐ Caribbean ☐ African ☐ Any other Black background \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  E. **Chinese** ☐  F. **Other ethnic background ☐ Not known ☐ Information refused ☐** | | | | | | | |
| **7. DISABILITY:** | | | | | | | |
| The University encourages you to disclose any disability/medical condition which may affect your future studies. All offers are made on **academic grounds only** and the information you provide will be used to help UWS provide appropriate support.  Please tick all that apply:  **No Disability ☐**  ☐Dyslexia ☐Blind/Partially Sighted ☐Deaf/Hearing impairment ☐Wheelchair User/Mobility Difficulties ☐Mental Health Difficulties ☐Unseen Disability ☐Asperger/Autistic Spectrum ☐Disability not listed here . Please provide a summary of any special support or facilities you require (if any):   |  | | --- | |  | |  | |  | | | | | | | | |
| **8. EDUCATION AND QUALIFICATION:**  Give details of further or higher education since leaving school. Please provide information on qualifications already obtained and examinations still to be taken. **Photocopies** of all diplomas, certificates and course transcripts awarded for these qualifications must **be enclosed** with this application. In addition to diplomas and certificates, international applicants are requested to provide **official copies** of their entire course transcripts including explanations of the mark schemes used and, where possible, an indication of their class ranking/position in class. | | | | | | | |
| **Name (University, School, College etc.) & country of institution :** | **Dates of attendance (DD/MM/YY):** | | **Qualification/award (degree, diploma, certificate) (include class & division or grade obtained if known):** | | **Month/Year of Awarded Degree:** | | **Main Subject(s):** |
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| **9. ENGLISH LANGUAGE COMPETENCE:** | | | | | | | |
| Students educated outside the UK in countries where English is not the first language must provide, before they can be admitted to their chosen degree programme at the University, evidence that they have sufficient command of both spoken and written English. Acceptable evidence includes: an overall score of **6.0** in the British Council **IELTS** test (depending on the department); a score of **80 IBT in TOEFL**. You will be required to **submit originals or certified copies** of any certificates and score reports. | | | | | | | |
| a) Is English your first language? Yes ☐ No ☐ | | | | | | | |
| b) Is/was English the language of instruction of your first degree? Yes 🞎 No 🞎 If yes, please provide written confirmation from the institution where you undertook your studies, that English was the language of instruction. | | | | | | | |
| c) Please list any formal English Language qualifications with results obtained (i.e. IELTS, TOEFL,) and the dates you took the test, or will be taking the test. | | | | | | | |
| **English Qualification:** | | **Result:** | | | | **Date:** | |
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| **10. EMPLOYMENT AND WORK EXPERIENCE:**  Please include all your relevant work experience paid or unpaid, full-time or part-time in your home or outside. Please also attach a CV as this is particularly helpful for admission purposes. | | | | |
| **Position Held:** | **Employers name and address:** | **Dates:** | | **Full time or Part time:** |
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| **11. CRIMINAL CONVICTIONS:** | | | | |
| If you have any criminal convictions please tick here ☐  If you tick the box above please enclose all details relating to your offence and conviction, including dates and court convicted at. This information should be sent with this application form in a separate sealed envelope, clearly marked **confidential** with your name on it. | | | | |
| **12. PERSONAL STATEMENT:** | | | | |
| Please ensure that you enclose a short personal statement (approximately one side A4) with your application form. Your statement should give details of current or more recent work experience, academic interests and reasons why applying for the programme and any information which is felt relevant. | | | | |
| **13. DECLARATION:**  I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted. | | | | |
| **Applicants Signature:** | | | **Date:** | |

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| **ALL APPLICANTS** should note that the University reserves the right to make without notice changes in regulations, courses, fees etc. at any time before or after a candidate’s admission. Admission to the University is subject to the requirement that the candidate will comply with the University’s registration procedure and will duly observe the Charter, Statutes, Ordinances and Regulations from time to time in force. |

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| Forms which are incorrectly completed will delay the decision making process. All applicants must carefully review the completed form, in particular checking that all required information has been completed in full, with references attached, before sending the form back to the International Office. |

**REFERENCE FORM**

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| This section should be provided with your Application Form. Please complete this section including your reference sealed and stamped and returned with your application form. | | | |
| **Referee Details:** | | | |
| Surname/Family Name: | First Name(s): | | Title Dr/Mr/Ms/Miss/Mrs etc.: |
| Occupation/Position: | | Name of Organisation: | |
| Relationship to applicant: | | | |
| Address:   |  | | --- | |  | |  | |  | |  | | | | |
| Tel: | Fax: | | Email: |
| Confidential statement by the **referee** (please continue on a separate sheet if necessary)  Signature of referee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

This form may be photocopied. Please type or write in **black** **ink** within the frame. Please affix official stamp where appropriate, at the end of the statement.

**PERSONAL STATEMENT**

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| **Applicant’s Name/Surname:** |
| Signature of the applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |