

# Postgraduate application form

**Online application may be made at [www.hull.ac.uk/pgapplyonline](http://www.hull.ac.uk/pgapplyonline)**

This form is for application for a full-time or part-time postgraduate programme, including the International PGCE. It should **not** be used for applications for undergraduate (Bachelor) study (apply via [www.ucas.ac.uk](http://www.ucas.ac.uk)); PGCE (apply via [www.gtrr.ac.uk](http://www.gtrr.ac.uk)); MA Social Work (apply via [www.ucas.ac.uk](http://www.ucas.ac.uk)); CPD programmes of the Faculty of Health and Social Care (contact [fhsc.admiss@hull.ac.uk](mailto:fhsc.admiss@hull.ac.uk)); or Hull York Medical School ([www.hyms.ac.uk](http://www.hyms.ac.uk)). Please complete in BLOCK CAPITALS. All fields must be completed and failure to complete some fields may delay consideration. There is no payment required with this form.

**Please read the attached guidance notes carefully**

**Your application must reach the University by 1 August (for September start) to guarantee consideration or at least 6 weeks before your intended start date. Later applications may be considered at the University's discretion.**

## Section A: Personal details/course choice

<p>Full name (please underline your family name) <i>(Note 1)</i></p> <p>Title (Dr/Mr/Mrs/Miss/Ms/etc)</p>	<p>Previous name (if any)</p>
<p>Type of award <i>(Note 2)</i></p> <p>Academic department</p>	<p>Programme type</p> <p>Taught course <input type="checkbox"/>      Research <input type="checkbox"/>      (tick one only)</p> <p>Full-time <input type="checkbox"/>      Part-time <input type="checkbox"/>      (tick one only)</p> <p>Preferred start date <i>(note 3)</i>      <input type="text" value="M"/><input type="text" value="M"/><input type="text" value="Y"/><input type="text" value="Y"/></p>
<p>Programme/research topic <i>(note 4)</i></p> <p>1st preference .....</p> <p>2nd preference .....</p>	<p>Previous contact <i>(note 5)</i></p> <p>Name</p> <p>Approximate date      <input type="text" value="D"/><input type="text" value="D"/><input type="text" value="M"/><input type="text" value="M"/><input type="text" value="Y"/><input type="text" value="Y"/><input type="text" value="Y"/><input type="text" value="Y"/></p> <p>Male <input type="checkbox"/>      Female <input type="checkbox"/>      (tick one only)</p> <p>Date of birth      <input type="text" value="D"/><input type="text" value="D"/><input type="text" value="M"/><input type="text" value="M"/><input type="text" value="Y"/><input type="text" value="Y"/></p> <p>Ensure this matches your passport (for any visa process)</p> <p>Do you need a Tier 4 student visa to study in the UK?</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/></p> <p>If yes, have you ever studied in the UK?</p> <p>Yes <input type="checkbox"/>      No <input type="checkbox"/>      <i>(note 6)</i></p> <p><b>If yes, please complete the following table fully. Include all courses even if not completed or passed. If still on a course include it here.</b></p>
<p>Nationality: .....</p> <p>Dual nationality: .....</p> <p>If you are a non UK/EU national, and you hold a current passport, please supply a copy with this application. If you are a non UK/EU national and do not need a Tier 4 visa please supply a copy of your valid immigration document.</p> <p>Country of birth: .....</p>	

Dates you have been in the UK to study *(note 6)*

From	To	College/University	Course studied
<input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	.....	.....
<input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	.....	.....
<input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	.....	.....
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## Section A: Personal details (continued)

Permanent home address (in own country) (*note 7*)  
(to be completed by all applicants)

UK Postcode

Country

Address for correspondence/Agent address (*note 8*)  
(where applicable)

Country

Agent company name

I can receive correspondence  
at this address until

D	D	M	M	Y	Y
---	---	---	---	---	---

Agent telephone number

Telephone number

Own Email

Work telephone number

Skype address (if applicable)

If you have previously studied at the University of Hull  
please give your student number

If you studied but don't know the number please tick

### Residential status

Please read the notes (*note 9*), then circle the appropriate code

1      2      3      4      5      6      9

Start of residence in the UK (codes 2, 3, 4, 5, 6, 9):

D	D	M	M	Y	Y
---	---	---	---	---	---

Agent email address

### Research Proposal (*note 4*)

If applying for a research programme (Masters/PhD) please provide a statement (no more than 1,000 words) of your proposed area of research, and a short description of the study with details of the aims and proposed methodology. Please indicate any relevant prior knowledge of the area and what you can bring to this piece of work. If applying for a scholarship place as a research student tell us why you believe you are the ideal candidate.

### **Personal Statement**

Please provide a statement (100–300 words) telling us how the programme at the University of Hull fits with your interests and future plans and how the qualification will enhance your career. Please reflect on your academic career to date (or work career for MBA or similar programmes) and the skills and knowledge that you will bring to the programme. If you are applying for a new discipline tell us why you now have an interest in that area and what has influenced your decision to apply.



Referee 1 .....	Referee 2 .....
Name: .....	.....
Job Title: .....	.....
Address: .....	.....
.....	.....
.....	.....
Telephone: .....	.....
Email: .....	.....
Relationship to applicant: .....	.....

### Section D: Further details – All applicants must complete this section in full

(Tick one only)

Self-financing Sponsor 

Name and address of sponsor (if applicable)

#### Disability Support

Select from the list (note 14) the code that applies to you A B C D E F G H I J

Please give further details of disability/special need or information that would be helpful in determining your study support needs.

Criminal convictions (note 15)

Yes 

Ethnic origin (note 16)

#### Nomination of third party contact (Note 17)

The University will not discuss your application with any other person without your prior written consent. Below you may wish to give authority for the University to liaise with another person in relation to your application for admission (for example you may ask that person to collect letters from the Admissions Service). The University will ask that person to prove their identity. Please tell the Admissions Service of any other person with whom you wish the University to liaise in the future.

Title (Dr/Mr/Mrs/Miss/Ms/etc)

Full name

Address

Telephone number

Email

#### Declaration

I have read and understood the notes for completion of this form. I confirm that the information I have given is true and accurate and that I have not withheld any details relevant to my application. I understand that the information I have provided on this form and in accompanying papers will be made available to those staff of the University concerned with student matters. I understand that any offer of a place as a student that I receive will be based on the information given in this form and that if I am found to have given false or incomplete information, any such offer will be withdrawn. I agree that if I need the University to sponsor a Tier 4 Visa, my data will be provided to the Home Office in accordance with Tier 4 Policy at the time.

Applicant's own signature ..... Date.....

## Please detach these notes and retain them for your reference

### Guidance on completion of the application form for admission to a postgraduate programme of study

#### Section A: Personal details/course choice

##### **Note 1 Full Name**

Enter the name you wish to be known by throughout your university programme and to be on any degree certificates. This is the name used on any offer letter (and visa statement) and changes cannot be made later. Use the full name shown on your passport (if you have one).

##### **Note 2 Type of Award**

The possible entries here are

Certificate (taught)  
Diploma (taught)  
IPGCE  
LLM (research/taught)  
MA (research/taught)  
MBA (taught)  
MEd (research)  
MEd (taught)  
MMus (taught)  
MPhil (research)  
MSc (research/taught)  
MRes (research/taught)  
PsyD (taught)  
PhD (research)  
DNSci (research)

If you are applying for a research degree and know the most suitable academic department please state this. Otherwise leave blank.

##### **Note 3 Start Date**

Most taught programmes start in September only but please refer to programme literature for alternatives. Include the year (e.g 2014) you wish to start. For research degrees the usual start dates are September, January and April only.

##### **Note 4 Programme/Research Topic**

If you are unsure of the exact name of the programme write the name of the subject you wish to study. You can give a second choice in case the first choice is unavailable.

The University can only offer a place as a research student to suitably qualified candidates who propose research in an area in which the University has an interest and can offer supervision.

##### **Note 5 Previous Contact**

If you have had previous contact with a member of the University of Hull, please give their name (if known) to help us trace any prior correspondence.

##### **Note 6 Previous study in the UK**

This information is essential if you will need a Tier 4 Visa to study. There are maximum lengths of time that someone can be in the UK as a Tier 4 student. Include any academic or English language course you have taken. The University has to tell the Home Office whether or not each Tier 4 student has studied in the UK and the level studied, so you must give a full record of previous study.

##### **Note 7 Permanent Home Address**

International students must give an address in their home country even if applying via an agent.

For teachers in the UK please include your school contact details in the next section. Please include your daytime work number if you are happy for the University to contact you there in case of any query.

##### **Note 8 Address for Correspondence/Agent Address**

This is the address we will use to send any offer letter and it is important you tell us immediately if you change address.

##### **Note 9 Residential Status**

Guidance on fee status regulations for students entering Higher Education in the UK is available at [www.ukcisa.org.uk](http://www.ukcisa.org.uk). This information together with other details such as nationality will be used to determine your status for tuition fee purposes and may determine whether or not we provide documentation suitable for a visa application. **If you are not a UK/EU/EEA national enclose a copy of the passport (if you have one) that you will use to come to the UK that shows your personal details and any visa/settlement endorsements.**

## Please do not return this sheet to the University

Please circle one category that best describes you:

### 1 UK Citizen or EU National

You are a UK or EU national, or are the child or grandchild, or the spouse of civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you have also lived in the EEA, Switzerland or OT prior to that three year period.

### 2 EEA or Swiss National

*Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.*

**Either:** You are an EEA or Swiss National working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

**Or:** You are the child of a Swiss national and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for three years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

### 3 Child of a Turkish worker

*Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.*

You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three years.

### 4 Refugee

*Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.*

You have been recognised as a refugee by the British government or you are the spouse, civil partner or child-under-18 of such a person at the time of the asylum application.

### 5 Humanitarian Protection

*Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.*

You have been granted Humanitarian Protection as the result of an asylum application, or you are the spouse, civil partner or child-under-18 of such a person at the time of the asylum application.

### 6 Settled in the UK

*Enclose copies of official documents to show your status in the UK, where relevant include your family member's documents and proof of your relationship to them.*

You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person.

### 9 Other

Based on the answers to the questions above, you do not fall within another category listed.

Guidance on fee status assessment may be found at [www.ukcisa.org.uk](http://www.ukcisa.org.uk)

# Please do not return this sheet to the University

## Section B: Education and qualifications

### **Note 10** Details of Education

List all degrees and diplomas and any other qualifications obtained since leaving school, including professional qualifications. Give the full names of all institutions (and the town in which each is located) that you have attended. For qualifications taken outside of the UK give the exact title of the award - do not try to convert it to the UK system. HND is not normally sufficient alone for postgraduate admission and in most cases a second class honour degree is expected (or equivalent, typically CGPA 2.5 out of 4).

You must include details of all courses started, whether or not the course was completed/passed. You must include any courses in which you were not successful so that the University has a full record of your academic history. If awarded a lower level award having not been successful (PG Cert gained rather than Masters) this must be declared.

If you are a final-year student on a degree programme, give your expected final, overall result.

For postgraduate degrees taken, indicate the method of assessment; ie, by thesis, by written examination, or by dissertation and written examination.

Proof of completed qualifications must be submitted. You should arrange for a transcript of your academic record or other official statement of courses taken, showing grades achieved, together with confirmation of the qualification awarded and the **overall** grade/mark obtained, to be sent to the Admissions Service. Also include an explanation of the grading system used.

**Guidance on acceptable proof of qualifications is available at [www.hull.ac.uk/student/admissions/policies.aspx](http://www.hull.ac.uk/student/admissions/policies.aspx)**

If you require certificates/transcripts to be returned please state clearly in a covering letter. A full academic transcript showing the overall award received and overall mark will normally be accepted in lieu of the certificate.

If the documents are not in the same name as you are using to apply for admission you must include official proof of the name change. (eg marriage certificate).

If your documents are not in English please provide a translation by an official translator and provide their full name and address.

### **Note 11** Evidence of Proficiency in English

See [www.hull.ac.uk/englishlanguage/requirements](http://www.hull.ac.uk/englishlanguage/requirements) for the list of English Language evidence accepted by the University.

Applicants who have not achieved the level required for admission may be given a conditional acceptance, subject to achieving a prescribed standard before registration with the University. The University offers preparatory English language courses to help with this.

## Section C: Research experience and employment

### **Note 12** References

Two reference forms are attached. You should complete those and send them to two people who have agreed to write a reference for you. You should ensure that your application form reaches the University before the forms are returned by the referees. Sealed references may be returned with this application form if you wish. References may alternatively be sent on business headed paper. All references must be less than 3 months old, written and signed by the referee and carry an official business stamp. MBA applicants are asked to give one academic and one professional reference. Character/personal references are **not** accepted. Emailed references are **not** accepted unless sent direct to us by the referee from an official business email address. One referee should be a tutor from your most recent studies.

In the box on the application form enter the name and full postal address of the two referees. The University may contact your referees to clarify details of your application and in order to confirm authenticity of references. If further information is required the University may ask you to arrange for further references to be provided.

## Section D: Further details

### **Note 13** Source of Finance

Please do not apply unless you are confident in getting the money to cover tuition fees, other course expenses and living costs. Please indicate who you expect to pay your tuition fees. All offers are subject to the applicant having funding for their studies.

'Self-financing' means you will be financed from your own or other private resources and will pay your tuition fees when you register.

'Sponsor' means that you know that a government, public body or industrial company will be responsible for the direct payment of your tuition fees. Please give the name and address of that body. At least 6 weeks before registration you will be required to provide written confirmation from your sponsor that they will pay your tuition fees for that session. You will not be permitted to register without advance written confirmation of your sponsorship or payment of fees.

If you have any queries about funding or payment of fees, please contact the Student Financial Services team, telephone +44 1482 465674.



## Please do not return this sheet to the University

### **Note 14 Disability Support**

So that we may assist you and advise on appropriate opportunities we invite you to declare here whether you have a disability. If you do not complete this section the University will have to assume that you have no disability.

Please select the code that is applicable to you.

- A No disability
- B You have a social/communication impairment such as Asperger's Syndrome/other autistic spectrum disorder
- C You are blind or have a serious visual impairment uncorrected by glasses
- D You are deaf or have a serious hearing impairment
- E You have a long standing illness or health conditions such as cancer, HIV, diabetes, chronic heart disease or epilepsy
- F You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- G You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- H You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- I You have a disability or impairment or medical conditions that is not listed above
- J You have two or more impairments and/or disabilities medical conditions

This information will be passed to the University's Disabilities Officer and the academic department so that they will be aware of your needs if you are offered a place. If you have any specific concerns about the support you might need please tell us now. You may enclose a separate confidential letter to the Disabilities Officer if you prefer.

### **Note 15 The Criminal Convictions Declaration and Risk Assessment Process**

The University has a risk assessment process designed to reduce the risk of harm or injury to members of the University population caused by the criminal behaviour of any student. We therefore need to know about any relevant criminal convictions that an applicant has. Tick 'yes' only if you have a relevant criminal conviction as explained below.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent or are 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended by SI 2013 1198) should not be disclosed (however see next paragraph).

If you are applying for a programme in teaching, health, social work and/or any other programme or research involving work with children and/or vulnerable adults, you must tell us about all criminal convictions, including spent sentences, and cautions (including verbal cautions) and bindover orders. For those programmes, you may later be required to have an enhanced Disclosure and Barring Service disclosure ([www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)).

If you are serving a prison sentence at present, give the prison address as your correspondence address and obtain a reference from a senior prison officer to support your application. Applicants who declare a criminal conviction will not automatically be excluded from the application process but the University will activate the risk assessment process (details of which are available from the Admissions Service) and we will ask for further details before reaching a decision on your application.

If you are convicted of a relevant offence after you have applied, you must inform the Admissions Service immediately in order for the risk assessment process to be followed.

### **Note 16 Ethnic origin**

The University is required by HESA (Higher Education Statistical Agency) to collect this information for statistical purposes. Information on ethnicity will not be used in reaching a decision on the outcome of your application, nor will HESA publish any personal information about you. Please insert the code from the list below that best describes you:

- 10 White
- 11 White (British)
- 12 White (Irish)
- 13 White (Scottish)
- 14 Irish Traveller
- 15 White (Welsh)
- 19 Other White background
- 21 Black or Black British - Caribbean
- 22 Black or Black British - African
- 29 Other Black background
- 31 Asian or Asian British - Indian
- 32 Asian or Asian British - Pakistani
- 33 Asian or Asian British - Bangladeshi
- 34 Chinese
- 39 Other Asian background
- 41 Mixed - White and Black Caribbean
- 42 Mixed - White and Black African
- 43 Mixed - White and Asian
- 49 Other Mixed background
- 80 Other ethnic background
- 90 Not known
- 98 Information refused

**The Equal Opportunities Code of Practice for Admissions is available on the web site [www.hull.ac.uk](http://www.hull.ac.uk)**

## Please do not return this sheet to the University

### **Note 17** *Nominated third party contact*

The University will not discuss your application with any other person without your prior written consent. If you wish, in advance, to give authority for the University to liaise with another person in relation to your application on your behalf (for example you may ask another person to collect letters from the Admissions Service) you must advise us. That person will be asked for identification by the University. You should ensure that they have your details, including your full name as written on your application form, the programme you have applied for and your applicant code this will be issued by email when your form is received by the Admissions Service (see **Note 8**).

### **Returning the form to the University**

**(You are advised to keep a copy of your form, these notes and any supporting documents).**

Please return this form with relevant documents to:

Admissions Service (Postgraduate)  
University of Hull  
Hull  
HU6 7RX  
UK

pgstudy@hull.ac.uk

### **Remember to enclose all relevant documents**

- Research Proposal (for research programme)
- Personal statement
- Copy of passport\* (non EEA/EU/UK nationals) if available. If your name on the passport does not match the name on your education certificates we will also require evidence of any name change.
- Copy of qualification certificates and/or transcripts to show full award and overall score/grade.
- IELTS/TOEFL/Pearson test or other proof of English language proficiency (if applicable).
- Recent academic reference (may be included in a sealed envelope).
- CV – MBA applicants.
- Current work reference – MBA applicants.

\* If you do not have a passport yet please submit without this. Not submitting a passport copy at this stage will not delay consideration of your application

# Reference for postgraduate study

## Applicant guidance

Complete the details on this page and then send a form to each of your named referees.

### Please note:

- The reference must be written by the named referee.
- At least one reference must be from someone who knows you in your most recent academic study and is qualified to comment on your suitability for your chosen programme of study.
- MBA applicants must also provide a recent employer reference.
- Character references from friends/family and emailed references are **not** acceptable.

## Applicant details

Applicant's date of birth <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Applicant's full name (please <u>underline</u> the family name)
<b>Referee details</b> Name  Address    Tel no  Email	Applicant's permanent home address    Programme applied for    Proposed start date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

## Referee guidance

This candidate has applied to the University for the programme shown above and has given your name as a referee. Please provide your opinion of the candidate's suitability for that programme as soon as possible. If there is a degree examination outstanding please provide an indication of the overall degree grade/class you expect this candidate to obtain.

For non-UK studies, please state the language used for the entire teaching and assessment.

The space on the back of this form should be used for your reference. Please note that the information provided may be disclosed to the candidate at a later date.

If you wish, instead, to attach a separate reference letter, it must be official business letterhead, written, dated and signed by the referee within the last 3 months.

Thank you for your assistance.

Head of Admissions Service

### Please return the completed reference to:

Admissions Service (Postgraduate)

University of Hull

Hull, HU6 7RX, UK

For queries: [pgstudy@hull.ac.uk](mailto:pgstudy@hull.ac.uk)

## Referee details

Full name of referee

Business address

Business email

Applicant's name

Date of Birth 

D	D	M	M	Y	Y
---	---	---	---	---	---

Relationship to the applicant

Employer     Manager     Research Supervisor

Instructor in several classes

Other (please state) .....

Number of years the applicant has been known to you .....

Please provide an official business stamp if reference is given in your capacity within a business or academic institution (*or attach a business letterhead or business card*).

Reference

Please continue on a separate sheet if necessary

Referee's own signature

Date 

D	D	M	M	Y	Y
---	---	---	---	---	---