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# Postgraduate Application Form

**To the Applicant:**

- Please complete the form in black ink, in type or BLOCK CAPITALS
- Programmes normally commence in September or January. There is no formal closing date for applications, but early application is advised.
- If you are recognised by the UK authorities as an immigrant, a settled person or a refugee and have lived in the UK since being recognised please enclose a copy of the letter from the Home Office recognising you as a person in one of these categories.
- To enable your application to be considered, personal data provided on your application will be entered on to the University's computer records. At all times use of this data will be strictly in accordance with the principles laid down by the UK Data Protection Act 1998.

1. Personal Details				
Surname/Family Name			Country of Birth	
Forenames			Nationality	
Title (Mr/Mrs/Miss/Ms)			If you live in the UK, since which date?	Since Birth <input type="checkbox"/>
Date of Birth	Day	Month		Year
Have you previously studied in the UK? If yes please provide details in the Qualifications section including those where no award was achieved. Yes <input type="checkbox"/> No <input type="checkbox"/>				

2. Contact Details				
Permanent home address			Contact/Correspondence address (If you wish to receive all correspondence at an address different from your permanent home address please provide details. If you are represented by an agent, the agent should place their stamp here.)	
Postcode			Postcode	
Telephone (Inc. country code)			Telephone (Inc. country code)	
Email			Email	
It is essential that you provide us with a clear, valid email address as this is the method we will use to contact you.				

3. Course Details	
Title of Course(s)	
Mode of Study	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Distance Learning <input type="checkbox"/> Please note that not all courses offer full time, part time and distance learning options. Please refer to <a href="http://gcu.ac.uk">gcu.ac.uk</a> for availability.
Date of Entry	Month:    January <input type="checkbox"/> September <input type="checkbox"/> Year: _____

For Office Use Only	
<input type="checkbox"/> COF	COF T
<input type="checkbox"/> UOF	Dec S
<input type="checkbox"/> RJT	Dec RR
<input type="checkbox"/> PUQ	
<input type="checkbox"/> PCQ	
Decision made by (signature):	
Date (decision made):	

**4. Qualifications**

Please give details of your secondary school qualifications. Continue on a separate sheet if necessary.

Subject and level	Examining Body	Result	Grade or band	Exam date

**5. Please give details of any courses undertaken in higher education (e.g. college/university level) including those where no award was achieved. Please include any pending awards.**

Awarding Institution (University/College)	Name of Course	Final Grade	Started		Completed	
			Month	Year	Month	Year

**6. Please give details of any professional qualifications undertaken. Please include any pending awards.**

Name of awarding body	Qualification	Result	Date

7. If your first language is not English, you will be required to provide a valid IELTS or TOEFL certificate\*. Without this the University will be unable to make you a final offer. \*For a list of other English language qualifications accepted by the University please refer to our website.

Is English your first language?      Yes       No

If no, please give details of English language courses undertaken, including those where no award was achieved. Please attach copies of certificates, for any award held. If you are currently undertaking an English language course, please give details of the course and the expected completion date.

Qualification (e.g. IELTS, TOEFL)	Scores/Grade	Date

### 8. Employment/Work Experience

Please give details of your work experience (if any), including name and address of employer(s), position held, type of work undertaken and duties. Continue on a separate sheet if necessary.

Dates:	Position held:	Name and address of employer:
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Main duties and responsibilities:

Dates:	Position held:	Name and address of employer:
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Main duties and responsibilities:

### 9. Additional Information/Supporting Personal Statement

Please provide any other information you wish to support your application, including information offered in lieu of formal academic qualifications e.g. relevant experience for mature students. Please include your reasons for wanting to study your choice of course at GCU. Continue on a separate sheet if necessary.

### 10. Source of Funding

Please state how you intend to fund your proposed study. Give details of any application(s) for grant/scholarship/sponsorship you have made. If a grant/scholarship/sponsorship has already been awarded please attach a copy of supporting documentation. **Please note completion of this section does not constitute an application for financial support.**

### 11. Additional Information

Do you have a disability? Yes  (please indicate below) No

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 00 No known disability             | <input type="checkbox"/> 06 Mental health difficulties                                | <input type="checkbox"/> 11 A specific learning difficulty (e.g. dyslexia) |
| <input type="checkbox"/> 02 Blind/partially sighted         | <input type="checkbox"/> 07 An unseen disability<br>(e.g. diabetes, epilepsy, asthma) | <input type="checkbox"/> 96 A disability not listed above                  |
| <input type="checkbox"/> 03 Deaf/hearing impairment         | <input type="checkbox"/> 08 Multiple disabilities                                     | <input type="checkbox"/> 97 Information refused                            |
| <input type="checkbox"/> 04 Wheelchair user/mobility issues | <input type="checkbox"/> 10 Autistic spectrum disorder                                | <input type="checkbox"/> 99 Not known                                      |
| <input type="checkbox"/> 05 Personal care support           |   |  |

If you have marked 'A disability is not listed above', please use the space provided to give your answer.

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We will only use this information to provide you with details of our disability service. You can find further information regarding our disability services on our website: <http://www.gcu.ac.uk/student/disability>

Do you have any criminal convictions? Yes  No  If yes, we will contact you for further details.

### 12. Where did you hear about GCU?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Careers Office | <input type="checkbox"/> Newspaper           | <input type="checkbox"/> Agent (please give name) _____                     |
| <input type="checkbox"/> Employer       | <input type="checkbox"/> Open Day/Exhibition | <input type="checkbox"/> Other (please specify) _____                       |
| <input type="checkbox"/> Friend/Family  | <input type="checkbox"/> GCU website         | <input type="checkbox"/> GCU website <input type="checkbox"/> Other website |

### 13. Application Checklist

Please use this checklist to ensure your application is complete. If you do not have all documents at the time of application your application may be delayed. Please provide any missing information as soon as possible.

	Enclosed	To follow	Not available/ applicable
Signed application form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copies of university/college certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of academic transcripts/mark sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two reference letters (2 academic, or 1 academic and 1 employer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of English language qualifications (required if your first language is not English)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the photo/data page of passport (essential for international students requiring a student visa)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Official translations of any documents not in English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Disclaimer

All applications are considered on an equal basis which takes no account of religious, racial, gender, age or political considerations.

Glasgow Caledonian University's programmes are subject to a continuous process of review. While every effort has been made to ensure the accuracy of published material at the time of going to press, Glasgow Caledonian University will not be liable for any errors or omissions. The University reserves the right in every case at its discretion to vary the content of programmes or parts of programmes, to offer new programmes, to discontinue existing programmes and to cancel programmes in the event of low enrolments.

Glasgow Caledonian University processes personal information under the auspices of the UK Data Protection Act 1998. The information that you have provided here will be used for the purposes of considering and managing your application for a course of study. For international students who are unsuccessful the University reserves the right to pass this application form to our appropriate partners for their consideration for a relevant pathway programme.

I have read, understood and accept the terms of the above disclaimer. I confirm that the information given is correct. I confirm that the documentation I have supplied with my application is genuine, and I understand that the University will withdraw my application if any aspect of my application is found to have been falsified. I hereby acknowledge that Glasgow Caledonian University will accept no liability for my tuition fees or living expenses in the event of my admission, and I undertake to observe the University regulations as required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send your completed Application Form and supporting documents to:

Postgraduate Admissions  
Glasgow Caledonian University  
Cowcaddens Road, Glasgow G4 0BA, Scotland, United Kingdom

Or email it to [applications@gcu.ac.uk](mailto:applications@gcu.ac.uk)