



## Section 5: Work Experience

Please list in date order below details of all your work experience, training and employment, (paid or unpaid).

Approximate dates (from-to)	Name of company	Full-time or part-time	Job title	Nature of sector

## Section 6: Funding

Who will pay your tuition fees, for the duration of the course? (Please tick as appropriate)

Family member/myself  Sponsor  Please give details of sponsor \_\_\_\_\_

## Section 7: English

(TOEFL / IELTS / etc Delete as appropriate) Score \_\_\_\_\_ Date obtained \_\_\_\_\_

Please tick to confirm that this evidence is provided  IELTS Certificate Number \_\_\_\_\_

## Section 8: Personal Statement

A personal statement must be attached. Please tick to confirm that the statement is attached

## Section 9: Referee Details

Please provide two reference letters if you are applying for a postgraduate course, or one if you are applying for an undergraduate course. Please tick to confirm that reference(s) are attached.

## Section 10: Further Information

Where did you first hear about the University? Please quote the number of the relevant source in note 10

Other source \_\_\_\_\_

## Section 11: Equal Opportunities and Disability/Dyslexia Monitoring Ethnic Monitoring:

Please complete this section to allow us to monitor equal opportunities. All information will be treated as confidential.

Please quote the reference number for your ethnic background given in section 11 of the notes

Reference Number \_\_\_\_\_

Please tick the box provided if you have a specific need that may require extra support or special facilities.

This information will be treated confidentially. You will be contacted by the University to discuss your requirements.

Please specify the nature of your disability (Reference Number) \_\_\_\_\_

## Section 12: Declaration

Declaration: I confirm that, to the best of my knowledge, information given in this form is correct and complete. I have read the instructions, in particular those relating to this section. I understand what they say and I agree to abide by the conditions set out, which I accept as conditions of this application.

Applicant's Signature \_\_\_\_\_ Date   /   /

Data Protection Act 1998 – In order to properly administer your studies and fulfil its associated statutory obligations, the University of Glamorgan will process the personal details collected via this form (including disclosure to specific external bodies) strictly within the limits of the Data Protection Act 1998.

Please return to [interadmit@glam.ac.uk](mailto:interadmit@glam.ac.uk) with all supporting documents. Please see attached notes for guidance on how to submit your application by post or fax.

# Notes for the Completion of the International Application Form



## General Notes

- The application form should be completed by non-EU applicants, for all courses except Postgraduate Research. For the Postgraduate Research application form please visit [www.glam.ac.uk/international](http://www.glam.ac.uk/international)
- Please complete all sections of the application form and attach all requested supporting documents.
- Please note incomplete applications will not be processed.
- Please write clearly in block capital letters and in black ink. Take particular care to make sure your name and contact details can be clearly read.
- There is no need to send these guidance notes with your application.

## Section 1: Applicant Details

- Please complete in full.
- Name **MUST** be written as it appears in the passport.
- If available at time of application please provide a copy of the photopage of your passport.

## Section 2: Proposed Course

- Print the course name clearly after checking course details in the prospectus or on the website.
- If you are applying for more than one course, please list in order of preference or in order of progression.
- International students must study a full-time course. Please check in the prospectus or on the website that your course of interest is full-time before you apply.

## Section 3: Further Applicant Details

- If applying directly to the University you may leave the agent's address, telephone number and e-mail sections blank.
- If applying through an agent both your own and the agent's address, telephone number and e-mail must be provided.

## Section 4: Qualifications

- Please complete in full, writing your most recent qualification first.
- If you are waiting for any examination results please mark the 'Result' column 'Pending'.
- Please provide a copy of all your certificates and transcripts with translations where necessary.

## Section 5: Work Experience

- Please add details of work experience relevant to your application, placing your most recent work experience first.
- Please be aware that three years minimum post-graduation work experience is needed to apply for the MBA.
- You may attach a Curriculum Vitae to your application if appropriate.
- Nature of sector refers to the field of work you undertake (i.e. Electrician, Air Traffic Controller, Police Officer etc).

## Section 6: Funding

- Please indicate who will cover the cost of your studies.

## Section 7: English

- You only need to complete this section if your first language is **NOT** English.
- Please provide details of English language qualifications. School qualifications may be considered.
- If you are waiting for an examination result please state that the score is 'Pending'.
- Please provide evidence of your English language qualification.

## Section 8: Personal Statement

- You must attach a personal statement explaining why you wish to study the course for which you are applying and why you believe you are a suitable candidate for this course.
- This statement may be typed or handwritten, but if handwritten must be legible.

## Section 9: Referee Details

- If you are applying for a postgraduate course, please provide two references with your application.
- If you are applying for an undergraduate course, please provide one reference with your application.
- Referees must have knowledge of your academic or professional ability, and should therefore be your current or most recent employer and/ or your current or most recent teacher/ lecturer.
- References from family members are not acceptable.
- References should be written on headed paper.
- Please send your references with your application. Do not send separately.
- Please provide contact details for your references (Name, Title, Address, E-mail, Telephone Number and Fax Number).

## Section 10: Further Information

- Please indicate where you first heard about the University by including the number of the appropriate source:

- |                                    |                     |                              |
|------------------------------------|---------------------|------------------------------|
| 1. University of Glamorgan Website | 2. Google           | 3. Other Search Engine       |
| 4. Other Website                   | 5. Careers Service  | 6. Advertisement             |
| 7. Prospectus                      | 8. Agent            | 9. Careers/ Educational Fair |
| 10. Word of mouth                  | 11. British Council | 12. Other                    |

## Section 11: Equal Opportunities and Disability/ Dyslexia Monitoring

- Please complete the section on ethnic monitoring by quoting the appropriate reference number. By completing this section it allows us to monitor equal opportunities. All information is treated as confidential.

- |   |                                       |
|---|---------------------------------------|
| 11 White                                | 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 & Black Caribbean    |
| 42 Mixed - White & Black African        | 43 Mixed - White & Asian              |
| 49 Other Mixed background               | 80 Other Ethnic background            |
| 90 Not known                            | 99 Information refused                |

- Please tick the box if you have any disability (impairment) or specific learning difficulty that may require additional support for you to successfully complete your studies. This may include:

- |  |   |
|--|---|
| 00 No known disability                                   | 02 Blind/partially sighted                      |
| 03 Deaf/hearing impairment                               | 04 Wheelchair user/mobility difficulties        |
| 05 Personal care support                                 | 06 Mental health difficulties                   |
| 07 An unseen disability, e.g. diabetes, epilepsy, asthma | 08 Multiple disabilities                        |
| 10 Autistic Spectrum Disorder                            | 11 A specific learning difficulty e.g. dyslexia |
| 96 A disability not listed above                         | 97 Information refused                          |
| 98 Information not sought                                | 99 Not known                                    |

## Section 12: Declaration

- Your application will not be processed unless it is signed and dated.
- You will be required to bring original copies of certificates and transcripts when you enrol.
- By signing this application form you acknowledge that you understand and agree to your details being disclosed to staff within the University and to relevant authorities if deemed necessary by the University.
- If you are found to have provided incomplete, inaccurate or misleading information or documentation, the University reserves the right to take appropriate action.
- If you accept an offer and fail to attend without explanation, the relevant authorities will be informed.

**PLEASE ENSURE THAT YOU HAVE COMPLETED ALL SECTIONS OF THE APPLICATION AND ATTACHED ALL RELEVANT DOCUMENTATION.**

You may send your application by post, e-mail or fax. Please return your completed application:

By post to:

**ENGLISH OAK RECRUITMENT**  
ALAN HALLETT +44(0) 1422-825623  
COCK PIT COTTAGE,  
LOWER HALL GREEN,  
RISHWORTH,  
SOWERBY BRIDGE,  
WEST YORKSHIRE  
HX6 4RA

[www.englishoakrecruitment.co.uk](http://www.englishoakrecruitment.co.uk)

[alanhallett@hotmail.co.uk](mailto:alanhallett@hotmail.co.uk)

[glam.ac.uk](http://glam.ac.uk)