

Application Ref:

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FOR OFFICE USE ONLY

**Before completing this form, please ensure that you have read the guidance notes thoroughly**  
**PLEASE COMPLETE IN BLACK INK AND CAPITAL LETTERS**

## I. Name and contact details

Title (Mr/Mrs/Miss/Ms etc)

Surname/family name

Other names in full

Previous surname/family name  
(if applicable)

Gender

Male

Female

Date of birth

Home (*permanent*) address, including postcode

Address for correspondence, including postcode

Global Opportunities Ltd.  
 HS-27 2nd Floor, Kailash Colony Main Market,  
 New Delhi 110048  
 Ph: 91-29237795 29247796 32427795  
 Fax: 91-11-41632038  
 Email: helpdesk@global-opportunities.net

Postcode

Postcode

Correspondence address valid from

to

Personal email address

Other email address

Telephone number

Mobile phone number

For applications submitted through a University-authorized representative, please complete the following:

Representative name

Email

Company name

Country

## 2. Programme of study

School

Start date

Full time

Part time

Please complete A or B

**A. Taught programme** (leading to a Certificate, Diploma or Masters Degree). Please write the exact programme title.

Choice 1

Choice 2



## 5. English language proficiency

Please complete this section fully and, if possible, enclose a copy of your English language certificate with the application form.  
Please note: as a condition of your offer, you may need to supply the original transcript. English language qualifications must date back no more than three years.

- a. Do you consider English to be your first language? Yes No
- b. Does your country appear on our list of countries exempt from English language tests? Yes No  
(See guidance notes for details.)  
If yes, please go to section 6 of the form. If no, please go to question c. below.
- c. Have you taken an English language proficiency test in the last three years? Yes No  
If yes, please go to question d. below. If no, please go to question e.

- d. Please provide details of the test date and outcome.

IELTS	Scores: Overall	Listening	Reading	Writing	Speaking
	Test Report Form (TRF) number (if known)			Date	
TOEFL	Scores: Total	Essay		Date	
Other English language qualification		Title			
		Score		Date	

- e. Are you planning to take an English language test? Yes No  
If yes, please provide details of the planned test and date

If no, please note that you may be required to take an English Language test as a condition of entry.

## 6. Details and dates of relevant employment *(please continue on separate sheet if needed).*

Please see the guidance notes for information about CVs.

Employer's name	Location/country	Position held	Dates of employment (from – to)
-----------------	------------------	---------------	------------------------------------

## 7. Nationality/Residency information

**Your application cannot be considered without this information. Please pay careful attention to the guidance notes, when completing this section.**

Nationality (if dual, give both)

Country of birth

Nationality of parent(s)

Country of permanent residence

Date of first entry to the United Kingdom, if appropriate

Please indicate (by ticking the relevant box) where you will have been ordinarily resident for the three-year period immediately prior to the start of your course:

Within the UK

Within the EU

Within the EEA

Outside the UK, EU and EEA

Fee/residence status (please refer to guidance notes):

A

B

C

D

G

O

## 8. Funding

It is helpful for the University to know how you intend to finance your studies. Please note that the information provided **will not be taken into account** when considering your application.

Please tick relevant boxes below:

Self

Family

Employer/Sponsor

Name of Employer/Sponsor

Studentship

Name of Studentship

Have you already been awarded this studentship? Yes No

## 9. References – Please provide details of two people who can provide a reference (See Guidance Notes).

Please note that you are responsible for contacting your referees and sending the reference request form to them. **We cannot make a decision about your application until we receive your references.**

1. Name

2. Name

Position

Position

Address

Address

Telephone

Telephone

Email

Email

Reference enclosed **or** Reference to follow by email

Reference enclosed **or** Reference to follow by email

## 10. Specific programme requirements

**a. Applicants for some programmes of study may need to enclose supplementary information with their application.**

e.g. *curriculum vitae*, personal statement, portfolio of work, transcript of results or a detailed research proposal. Please see the guidance notes for further details.

Please specify any supplementary information you have included:

**b. Applicants for MA Fine Art Practice and Theory and/or MA Textiles Practice and Theory**

Please indicate your chosen pathway

I enclose **either** a wallet of (number)

colour slides

**or** a CD ROM of my work

**Plus** a numbered list of slides and details of the work shown

## 11. Additional needs

Please tick the relevant box if you have any of the following disabilities/medical conditions

- |  |  |  |
|--|--|--|
| 1 Specific learning difficulty (e.g. dyslexia) | 2 Visual impairment                                  | 3 Hearing impairment                                     |
| 4 Mobility impairment                          | 5 Mental health issues                               | 6 Unseen disability (e.g. diabetes, epilepsy, or asthma) |
| 7 Multiple disabilities                        | 8 Disability/medical condition not mentioned in list |  |
| 9 Autism spectrum disorder                     | 10 Temporary disability                              |  |

Please give further details if you have any of the above needs

## 12. Criminal convictions

If you have a criminal conviction which you are required to declare please tick the box

(Please see the guidance notes for further information.)

## 13. Any other relevant information

Please give details of any other relevant information to support your application, e.g. publications, prizes, awards etc.

You may also use this section for your personal statement/statement of purpose if required. See Sections 10 and 13 of the guidance notes. Please continue on a separate sheet if necessary.

## 14. Additional information

How did you find out about the University of Southampton?

Former student	Friend/family member	Tutor/academic staff
Careers advisor	UK education fair	International education fair
Article/advertisement	Agent/representative	Other (please specify)
British Council	Search engine/website	

How did you find out about the programme?

University website	Prospectus and enquiries office	School office
Postgraduate prospectus	Programme booklet	Other (please specify)

Why did you choose to apply to Southampton?

Are you also applying to other institutions? Yes No

If yes, which ones?

## 15. Signature

By submitting this application, I declare that the information I have provided is accurate and no material information has been omitted. Any work submitted in support of this application is entirely my own. I consent to the University processing my application. I agree to abide by the University's rules and regulations if accepted onto a programme of study.

Signature

Date

### Checklist

Please check that you have:

- 1 completed all relevant sections of this form.
- 2 completed and enclosed the Ethnic Origin Form.
- 3 obtained two references, either enclosed or emailed directly to the University.
- 4 enclosed evidence of prior academic attainment (e.g. university transcripts or degree certificates).
- 5 enclosed a copy of your English language certificate, if applicable.
- 6 included additional employment information and/or a *curriculum vitae* (CV), if appropriate.
- 7 enclosed any supplementary information/work required for specific programmes, as indicated in Section 10.
- 8 included any additional information about funding applications.

**Please ensure that this application is fully completed, or the admissions process could be delayed.**

If you are unable to provide any of these documents with your application, please send them directly to the appropriate Academic School. If you do not know which School to contact, please send your additional documents to the Admissions and Student Data Office as soon as possible. Please ensure that references are provided, as your application cannot be processed without them. Offers of admission may remain conditional on receipt of original documentation.

### Please return your application to:

The Admissions and Student Data Office  
University of Southampton  
Highfield, Southampton SO17 1BJ  
United Kingdom

Telephone: +44 (0)23 8059 4732  
Fax: +44 (0)23 8059 5490  
Email: [admissions@soton.ac.uk](mailto:admissions@soton.ac.uk)  
Web: [www.soton.ac.uk](http://www.soton.ac.uk)

## Reference request – Postgraduate study application



**University  
of Southampton**

Admissions and Student Data Office  
University of Southampton  
Highfield  
Southampton  
SO17 1BJ  
United Kingdom

First name(s)  
Last name  
Date of birth  
Programme of study  
Academic School  
Academic School email  
address

### To the applicant:

Please complete the boxes above with your name and the title of the taught or research programme of study for which you have applied. You will need to supply **two** references. Suitable referees may include a former tutor, supervisor or employer.

### To submit a reference in paper form:

- Detach this form and pass a copy to both referees. Please ask for a confidential reference to be returned to you in a signed and sealed envelope.
  - Return the unopened envelope with your application to the Admissions and Student Data Office.
- If you have already submitted your application, please send the reference to the relevant Academic School. If you do not know which School to contact, please send the reference to the Admissions and Student Data Office.

### To submit a reference by email:

- Detach this form and pass a copy to both referees.
- Ask both referees to submit a reference by email to the relevant Academic School. If you do not know the email address, the reference should be sent to the Admissions and Student Data Office at [admissions@soton.ac.uk](mailto:admissions@soton.ac.uk)

### To the referee:

The person named above has submitted an application for postgraduate study at the University of Southampton and has nominated you as a referee. The University places great importance upon these references and we thank you for your assistance in supporting this candidate's application.

Please could you supply the University with a letter of reference, commenting on the candidate's academic ability and suitability for the proposed programme of study. Please include the following information in your reference:

- length of time you have known the candidate and in what capacity
- details of the candidate's degree programme, e.g. subjects, result (or expected result) and performance
- position of the candidate relative to other students in the same year (if known)
- candidate's motivation and intellectual capacity, and his/her aptitude and potential for postgraduate study
- details of relevant work experience and, if the candidate has been employed by you, a brief description of their duties and standard of work
- for a candidate whose first language is not English, please indicate his/her standard of written and oral English
- any other relevant information.

### You can submit the reference in paper form or by email:

1. In paper form: please ensure that your reference is written on an official letterhead and authenticated by an official seal or stamp. Attach this form to your reference and place both in a sealed envelope. Pass this envelope to the candidate, who will forward your reference unopened to the University.
2. By email: please ensure that your reference contains the candidate's name, date of birth and the programme of study as listed above. Please also include your full postal and telephone contact details, and the contact details for the academic or other organisation through which you came into contact with the candidate. Please email your reference to the Academic School as detailed above. If the candidate has not provided the School's contact email address, please send your reference to: [admissions@soton.ac.uk](mailto:admissions@soton.ac.uk)

Under the provisions of the Data Protection Act 1998, we may be required to make our applicant files (including any references) available for inspection by the individual concerned.

**Please note:** As we are unable to make admissions decisions without references, a delay in receiving the reference may affect the candidate's chance of securing a place on his/her chosen course.

**Notes:** The following brief notes may assist you with the reference:

#### **Postgraduate Certificate:**

Suitable for students whose background is not adequate for them to proceed direct to a Masters degree or whose first degree was in a different discipline. Programme of study typically lasts one year, full time.

#### **Postgraduate Diploma/Masters Degree:**

Postgraduate degree study, including an intensive taught element and three to five months' independent research, leading to a dissertation. Full-time study usually lasts one year.

#### **Master of Philosophy/Doctor of Philosophy**

Research degrees usually require at least two years' full-time study for the MPhil or three years for the PhD.

#### **Other Doctorate degrees (taught, professional and clinical)**

Programme of advanced study and research designed to develop the ability to work within a professional context. Study is typically part time over several years.

## Reference request – Postgraduate study application



**University  
of Southampton**

Admissions and Student Data Office  
University of Southampton  
Highfield  
Southampton  
SO17 1BJ  
United Kingdom

First name(s)  
Last name  
Date of birth  
Programme of study  
Academic School  
Academic School email  
address

### To the applicant:

Please complete the boxes above with your name and the title of the taught or research programme of study for which you have applied. You will need to supply **two** references. Suitable referees may include a former tutor, supervisor or employer.

### To submit a reference in paper form:

- Detach this form and pass a copy to both referees. Please ask for a confidential reference to be returned to you in a signed and sealed envelope.
- Return the unopened envelope with your application to the Admissions and Student Data Office.

If you have already submitted your application, please send the reference to the relevant Academic School. If you do not know which School to contact, please send the reference to the Admissions and Student Data Office.

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- length of time you have known the candidate and in what capacity
- details of the candidate's degree programme, e.g. subjects, result (or expected result) and performance
- position of the candidate relative to other students in the same year (if known)
- candidate's motivation and intellectual capacity, and his/her aptitude and potential for postgraduate study
- details of relevant work experience and, if the candidate has been employed by you, a brief description of their duties and standard of work
- for a candidate whose first language is not English, please indicate his/her standard of written and oral English
- any other relevant information.

### You can submit the reference in paper form or by email:

1. In paper form: please ensure that your reference is written on an official letterhead and authenticated by an official seal or stamp. Attach this form to your reference and place both in a sealed envelope. Pass this envelope to the candidate, who will forward your reference unopened to the University.
2. By email: please ensure that your reference contains the candidate's name, date of birth and the programme of study as listed above. Please also include your full postal and telephone contact details, and the contact details for the academic or other organisation through which you came into contact with the candidate. Please email your reference to the Academic School as detailed above. If the candidate has not provided the School's contact email address, please send your reference to: [admissions@soton.ac.uk](mailto:admissions@soton.ac.uk)

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Postgraduate degree study, including an intensive taught element and three to five months' independent research, leading to a dissertation. Full-time study usually lasts one year.

#### Master of Philosophy/Doctor of Philosophy

Research degrees usually require at least two years' full-time study for the MPhil or three years for the PhD.

#### Other Doctorate degrees (taught, professional and clinical)

Programme of advanced study and research designed to develop the ability to work within a professional context. Study is typically part time over several years.

**IMPORTANT: PLEASE COMPLETE AND RETURN THIS FORM WITH YOUR APPLICATION**

The University is committed to creating an inclusive environment where students are treated in a fair and non-discriminatory way and differences are respected. The information you provide in this survey will help us to monitor progress at increasing diversity in our student community.

All students applying to universities in the UK are asked to complete an Ethnic Origin Form. This information is required by the Higher Education Statistics Agency and is used for monitoring purposes. It is not used for admissions purposes. Upon receipt, the form is kept separate from your application and is not seen or made known to anyone considering your application.

Please include details of the course you have applied for and also print your name before signing the form. Please return the form with your application.

Please read the list below and tick the box that you feel most appropriately describes your ethnic origin:

- |                         |       |                                |
|-------------------------|-------|--------------------------------|
| White                   | _____ | (11) White – British           |
|                         | _____ | (12) White – Irish             |
|                         | _____ | (13) White – Scottish          |
|                         | _____ | (14) Irish Traveller           |
|                         | _____ | (15) White – Welsh             |
|                         | _____ | (19) Other White background    |
| Black or Black British  | _____ | (21) Caribbean                 |
|                         | _____ | (22) African                   |
|                         | _____ | (29) Other Black background    |
| Asian or Asian British  | _____ | (31) Indian                    |
|                         | _____ | (32) Pakistani                 |
|                         | _____ | (33) Bangladeshi               |
|                         | _____ | (34) Chinese                   |
|                         | _____ | (39) Other Asian background    |
| Mixed                   | _____ | (41) White and Black Caribbean |
|                         | _____ | (42) White and Black African   |
|                         | _____ | (43) White and Asian           |
|                         | _____ | (49) Other mixed background    |
| Other ethnic background | _____ | (80)                           |
| I decline to say        | _____ | (98)                           |

I consent to the University processing this information for monitoring purposes on the understanding that it will not be disclosed to any person considering my application for admission.

**Full name**

**Signature**

**Programme  
of study**

**Date**