

## PERSONAL DETAILS

Surname/Family name:

First/Given names:

Previous surname/Family name (if applicable)

Title (Dr, Mr, Mrs, Ms, Miss, etc.):

Date of birth:

Sex (male or female):

Present nationality:

Country of birth:

Country of permanent residence:

## ADDRESSES

Permanent home address:

Address for correspondence (if different from home address):

Postcode/Zip:

Postcode/Zip:

Tel: (home)

(office)

Tel:

Fax:

Fax:

Email:

Email:

### LEVEL OF STUDY

### COURSE TITLE

### INSTITUTION

Commencing in \_\_ \_\_ MM \_\_ \_\_ YY \_\_ \_\_

## EMPLOYMENT DETAILS/OTHER EXPERIENCE

Give details of any professional or research experience relevant to your application. In particular, applicants for post-experience programmes (e.g. the MBA) should complete this section as fully as possible. Continue on a separate sheet if necessary. Indicate here if you have done so.

| Employer | Titles and duties of post | Dates |    |
|----------|---------------------------|-------|----|
|          |                           | From  | To |
|          |                           |       |    |

## FOR RDI/INSTITUTION USE ONLY

Decision:

### CONDITIONS

Institution:

References:

Faculty:

English Language:

Department:

Payment:

Course:

Degree:

Start Date:

Other:

1. Received and acknowledged by RDI .....

2. Sent to Institution .....

## EDUCATION AND QUALIFICATIONS

Give details of academic and professional qualifications already obtained and examinations still to be taken.

| Name of Institution/<br>Address | Dates (month/year) | Qualification/award<br>(include class & division or grade obtained if known) | Main subjects |
|---------------------------------|--------------------|--|---------------|
|                                 | from:              |  |               |
|                                 | to:                |  |               |
|                                 | from:              |  |               |
|                                 | to:                |  |               |
|                                 | from:              |  |               |
|                                 | to:                |  |               |
|                                 | from:              |  |               |
|                                 | to:                |  |               |
|                                 | from:              |  |               |
|                                 | to:                |  |               |
|                                 | from:              |  |               |
|                                 | to:                |  |               |

NB: 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 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.

## REASONS FOR APPLICATION FOR COURSE

State your reason for wishing to pursue the course for which you have applied.

Continue on a separate sheet if necessary. Indicate here if you have done this.

## ENGLISH LANGUAGE COMPETENCE

Students educated outside the UK should enclose copies of their English Language qualifications.

a) Is English your first language? Yes

No

b) Is/was English the language of instruction of your first Degree? Yes

No

c) Please list any formal English Language qualifications with results obtained (ie IELTS, TOEFL, GCE, GCSE) and the dates you took the test, or will be taking the test.

English Qualification:

Result:

Date:

NB: Students educated outside the UK must provide, before they can be admitted to their chosen course, evidence that they have sufficient command of both spoken and written English. Acceptable evidence includes: GCSE/O-level English Language at grade C or above; an overall score of 6.5 in the British Council IELTS test; a score of 575-600 (depending on the department) in TOEFL, including a satisfactory mark in the Test of Written English (TWE).

## OTHER INFORMATION

How did you first learn about your proposed programme of study?

1) Newspaper  2) Magazine  3) TV  4) Radio  5) Website  6) Other .....

If you ticked boxes 1 to 5, could you please be more specific? .....

Applications to other institutions: Please give details of other institutions/programmes of study for which you are applying at this time:

## REFEREES

Please forward the enclosed reference forms to your two referees, giving their names and addresses below. References are required for all University programmes and should be enclosed with your application. Ideally you should nominate a professional referee as well as an academic contact.

Name:

Name:

Address:

Address:

Tel:

Tel:

Fax:

Fax:

ALL APPLICANTS should note that the Institutions reserve the right to make, without notice, changes in regulations, courses, fees etc at any time before or after a candidate's admission. Admission is subject to the requirement that the candidate will comply with the regulation procedures and will duly observe the Charter, Statutes, Ordinances and Regulations from time to time in force for the various Institutions.

**DECLARATION (to be signed by all applicants)** I undertake to comply with the Institution's registration procedure, duly observe the Charter, Statutes, Ordinances and Regulations and to ensure payment of all fees and other liabilities.

Signed

Date

## PAYMENT DETAILS

University of Leicester MBA, MSc Finance, MSc Marketing and MA Mass Communications only.

**FOR ALL OTHER COURSES, PLEASE TURN OVER.**

No student may be admitted to a programme without providing satisfactory evidence of ability to meet the expenses of their proposed course of study.

### Self

Cheque  Credit Card

Please debit my Switch / Mastercard / Visa / Delta / Maestro / Solo Card No.

Expiry date   Issue No. (Switch)

£..... Full payment

£..... Deposit

£..... By instalments

Please see Schedule of Fees for payment terms.

### Sponsor

Employer  Career Development Loan

Other, please specify .....

Company/Sponsor's name:

Sponsor's address:

Contact name:

Telephone:

Letter of confirmation attached Yes  No

## PAYMENT DETAILS

### ALL OTHER COURSES.

#### Self

£..... Full payment  £..... Deposit payment

#### Payment Method

Cheque  Credit Card

Please debit my Switch / Mastercard / Visa / Delta / Maestro / Solo Card No.

Expiry date   Issue No. (Switch)  Valid from  Security Code (if applicable)

#### Instalment Payments (UK Students)

Direct Debit Only. Please complete the enclosed Direct Debit mandate and forward it to RDI with your application.

#### Instalment Payments (Overseas Students)

#### Credit Card Only

Please debit my Switch / Mastercard / Visa / Delta / Maestro / Solo Card No.

Expiry date   Issue No. (Switch)  Valid from  Security Code (if applicable)

#### Sponsor

Full payment only.

Employer  Career Development Loan

Other, please specify .....

Company/Sponsor's name:

Sponsor's address:

Contact name:

Telephone:

Letter of confirmation attached Yes  No  Purchase Order attached Yes  No

# Monitoring Information

RDI is committed to a policy of equal opportunities. In order to monitor the effectiveness of this policy, applicants are asked to complete this monitoring form. These statistics are used solely for the purpose of monitoring application rates and form no part of the selection procedure. Please return your form together with your application to RDI.

Do you have any criminal convictions? Yes  No

You are required to state whether or not you have any criminal convictions, excluding motoring offences for which a fine and/or up to three penalty points were imposed. If you tick the 'yes' box, you may be required to provide details of any convictions.

Please tick the box which you feel describes your ethnic origin.\*

- Black - African
- Black - Caribbean
- Black - Other Please specify \_\_\_\_\_
- Asian - Indian
- Asian - Pakistani
- Asian - Bangladeshi
- Asian - Chinese
- Asian - Other Please specify \_\_\_\_\_
- White
- Any other ethnic group Please specify \_\_\_\_\_

## DISABILITY / SPECIAL NEEDS

Please tick the box next to the statement which is most appropriate to you.

- You do not have a disability nor are you aware of any additional support requirements in study or accommodation
- You have dyslexia
- You are blind/partially sighted
- You are deaf/have a hearing impairment
- You are a wheelchair user or have difficulties with mobility
- You need personal care support
- You have mental health difficulties
- You have an unseen disability, e.g. diabetes, epilepsy, asthma
- You have two or more of the above disabilities/special needs
- You have a disability not listed above.

Please specify: \_\_\_\_\_

Course applied for : \_\_\_\_\_

\*These have been based on the categories in the Office of Population Censuses and Surveys (OPCS) 1991 UK.