



The
University
Of
Sheffield.

For Admissions Office Use:-

Application No:

Choice No: Fee status:

Selector's Name:.....

Visiting Postgraduate Taught Application Form

All supporting documentation should be attached to the application, if available.

Section A: Personal Details

It is important that you give these details as they are shown in your passport, if you have one.

1. Surname/Family Name: _____
2. Title: Mr Ms Miss Mrs Dr Other _____
3. Forename(s): _____
4. Date of Birth: DD/MM/YYYY
5. Sex: Male Female
6. Marital Status: Married Single
7. Nationality: _____
8. Registration No. (if currently registered at this University): _____
9. Student HESA number (UK students only, if known): _____

Section B: Contact Details

Unless you specify dates, we will use the correspondence address for all correspondence

- | | |
|---|---|
| 10. Permanent (Home) address

Tel. No: _____
Fax No: _____
E-Mail: _____
Dates when contactable at this address:
From DD/MM/YYYY to DD/MM/YYYY | 11. Correspondence address (if different)

Tel No: _____
Fax No: _____
E-Mail: _____
Dates when contactable at this address:
From DD/MM/YYYY to DD/MM/YYYY |
|---|---|

Please notify the University of any change of address as soon as possible, to ensure that correspondence reaches you.

Section C: Current study information

12. Are you currently studying? Yes No

If Yes, please give full information about the course you are currently studying.

Course Award (e.g. MSc/MA): _____ Course Title: _____

Name and Address of University / College / Institution:

13. Start date of this course: DD/MM/YYYY

14. Current Year of Study: 1st 2nd 3rd 4th

Section D: Proposed programme of study

Before completing this section you must refer to the Guidance Notes

15. When do you want to study here?:

Autumn Semester (Sept-Feb) <input type="checkbox"/>	Spring Semester (Feb-June) <input type="checkbox"/>	Full Year <input type="checkbox"/>	Year of Entry
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Section E: Module details

16. Please list modules (courses) that you wish to study at The University of Sheffield. You can find a list of the modules at:

www.sheffield.ac.uk/postgraduate/taught/pgtvisiting/index.html

Credits

Individual modules are normally worth 10 or 20 Sheffield credits (although some do have a higher or lower credit value). As a Visiting Student you may select up to a maximum total of 60 credits for one semester, or 120 credits for a full academic year. You must choose a minimum of 10 credits.

Semester 1

Module Code	Module Title	Number of Credits

Semester 2

Module Code	Module Title	Number of Credits

Total Number of Credits: _____

Section F: Fees and funding details

This information will be used to determine the rate of fee you will be charged if you are accepted as a Visiting Student. Please supply documentary evidence in support of this information. We will contact you if we need further information.

17. Where will you have been resident for the three-year period immediately before the start of your degree?

Within the UK Elsewhere within the European Union Outside the UK or European Union

18. If within the UK, have you always lived in this country? Yes No

19. If you have not always lived in the UK, do you currently hold:

British Passport Visa Please state the type of visa you hold and the expiry date: _____

20. Please give the date you last entered the UK: DD/MM/YYYY

Please list the countries you have lived in and the dates you were resident there:

Country	From	To
_____	DD/MM/YYYY	DD/MM/YYYY
_____	DD/MM/YYYY	DD/MM/YYYY
_____	DD/MM/YYYY	DD/MM/YYYY

21. Likely source(s) of finance (if known): _____

22. Is this funding Definite or Proposed

Section G: English language details

Only complete this section if your first language is not English. We will use this information to determine whether you already meet our minimum English language requirement or whether you will need to take an additional English language test. A list of the English language qualifications and the minimum grades we accept is at www.sheffield.ac.uk/apply/pgnotes.

23. Please state your first language: _____

24. Is your current qualification taught in English? Yes No

25. If No, please state the language in which taught: _____

26. Please list any English language qualifications you have (IELTS, TOEFL etc.) and attach the certificates/transcripts.

Qualification	Awarding Body	Overall grade / score	Date of award
_____	_____	_____	DD/MM/YYYY
_____	_____	_____	DD/MM/YYYY

27. If you haven't got an English language qualification but you're going to take one in the near future, tell us about it below.

Qualification	Awarding Body	Overall grade / score	Date of award
_____	_____	_____	DD/MM/YYYY

Section H: Previous education details

28. Please give details, including results, of all higher education or professional qualifications you have already taken. Attach copies of transcripts or certificates where possible.

University / College / Institution: _____	From: DD/MM/YYYY To: DD/MM/YYYY
Subject: _____	Award Type (e.g. BA, BSc, MA, MBChB, etc.): _____
Duration of course: MM/YY Date of award: MM/YY	Class / score / grade / GPA: _____

University / College / Institution: _____	From: DD/MM/YYYY To: DD/MM/YYYY
Subject: _____	Award Type (e.g. BA, BSc, MA, MBChB, etc.): _____
Duration of course: MM/YY Date of award: MM/YY	Class / score / grade / GPA: _____

University / College / Institution: _____	From: DD/MM/YYYY To: DD/MM/YYYY
Subject: _____	Award Type (e.g. BA, BSc, MA, MBChB, etc.): _____
Duration of course: MM/YY Date of award: MM/YY	Class / score / grade / GPA: _____

Section I: Employment details

29. Please provide details of any employment undertaken within the last three years:

From: DD/MM/YYYY To: DD/MM/YYYY	Position held: _____
Name and address of employer: _____	

From: DD/MM/YYYY To: DD/MM/YYYY	Position held: _____
Name and address of employer: _____	

From: DD/MM/YYYY To: DD/MM/YYYY	Position held: _____
Name and address of employer: _____	

Section J: Criminal convictions details

Before completing this section you should refer to the Guidance Notes.

30. If you have a relevant criminal conviction, please tick this box:

If you tick this box, we may contact you for further details. For more information see www.sheffield.ac.uk/apply/pgnotes

Section K: Disability

If you have a disability, it is important that you let us know so we can make sure you get the support you need. This information is not used by departments when they consider your application.

31. Please tick in the list below the statement which is most appropriate to you:

- You do not have a disability nor are aware of any support requirements (000)
- You are blind / partially sighted (020)
- You are deaf / have a hearing impairment (030)
- You are a wheelchair user / have mobility difficulties (040)
- You need personal care support (050)
- You have mental health difficulties (060)
- You have an unseen disability (e.g. diabetes, epilepsy, asthma) (070)
- You have multiple disabilities (080)
- You have Autistic Spectrum Disorder (e.g. Asperger's Syndrome) (100)
- You have a specific learning difficulty (e.g. dyslexia) (110)
- You have a disability not listed here (960)
- Information withheld (970)

32. If you have a disability, do you have any related support needs? Yes No

33. If Yes, please give brief details here:

UK Residents only

34. If you're receiving a Disabled Student's Allowance, or if you've ever received one in the past, tick this box

Section L: Referees

35. Please enclose two academic references with your application. Each reference should be signed and sealed by the referee

In the spaces below, give us the names of your two academic referees and their contact details. If you haven't been in education for the last two years, you can send one academic reference, plus a reference from your current employer.

36. Referee 1

Name: _____

Title: Prof Dr Mr Ms Mrs Miss

Address: _____

Tel. No. _____

Fax No. _____

Email: _____

How long have you known the referee: _____

In what capacity: _____

37. Referee 2

Name: _____

Title: Prof Dr Mr Ms Mrs Miss

Address: _____

Tel. No. _____

Fax No. _____

Email: _____

How long have you known the referee: _____

In what capacity: _____

Section M: Additional Information

38. Please provide any information that you would consider to be useful when considering your application. Include your reasons for applying to Sheffield as a Visiting Student and explain how you think you will benefit from the experience.

How do the modules you have selected fit in with your degree programme and your career plans? Please also give details of any awards, hobbies and interests. Continue on a separate sheet if necessary.

Section N: Checklist

39. Please indicate which of the following items you have sent with your application, or plan to send. If you do not plan to send the items do not tick any box:

First reference	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD/MM/YYYY
Second reference	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD/MM/YYYY
English language test scores	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD/MM/YYYY
Degree transcripts	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD/MM/YYYY
Degree transcript translations	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD/MM/YYYY
Curriculum Vitae (CV)	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD/MM/YYYY
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD/MM/YYYY
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD/MM/YYYY
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD/MM/YYYY

Section O: Declaration

40. All decisions by the University are taken in good faith on the basis of the information you provide in your application. If we discover that you have made a false statement, or have failed to provide significant and relevant information, we are entitled to withdraw or amend our offer, according to the circumstances. You may even be required to withdraw from the degree if you have already started it. In accordance with data protection regulations, the information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your University student record.

I certify that the information I have given is complete and accurate.

Signed: _____

Date: DD/MM/YYYY

Please return the completed form to:

The Admissions Section
Student Recruitment, Admissions and Marketing
University of Sheffield
9 Northumberland Road
Sheffield
S10 2TT
United Kingdom



The
University
Of
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Equal Opportunities Form

Please complete and return with your completed application form.

The information supplied on this page is to be used for central statistics and will not be passed to departments as part of the academic selection process.

Equal opportunities

The University of Sheffield is committed to fulfilling its duty to eliminate all forms of racial discrimination and to promoting race equality at all stages of the admission process as set out in the Race Relations (Amendment) Act 2000. The information you provide here will be treated confidentially and sensitively and will support the University's duty to monitor the admission and progression of students by racial group.

To enable us to apply this policy effectively and to meet its other legal requirements, we need to monitor applicants to the University. To ensure that we have the most accurate information for this purpose it is important that all applicants complete the questionnaire below.

Please classify yourself in the category that best describes you. Please note that these categories are designed primarily to reflect the UK population. If they seem inappropriate to you please choose code 80, or if you wish to withhold this information please choose code 98.

Please indicate from the list below the statement which most accurately describes your ethnic origin:

- White – British (10)
- Black or Black British – Caribbean (21)
- Black or Black British – African (22)
- Black – other background (29)
- Asian or Asian British – Indian (31)
- Asian or Asian British – Pakistani (32)
- Asian or Asian British – Bangladeshi (33)
- Chinese or other ethnic background – Chinese (34)
- Asian – other background (39)
- Mixed – White and Black Caribbean (41)
- Mixed – White and Black (42)
- Mixed – White and Asian (43)
- Mixed – other background (49)
- Other ethnic background (80)
- Information withheld (98)



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Reference Form for PGT Visiting Student application

CONFIDENTIAL

Please photocopy this form as necessary.

The applicant should complete Section 1 of this form. The referee should then complete the remainder of the form and return it.

Section 1: To be completed by the applicant

It is important that you provide these details as they are shown in your passport, if you have one.

1. Family Name: _____
2. Title: Mr Ms Miss Mrs Dr Other
3. Forename(s): _____
4. Date of Birth: DD/MM/YYYY
5. Sex: Male Female
6. Marital Status: Married Single
7. Nationality: _____
8. Academic Department in which you wish to study: _____

Section 2: To be completed by the Referee

The above-named candidate is applying to the University of Sheffield as a PGT Visiting Student and has named you as a referee. We would be grateful if you could provide us with a reference on the academic and general suitability of the applicant to undertake a programme of study, either by completing the form overleaf, or by submitting a letter of reference. If you send a letter, please use headed paper and attach it to this form.

Please complete this form as soon as possible and return it in a sealed envelope, endorsed with your signature over the seal, either to the applicant, for return with the application form, or to the Admissions Office address (The Admissions Office Student Recruitment, Admissions and Marketing, University of Sheffield, 9 Northumberland Road, Sheffield, S10 2TT, UK).

Thank you for your help.

Name: _____ Tel. No. _____
Title: Mr Ms Miss Mrs Dr Other Email: _____
Relationship to applicant: _____ Length of time known: _____

