

Application no. (Office use only)

# Proposed studies

**Direct Application Form**

(For Postgraduate, MBA (Master of Business Administration), Professional, Part-time and Distance Learning Programmes starting in September and for **all** programmes starting in February).

Please complete this form in BLOCK CAPITALS and in black ink.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Programme title/s:** |  | | | |
| **Year of entry:** | 20 |  | Sept | Other |
| **Mode of study:** | Full-time | Part-time |  | Distance Learning |
| **Level of study:** | Undergraduate MBA | Postgraduate Professional development Other specified | | |

1. **Personal details Title**

**Surname / Family name**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| First / Given name(s) |  | | | | | | | | | Former name | |  | | | | | | |
| If previously an employee/student of Roehampton fill in your Payroll no/ Student ID (if known) | |  |  |  |  |  |  |  |  | Gender | | Male | |  | | Female | |  |
| Postal address line 1 |  | | | | | | | | | Address valid until | | D | D | | M | M | Y | Y |
| Address line 2 |  | | | | | | | | | Tel no. | |  | | | | | | |
| Address line 3 |  | | | | | | | | | Mobile no. | |  | | | | | | |
| Address line 4 |  | | | | | | | | | Fax no. | |  | | | | | | |
| Postcode |  | | | | | | | | | Date of birth | | D | D | | M | M | Y | Y |
| Email |  | | | | | | | | | | | | | | | | | |
| Permanent address  (if different from above) |  | | | | | | | | | | | | | | | | | |
| Country of birth |  | | | | | | | Nationality | | |  | | | | | | | |
| Country of permanent residence |  | | | | | | | | | | | | | | | | | |

1. **Education - start with most recent qualifications. If you have not yet received your award, indicate when you expect to do so**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title of qualification | Subject / course title | Grades / class | Institution | Dates of attendance from - to | | | | | | | | Award dates |
| Higher education | | | | | | | | | | | | |
|  |  |  |  | M | M | Y | Y | M | M | Y | Y |  |
|  |  |  |  | M | M | Y | Y | M | M | Y | Y |  |
|  |  |  |  | M | M | Y | Y | M | M | Y | Y |  |
| Secondary / further education | | | | | | | | | | | | |
|  |  |  |  | M | M | Y | Y | M | M | Y | Y |  |
|  |  |  |  | M | M | Y | Y | M | M | Y | Y |  |
|  |  |  |  | M | M | Y | Y | M | M | Y | Y |  |
|  |  |  |  | M | M | Y | Y | M | M | Y | Y |  |
|  |  |  |  | M | M | Y | Y | M | M | Y | Y |  |
|  |  |  |  | M | M | Y | Y | M | M | Y | Y |  |

# Professional qualifications

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Professional body | Type of membership (e.g. full or associate) | Award date | | | |
|  |  | M | M | Y | Y |
|  |  | M | M | Y | Y |
|  |  | M | M | Y | Y |

1. **English language ability - (overseas applicants only)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| English language qualification | Score / grade | Date of test / exam | | | |
|  |  | M | M | Y | Y |
|  |  | M | M | Y | Y |
|  |  | M | M | Y | Y |

1. **Industrial / professional / clinical experience - you may continue on a separate sheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of organisation | Location / country | Title of post | Duties and responsibilities  (for MBA include management experience) | Dates (from - to) |
|  |  |  |  |  |

**7. Payment of fees**

Who is expected to pay your fees? (tick as appropriate)

Your employer You / a relative

Other sponsor Local Education Authority

1. **Referees - details of referees whom you have asked to submit a reference**

|  |  |
| --- | --- |
| Name |  |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Address line 4 |  |
| Postcode/Zipcode |  |
| Country |  |
| Tel no(s). |  |
| Mobile no. |  |
| Fax no. |  |
| Email address |  |
| Capacity in which known |  |

Name

Address line 1

Address line 2

Address line 3

Address line 4

Postcode/Zipcode

Country

Tel no(s).

Mobile no.

Fax no.

Email address Capacity in

which known

1. **Personal statement - describe your academic interests and reasons for applying. Include details**

of work experience you consider relevant to your proposed study, career objectives and relevant non-academic achievements.

(Expand on a separate sheet if required)

1. **Supplementary information (if applicable)**
2. **Personal record**

You must enter X in either the 'Yes' or 'No' box. Failure to do so may mean that we cannot start

to process your form. We will contact you to get the information, but this will delay your application and you could miss any deadlines.

No

Yes

Do you have any criminal convictions?

1. **Declaration - failure to sign the declaration may delay the processing of your application.**

**Date**

**Signature of applicant**

1. I certify that the statements made by me on this form are correct.
2. I understand that, if admitted to the University, and if my funds should at any time during my course prove to be inadequate, the University will not be able to provide financial assistance either by grant or by remission of fees.
3. I understand that in signing below I agree to Roehampton University processing my personal data (as defined by the Data Protection Act 1998), for administrative purposes as notified to the Office of the Information Commissioner.