

**DA1 - 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. Proposed studies**

<b>1. Programme title/s:</b> _____			
<b>Year of entry:</b>	20 _____	<input type="checkbox"/> Feb	<input type="checkbox"/> Sept
		<input type="checkbox"/> Other specified _____	
		<small>(not for MBA)</small>	
<b>Mode of study:</b>	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Distance Learning
			<small>(not for MBA)</small>
<b>Level of study:</b>	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Postgraduate	<input type="checkbox"/> Professional development
	<input type="checkbox"/> MBA	<input type="checkbox"/> Other specified	_____

**2. 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 <input type="checkbox"/> Female <input type="checkbox"/>
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			

**3. 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

**4. 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

**5. English language ability - (overseas applicants only) please refer to note 5 of DA4**

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

**6. 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 - for further information you can contact DFES on: [www.dfes.gov.uk/](http://www.dfes.gov.uk/)**

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

Your employer	<input type="checkbox"/>	You / a relative	<input type="checkbox"/>
Other sponsor	<input type="checkbox"/>	Local Education Authority	<input type="checkbox"/>

**8. Referees - details of referees whom you have asked to submit a reference (DA3)**

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	

**9. 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)

**10. Supplementary information** - please refer to form DA5 and include as applicable

**11. Personal record** - please refer to note 11 (DA4) and complete as applicable

Do you have any criminal convictions? Yes  No

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. Please refer to the notes in DA4 for additional information.

**12. Declaration** - failure to sign the declaration may delay the processing of your application.  
Refer to note 12 (DA4) first.

- a) I certify that the statements made by me on this form are correct
- b) 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
- c) 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.

**Signature of applicant** \_\_\_\_\_ **Date** \_\_\_\_\_