



The  
University  
Of  
Sheffield.

**For Admissions Office use:**

Application no: \_\_\_\_\_

Choice no: \_\_\_\_\_

Fee status: \_\_\_\_\_

Selector's name: \_\_\_\_\_

PGT  PGR

# Postgraduate Application Form.

Use this application form to apply for either Postgraduate Taught or Postgraduate Research studies.

Sections in red should only be filled in if you are applying for Taught Postgraduate study (e.g. MSc, MA, PG Dip, PG Cert).

Sections in green should only be filled in if you are applying for Research Postgraduate study (e.g. PhD, MPhil, New Route PhD, ESRC 1+3, LLM Research, EdD, MMus Research).

All other sections should be filled in by all applicants.

## Section A: Personal details

*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. Student HESA number (UK students only, if known): \_\_\_\_\_
9. Tick box if you are a current or former student, and go to 9a  If not, go to Section B. \_\_\_\_\_
- 9a. Registration no. \_\_\_\_\_
- 9b. Tick box if you have attended this University on either  
the Study Abroad Programme  or the Socrates Erasmus Programme

## Section B: Contact details

*Unless dates are specified, the University will use the correspondence address for all correspondence.*

10. Permanent (Home) address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Correspondence address (if different):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Tel. no. \_\_\_\_\_
- Mobile phone no. \_\_\_\_\_
- Fax no. \_\_\_\_\_
- Email: \_\_\_\_\_
- Dates when contactable at this address:  
From DD / MM / YYYY to: DD / MM / YYYY
- Tel. no. \_\_\_\_\_
- Mobile phone no. \_\_\_\_\_
- Fax no. \_\_\_\_\_
- Email: \_\_\_\_\_
- 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 any correspondence reaches you.**

## Section C: Programme of Study details – Postgraduate Taught applications **ONLY**

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

12. Title of the course: \_\_\_\_\_

13. Department in which you wish to study: \_\_\_\_\_

14. Qualification applied for:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Masters     | A 1-or 2-year taught programme (full-time study), which normally includes a dissertation or project.     |
| <input type="checkbox"/> Diploma     | Normally a 9-month taught programme (full-time study), which does not include a dissertation or project. |
| <input type="checkbox"/> Certificate | Normally a 9-month taught programme (full-time study), which does not include a dissertation or project. |

15. How do you wish to study? Full-time  Part-time  Distance Learning

Please note that different modes of study may not be available for all courses. The Distance Learning option is only available for a limited number of courses. Please check the prospectus or [www.sheffield.ac.uk/postgraduate/taught](http://www.sheffield.ac.uk/postgraduate/taught) for details. **Overseas students should also note that UK immigration law does not normally permit study on a part-time basis.**

16. In which month and year do you wish to start your studies? MM / YYYY

Please note that most Postgraduate Taught Programmes start in September. Please check prospectus entry or [www.sheffield.ac.uk/postgraduate/taught](http://www.sheffield.ac.uk/postgraduate/taught) for details.

## Section C: Programme of Study details – Postgraduate Research applications **ONLY**

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

17. Department in which you wish to study: \_\_\_\_\_

18. Research group / topic (if known): \_\_\_\_\_

19. Name of preferred supervisor (if known): \_\_\_\_\_

20. Qualification applied for: (If you are unsure as to which research programme to apply for, please tick the PhD option)

- |   |  |
|---|--|
| <input type="checkbox"/> PhD  | Traditional 3-year research programme.   |
| <input type="checkbox"/> MPhil  | Traditional 2-year research programme.   |
| <input type="checkbox"/> PhD with Integrated Studies (New Route To PhD) | Integrated 4-year programme comprising 1-year taught Masters and 3-year PhD (only available in some subject areas).  |
| <input type="checkbox"/> ESRC 1+3 Scheme                                | Traditional 1-year taught Masters followed by related traditional 3-year PhD. This option is only applicable to UK students seeking funding from the ESRC. |
| <input type="checkbox"/> Other Research (e.g. LLM, MMus)                | The University offers a number of specialist research programmes. If you know you wish to apply for one of these, please specify it in the space provided. |

21. How do you wish to study?

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Full-time | <input type="checkbox"/> Full-time Joint Location  |
| <input type="checkbox"/> Part-time | <input type="checkbox"/> Part-time Remote Location |

Remote and joint location study can only be undertaken by Overseas or EU students.

Overseas students should note that UK immigration law does not normally permit study on a part-time basis.

22. In which month and year do you wish to start your research? MM / YYYY

## Section D: Fees and funding details

This information will be used to determine the rate of fee you will be charged if offered a place to study.

Please supply documentary evidence in support of this information. We will contact you if we need further information.

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

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

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

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

British passport  Visa  ? Please state the type of visa if you hold one: \_\_\_\_\_

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

26. Likely source(s) of finance (if known): \_\_\_\_\_

27. Is this funding definite or proposed? Definite  Proposed

## Section E: English language details

Only complete this section if your first language is not English. This information will be used 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](http://www.sheffield.ac.uk/apply/pgnotes)

28. Was your previous education undertaken in English? Yes  No

29. If No, please state the language in which you were educated: \_\_\_\_\_

30. Please state your first language: \_\_\_\_\_

31. Please list, and **attach certificates/transcripts** of, any English language qualifications you possess:

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

## Section F: Previous education details

32. Please provide details, including results, of all higher education or professional qualifications you have already taken, or will be taking and attach copies of transcripts or certificates where possible. Include results of any examinations taken as part of any current studies (e.g. year 1 or year 2 results of an ongoing degree course)

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

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

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

## Section G: Employment details

33. Please provide details of 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 H: Criminal convictions details

Please see the notes of guidance on criminal convictions.

34. 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](http://www.sheffield.ac.uk/apply/pgnotes)

## Section I: Disability details

If you have a disability, it is important that you let us know. Information you provide in this section will not be considered in deciding whether or not to make you an offer.

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

- You do not have a disability nor are you aware of any additional support requirements (000)
- You have dyslexia (010)
- 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 (eg diabetes, epilepsy, asthma) (070)
- You have two or more of the above disabilities / special needs (080)
- You have a disability not listed above (090)
- You have Autistic Spectrum Disorder (eg Asperger's Syndrome) (100)

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

37. If Yes, please give brief details of your disability and any related support needs:

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38. If you are resident in the UK, are you currently receiving or have you ever a Disabled Students Allowance? Yes  No

## Section J: Referee details

39. You should supply two academic references and provide the names and addresses of your referees below. If you have not been in education during the last two years, you may wish to replace one academic reference with a reference from your current employer. Please enclose your references with this application form where possible, or ensure that they are supplied to us at the earliest opportunity. We may not be able to deal with your application until we receive them.

**Please ask each of your referees to complete a copy of the Reference Form that accompanies this form and include it with the reference. If you are unable to enclose one or both of your references with this form, please indicate this on the checklist in Section L**

40. Referee 1

Name: \_\_\_\_\_

Title: Prof  Dr  Mr  Ms  Mrs  Miss

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

Length of time known: \_\_\_\_\_

Capacity known in: \_\_\_\_\_

41. Referee 2

Name: \_\_\_\_\_

Title: Prof  Dr  Mr  Ms  Mrs  Miss

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Email: \_\_\_\_\_

Length of time known: \_\_\_\_\_

Capacity known in: \_\_\_\_\_

Section K: Supporting statement – Postgraduate Taught applications **ONLY**

42. Please attach a separate statement in support of your application (min. 300 words). Attach this information securely to your application and write your name and course applied for on each additional sheet. We will not be able to make a decision on your application without it.

Among the things you may wish to include are:

- why you are applying for this course
- how your previous education and experience relates to this course of study
- how this course fits into your long-term academic or career plans

You can find further advice on writing a supporting statement at [www.sheffield.ac.uk/apply/pgnotes](http://www.sheffield.ac.uk/apply/pgnotes)

Please attach any additional documentation that you feel will support your application, e.g. a curriculum vitae (CV).

If you have any comments about the information that you have supplied, please give them in the space below

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Section K: Supporting statement – Postgraduate Research applications **ONLY**

43. Please attach a separate statement in support of your application. Attach this information securely to your application and write your name and programme applied for on each additional sheet. We will not be able to make a decision on your application without it.

Your statement should include details of the area of research you wish to pursue. You can find advice on producing an outline research proposal at [www.sheffield.ac.uk/apply/pgnotes](http://www.sheffield.ac.uk/apply/pgnotes). Please attach any other additional documentation you feel will support your application, e.g. a curriculum vitae (CV).

*In subject areas such as science, engineering and medicine, where the programme of research may link into an ongoing research project, include a brief outline of the area(s) of interest along with the name of preferred supervisor(s), if known. You should also explain why you wish to pursue this area of research, and provide supplementary information on any experience, training or skills you may have gained from your previous education or employment.*

*Applicants for research within the humanities and social sciences are required to provide an outline research proposal. This proposal should be about 500–1000 words in length and should incorporate the following information:*

- Title of proposed thesis
- The main aims of what your research would be (e.g. why you think it is worth doing)
- Identification of links to any previous work or hypothesis
- Any resources available and any required
- The methods of research proposed (e.g. survey, case studies, etc.) and a plan and timetable of work.

*You should also explain why you wish to pursue this area of research, and provide supplementary information on any experience, training or skills you may have gained from your previous education or employment.*

*If you have any comments about the information that you have supplied, please give them in the space below*

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44. It would be helpful if you could let us know which other UK universities (if any) you have applied to:

University

Course title

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

## Section L: Checklist

45. 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:

Supporting statement	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY
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 transcript	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks: <input type="checkbox"/>	Will be sent by: DD / MM / YYYY
Degree transcript translation	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
_____	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 M: Declaration

46. All decisions by the University are taken in good faith on the basis of the information you provide in your application form. 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 course 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

If your application for a taught postgraduate course at the University of Sheffield is unsuccessful, and you are eligible, we would like to forward your application to Sheffield International College (SIC).

If you do *not* want us to do so, please tick this box

(Information about SIC is on our website at [www.sheffield.ac.uk/international/sic](http://www.sheffield.ac.uk/international/sic))

Please return the completed form to:

The University of Sheffield  
Postgraduate Admissions Team  
Student Recruitment, Admissions and Marketing  
9 Northumberland Road  
Sheffield S10 2TT  
UK