



UNIVERSITY
of
ABERTAY DUNDEE

**OVERSEAS STUDENT APPLICATION FORM
(EXCLUDING RESEARCH PROGRAMMES)**

Please complete using BLOCK CAPITALS

YOUR DETAILS (SEE NOTE A)

Surname/Family Name		Male/Female	Date of Birth
First names/Given Names			
Permanent Home Address	Address for Correspondence		
Country	Country		
Postcode/Zipcode	Postcode/Zipcode		
Telephone Number	Telephone Number		
E-mail Address	E-mail Address		
Country of birth	Nationality		

WHICH COURSE DO YOU WANT TO STUDY? (SEE NOTE B)

Choice of Course (in order of preference)	Enter the course for which you wish to be considered in order of preference: 1.	State whether Bachelor or Masters degree		
	2.			
	3.			
	Application for entry in the academic year 20 /			
Previous Study at the University	If you have previously attended on a full-time course at the University of Abertay Dundee please tick the box.		Please enter your Student ID if known	

SCHOOL DETAILS (SEE NOTE C)

Name of High School(s) attended.	Town/City	from		to	
		Month	Year	Month	Year

Please list the subjects studied and the qualification or grade achieved (*Attach a copy of your High School Certificates or marks sheet*).

Examining Body	Subject Level	Result (Grade mark or %)	Exam Date	
			Month	Year

COLLEGE/UNIVERSITY QUALIFICATIONS GAINED (SEE NOTE D)

Name of College or University attended.	Town/City	from		to	
		Month	Year	Month	Year

Please list the subjects studied and the qualification achieved (*Attach a copy of your Certificates or marks sheet*).

Institution Name	Course of Study	Award Title	Grade/Class	Date Obtained

QUALIFICATIONS NOT YET COMPLETED OR CERTIFIED (SEE NOTE E)

Name of College or University attended.	Town/City	from		to	
		Month	Year	Month	Year

ENGLISH LANGUAGE QUALIFICATIONS (SEE NOTE F)

You must provide certified proof of your competence in English.

If you have no formal English qualifications but were taught in English please provide details:

Were you educated in English at:	<input type="checkbox"/> High School/Secondary	Dates: From _____ to _____
	<input type="checkbox"/> College	Dates: From _____ to _____
	<input type="checkbox"/> University	Dates: From _____ to _____

Please provide details of your level of English here:

Please list all English qualifications gained (attach a copy of your certificates):

Qualification (eg TOEFL/IELTS)	Grade/Score (eg %, A/B/C, 1/2/3)	Date Achieved (DD/MM/YY)

Please list English qualifications not yet completed or results awaited:

Qualification (eg TOEFL/IELTS)	Date Result Due (DD/MM/YY)

WORK EXPERIENCE AND EMPLOYMENT (SEE NOTE G)

Employers Name	Job Title	Dates	
		From	To

REFERENCES (SEE NOTE H)

Name of Referee	
Position/Occupation/Relationship to applicant	
Address of Referee	Postcode/Zipcode
Telephone Number	Fax Number
Name of Referee	
Position/Occupation/Relationship to applicant	
Address of Referee	Postcode/Zipcode
Telephone Number	Fax Number

ADDITIONAL INFORMATION – NOT USED FOR SELECTION PURPOSES (SEE NOTE I)

Occupational Background
Ethnic Origin (UK applicants only) <input type="text"/>

CRIMINAL CONVICTIONS (SEE NOTE J)

Do you have any criminal convictions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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SPECIAL NEEDS OR SUPPORT (SEE NOTE K)

If you have a disability, special needs (including dyslexia) or a medical condition, please tick the appropriate box and enclose further details where necessary.

<input type="checkbox"/> No Disability	<input type="checkbox"/> Wheelchair/ Mobility difficulty	<input type="checkbox"/> Multiple Disabilities
<input type="checkbox"/> Dyslexia	<input type="checkbox"/> Personal Care support	<input type="checkbox"/> Other Disabilities
<input type="checkbox"/> Blind/Partially sighted	<input type="checkbox"/> Mental Health difficulty	
<input type="checkbox"/> Deaf/Hearing impairment	<input type="checkbox"/> Unseen disability eg Diabetes, Epilepsy	

Explain here what special or extra facilities or support you may need at the University.

COURSE FEES (SEE NOTE L)

How do you intend to fund your studies? (Private funds/Scholarship, etc)

<input type="checkbox"/> Your own private funds.	
<input type="checkbox"/> Scholarship (Please give details) _____	
Have you already applied for this Scholarship?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Your Employer (Give name and address) _____	
<input type="checkbox"/> Sponsor (Give name and address) _____	

PERSONAL STATEMENT (SEE NOTE M)

Information about yourself helps us assess your skills and suitability for the course. The Personal Statement must be completed in writing.

Please use the space below to describe: **i)** Your reasons for choosing the course. **ii)** The knowledge, skills and positions of responsibility you have obtained through your work and/or education (whether paid, voluntary or domestic) which might be relevant to the course. **iii)** The work experiences and/or personal developments which have been most important to you. **iv)** The challenges facing you in your studies, work or personal career development. **v)** Your future career plans. **vi)** Details of any employment. **vii)** Your general interests, including hobbies and sporting activities. *(Please continue on a separate sheet if required).*

CERTIFICATION

I certify that to the best of my knowledge the information given on this form is correct and if I am admitted to the University I undertake to observe the University's regulations.

I attach payment to the value of GB£25.00 (Please note we are unable to process your application without payment).

Signature of applicant Date

SEND THIS FORM TO

Student Recruitment Office,
University of Abertay Dundee,
Bell Street, DUNDEE DD1 1HG, Scotland, UK.

Remember to include photocopies of your qualifications and your references



UNIVERSITY of ABERTAY DUNDEE

NOTES ON OVERSEAS STUDENT APPLICATION FORM

It is very important that you complete all the sections of your application form clearly. Please use BLOCK CAPITALS throughout.

NOTE A – YOUR DETAILS

Surname/Family Name: Please make sure you tell us your FAMILY NAME (also known as SURNAME) and your GIVEN NAMES. The University uses your Family Name to address all your correspondence and, if your application is successful, it is the name used in our students records systems.

Example 1 – My name is Julie McEwan. McEWAN is my FAMILY NAME and JULIE is my GIVEN NAME.

Example 2 – My name is Rei Xin Ming. REI is my FAMILY NAME and XIN MING is my GIVEN NAME.

Date of Birth: Please enter the year you were born. It is not the year of application. It should be in the following format: 12 July 1982 or 12/07/1982

Address: Once you have sent in your form you must tell us if either your Permanent Home Address or your Address for Correspondence change. **Letters will be sent to whichever address you have nominated as your CORRESPONDENCE address.**

NOTE B – WHICH COURSE DO YOU WANT TO STUDY?

Please refer to the full list of degree courses in the prospectus or on our website and indicate the full course title.

Example 1 – BSc(Hons) Construction Management

Example 2 – MSc/PGDip Information Technology

Make sure that it is clear whether you are choosing a Bachelors (Undergraduate) or a Masters (Postgraduate) course.

NOTE C – SCHOOL DETAILS

We need to know about your education history. Please list the full title of each Secondary School you attended (eg. Dundee High School, Beijing No.1 Senior Middle School, Cambridge Academy, Rathaus Gymnasium etc) the dates when you attended them, the subjects you studied and to what level and the grade or qualification you achieved. Attach a copy of your High School Leaving Certificate or equivalent.

NOTE D – COLLEGE/UNIVERSITY QUALIFICATIONS

If you are applying for a Masters (Postgraduate) course or advanced entry to an undergraduate course, please list, the college/university you attended; the subjects which you studied; full details of qualifications gained.

Please attach copies of relevant certificates.

NOTE E – QUALIFICATIONS NOT YET COMPLETED

You should list all your qualifications that you are still studying for and qualifications that you are still awaiting results.

This is how to enter the details:

1. Give the date you will receive the results for each qualification as MMYY (eg 0803, not August 2003).
2. Enter the abbreviation for the awarding body (eg SQA or OCR).
3. Enter the subjects in the Subject/Unit/Module/Component column.
4. Enter the level of the qualification (for example VCE AS Level, GCE A Level, Higher).

NOTE F – ENGLISH LANGUAGE QUALIFICATIONS

All students at the University must have an English Language qualification equivalent to GCSE or Standard Grade English Language such as TOEFL or IELTS certificates. Please indicate what qualifications you hold and the grade achieved.

It should be noted that Masters courses require higher levels of proficiency in English language. Please check our prospectus for the level required for the course you wish to undertake.

One year English language preparation programmes are available for students who do not meet the minimum language requirements. For details, see Prospectus.

NOTE G – WORK EXPERIENCE AND EMPLOYMENT

Please give the names and addresses of your most recent employers, dates of employment and whether the work was full-time or part-time. This is particularly important in assessing your eligibility for Masters (Postgraduate) courses. A minimum of three years' work experience is a requirement of the MBA course. Please also enclose a CV.

NOTE H – REFERENCES

You should enclose with your application letters of support from each of your referees.

For applications to Bachelors' courses, one reference from your High School is required.

For applications to Masters' courses, two references are required. One must be from your University.

For applications to the MBA courses, two references are required. One must be from your University and one must be from your employer.

NOTE I – ADDITIONAL INFORMATION

We use this information to monitor applications and equal opportunities, it is not used for selection purposes.

- Occupational Background** – If you are under 21 please give the occupation of your parent, step-parent or guardian who earns the most. If he or she is retired or unemployed please give their most recent occupation. If you are 21 or over, please give your own occupation.
- Ethnic Background** – Please give the code, from the table below, which most closely describes your ethnic origin.

Ethnic Origin Codes				
White	Black or Black British	Asian or Asian British	Mixed	
British 11	Caribbean 21	Indian 31	White & Black Caribbean 41	
Irish 12	African 22	Pakistani 32	White & Black African 42	
White Scottish 13	Other black Background 29	Bangladeshi 33	White & Asian 43	
Irish Traveller 14		Chinese 14	Other mixed background 49	
Other white background 19		Other Asian Background 29		
			Other ethnic background 80	

NOTE J – CRIMINAL CONVICTIONS

You must tick either the 'Yes' or 'No' box in order for us to process your application. If you have been arrested by the police and convicted of a crime, you must tick the yes box. For certain courses this may effect whether or not you are accepted onto the course.

NOTE K – SPECIAL NEEDS OR SUPPORT

The University encourages applications from students with special needs and is keen to provide appropriate support where possible. Please mention here any disability, medical condition, or special needs (including dyslexia) which may affect your studies and explain what extra facilities or support you might need at University.

NOTE L – COURSE FEES

Before making an application it is essential that you give careful thought to your financial situation throughout the whole period of your course. Students are responsible for their own finances and when you apply for a visa you will be required to provide evidence that you have sufficient funds available to meet fees and all other expenses for the full duration of your proposed course of study before being accepted.

If you have been awarded a scholarship for all or part of your costs, please enclose a copy of the letter of award you have received from the scholarship body.

NOTE M – PERSONAL STATEMENT

This is a very important part of the application and must be completed clearly IN YOUR OWN HANDWRITING. If your English is not good enough, please complete this part of the form in your own language and attach an English translation.

This is your chance to tell the university why you are applying, what you hope to do after graduation, and why they should want you as a student. Admissions tutors will want to know why you are interested in your chosen subjects, but they will also want to see that you are ready for university life. It is also an opportunity to tell the University any other information about yourself which you feel is relevant to your application and which has not been included elsewhere in the application form. A good personal statement could make the difference between being offered a place or being rejected.

APPLICATION FEE

When you send us your application, you must also send the non-refundable application fee of GB£25.00. Your application will not be processed without this fee. The fee can be paid by cheque, postal order or banker's draft made payable to the 'University of Abertay Dundee'. Alternatively you may use our online application form and make a payment by credit or debit card. The online application is available through our website www.abertay.ac.uk/overseasapply. Applicants who make their application through our accredited agents (listed on our website) are not required to pay the application fee.