

GUIDE TO COMPLETING THE INTERNATIONAL STUDENT APPLICATION FORM

Thank you for applying to Leeds Metropolitan University. This form is divided into four sections (make sure that you complete all sections). This form is available as a pdf or a Word document on our website: www.leedsmet.ac.uk/internat/apply_forms.htm

Section 1: PERSONAL DETAILS

COURSE TITLE: Please use the correct name for the course as in our prospectus or on our website. (<http://prospectus.leedsmet.ac.uk/main/index.htm>)

ADDRESS: We will send all correspondence to your permanent home address unless you have specified an alternative address for correspondence. If you do this, we will send all mail to that address instead.

YEAR OF ENTRY: Please state clearly the calendar month and year when you wish to begin your study. All courses begin in September, and may also start in January (please check our prospectus.)

If you wish to apply for entry directly onto the second or third year of an undergraduate course, please state this here. Remember you must have completed the appropriate qualifications or equivalent in order to do this.

ALTERNATIVE COURSE: Please complete this section if you have a genuine alternative to your first choice of course.

Section 2: PREVIOUS STUDY QUALIFICATIONS

EDUCATION: Please give details of all secondary education and any further studies completed or currently being pursued. Where you have the results, please supply them. If you have taken an examination and are waiting for results, please write 'results pending'. Please indicate whether study was full or part-time.

Please send copies of certificates and transcripts for all examinations taken. If English is not your first language, we require you to take a test confirming your level of English.

Please include a copy of your English language test certificate. Please provide evidence of this with your application.

ENGLISH LANGUAGE ENTRY REQUIREMENTS

IELTS (6.0 with no skill below 5.0)

Course	IELTS	TOEFL (paper)	TOEFL (computer)	TOEFL (internet)
International Foundation Course - 2 Semesters	4.0	400	97	32
International Foundation Course - Fast Track	5.0	450	133	45-46
Pre Masters	5.5	500	173	61
HND	6.0	565	224	85
Most Undergraduate Degrees	6.0	565	224	85
Most Postgraduate Degrees	6.0	565	224	85
MBA	6.5	580	237	92-93

OTHER ENGLISH LANGUAGE QUALIFICATIONS MAY BE ACCEPTED - PLEASE CONTACT US FOR MORE DETAILS
Some undergraduate and postgraduate degrees may have higher English language entry requirements. Please see the prospectus for further information.

Section 3: PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION

PERSONAL STATEMENT: This section is to let us know of anything that you think may help your application, and for you to tell us of any information that you think we need to know about you. Please tell us why you would like to do the course you are applying for and how you think it will help you achieve your aims. **This part must be completed.**

Section 4: EDUCATIONAL REFERENCE AND FURTHER EDUCATION

We require you to have two referees who can vouch for your academic abilities, personality and suitability for the course you have applied for. Your referee may be a teacher, headteacher, employer or anyone not related to you but in a position of professional authority.

Guidelines for references:

Important Information for Applicants

- Your referees should be people **not** related to you by blood or marriage
- Your referees should be qualified to comment on your **academic ability**
- Reference letters must be submitted on **official headed paper** and must be **signed** by the referee
- You should **include both reference letters with your application** in **sealed envelopes** which have been **signed across the seal** with an **official stamp**

Important Information for Referees

General

Reference letters must be submitted on **official headed paper** and must be **signed**

Please include the **name of the applicant and the programme** applied for

Please include your name, position/status, address, telephone number, fax and/or email address

The complete reference letter should be placed in a **sealed envelope** which has been **signed across the seal** with an **official stamp**

Please use the following guidelines in completing a reference

- Please state **how long** and in **what capacity** you have known the applicant
- What do you consider to be his/her **main strengths**
- Please include detailed information on the **results** obtained by the applicant or prediction of likely results if the applicant has not yet completed their programme of study
- Your assessment of the **suitability** of the applicant **for the particular programme** to which he/she is applying
- Please comment on **English language proficiency** - ability to speak, write and comprehend English, if the applicant's **native** language is not English

Important Notes

Certain courses have additional entry criteria which you should be aware of. You should check our prospectus or website for individual course requirements (<http://prospectus.leedsmet.ac.uk/main/index.htm>)

Once the form is completed it should be posted (with copies of all documents) to the International Office at the address on page 1. It may also be faxed to us. The form will be assessed by the International Office, then will be passed to the faculty or school for the final decision to be made.

The University aims to reach a decision 10 working days from our receipt of the application. However, it may take longer during busy times. We will post a decision to you. Please allow extra time for overseas postage.

Although we welcome resumes or C.V.'s, we cannot accept them as an application without a completed application form and transcripts.

We may send you one of three replies:

UNCONDITIONAL - You have been accepted and we enclose an acceptance form which you should return to us to accept your place on the course.

CONDITIONAL - You have been accepted provided that you meet certain conditions, for example you achieve an IELTS score of 6.0. Once you meet these conditions, you should contact us immediately with proof of meeting the conditions and we will then send you an unconditional offer letter.

REJECTION - We are sorry but we cannot accept you onto the course. Your application will go no further for this course. Occasionally we may reject you on a certain course, but offer you a place on an alternative course if we feel it is appropriate. Please ensure that you would be happy with this before accepting the offer.

If you have any questions regarding the application process, please contact the International Office at the address on page 1.

Important Notice for Non-UK Citizens

You should be aware that Leeds Metropolitan University co-operates fully with the Immigration and Nationality Directorate in the monitoring and control of non-UK citizens who enter the United Kingdom for the purposes of study. Such cooperation includes the disclosure of information about individual students concerning their status, mode of study, attendance and contact details.



INTERNATIONAL APPLICATION FORM

IMPORTANT: PLEASE REFER TO GUIDANCE NOTES ON HOW TO COMPLETE THIS FORM (PAGE 5 & 6)
Please complete in BLOCK CAPITALS and BLACK INK

SECTION 1: PERSONAL DETAILS

Course title

If not accepted for this course, please give an alternative choice

MONTH & YEAR of entry Level of entry

DAY MONTH YEAR

Mr/Mrs/Ms/Other. Date of birth. /...../.....

Family names

Other names

Nationality

Male/Female. Country of permanent residence

Permanent home address

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Tel: (include dialling codes)

Fax: (include dialling codes)

Email:

Agency

Address for correspondence, if different from above (eg. agent's address)

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Tel: (include dialling codes)

Fax: (include dialling codes)

Email:

Return this completed application form to:

Leeds Metropolitan University
International Office, Macaulay Hall
Headingley Campus
Leeds LS6 3QS
United Kingdom

Tel: +44 (0) 113 812 6110

Fax: +44 (0) 113 812 1776

E.mail: Internationaloffice@leedsmet.ac.uk

Web site: www.leedsmet.ac.uk

or for applicants applying from India:

Leeds Met South Asia
M46 Second Floor
Shopping Centre, Greater Kailash II
New Delhi 110048

India

Tel: +91 115 143 6580

E.mail: indiaoffice@leedsmet.ac.uk

