



## EDUCATIONAL INSTITUTIONS ATTENDED

## EXAMINATIONS TAKEN

**You MUST include copies of your examination certificates with your completed application form.**

## ENGLISH LANGUAGE CERTIFICATES

Type of Test eg, IELTS, TOEFL	Date of Test	Date of Result
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

## WORK EXPERIENCE

Please give details of any work experience undertaken (with dates): .....

Give present occupation (if applicable), and description of duties: .....

## Who is expected to pay your fees?

Self Funded If scholarship/sponsorship, please state organisation/person funding and address:  
 Family \_\_\_\_\_  
 Scholarship/Sponsorship \_\_\_\_\_

Is scholarship/sponsorship guaranteed?: YES/NO (please provide evidence)

## PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION

Please include reasons why you want to study at UWIC, the reason for your choice of course, and any future career plans: .....

DECLARATION: I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted. I understand that this application or any subsequent university place offered may be withdrawn by UWIC if in the future the information provided proves to be inaccurate, either intentionally or unintentionally.

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

## EDUCATIONAL REFERENCE

- Please enclose an educational reference with your completed application form.
- Give details of your referee below.

Name of Referee: .....

Position: .....

Address: .....

Telephone (include dialling codes): .....

Fax (include dialling codes): .....

email: .....

Do you have any special requirements (eg. Disability/Diet): .....

### Any further information?

*Please use this section to tell us of any further details which may affect your study in Britain (eg. will your family accompany you)?* :

**Return this completed application form to:**  
**International Office, UWIC, PO Box 377, Western Avenue, Cardiff CF5 2SG**  
**Tel: +44 (0)29 2041 6035 Fax: +44 (0)29 2041 6928 [international@uwic.ac.uk](mailto:international@uwic.ac.uk), [www.uwic.ac.uk](http://www.uwic.ac.uk)**

### Remember to include:

- Passport photograph
- Educational reference
- Photocopies of Examination Certificates
- Copy of IELTS/TOEFL Certificate
- Evidence of sponsorship (if applicable)
- Art & Design based courses only:** Copy of your portfolio in any of the following formats:  
Slide transparencies, photographs, CD ROM.
- Sports courses only:** Evidence of personal sporting achievements

**Return this completed application form to:**  
**International Office, UWIC, PO Box 377, Western Avenue, Cardiff CF5 2SG**

**Tel: +44 (0)29 2041 6035**  
**Fax: +44 (0)29 2041 6928**  
**[international@uwic.ac.uk](mailto:international@uwic.ac.uk)**  
**[www.uwic.ac.uk](http://www.uwic.ac.uk)**

UNIVERSITY OF WALES INSTITUTE, CARDIFF



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## GUIDE TO COMPLETING THE INTERNATIONAL STUDENT APPLICATION FORM

Thank you for applying to UWIC. This document is designed to give you a brief understanding of how we consider your application and enable you to complete the application form accurately. You should include all the information asked for so that we can process the application as quickly as possible.

The form is split into four pages

### Section 1: PERSONAL DETAILS

Make sure that you complete all sections. Particular areas to note are :

**COURSE TITLE:** Please use the correct name for the course as found in our prospectus or on our website. Do not use abbreviations.

**AGE:** All students **MUST** be at least 18 years of age when they start an undergraduate course, or at least 21 years of age when they start a postgraduate course. The only exceptions are for our Foundation courses, when the student may be 17 years old.

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

**YEAR OF ENTRY:** State clearly the calendar year when you wish to begin your study at UWIC. All courses begin in September. The MBA course has entry in September and February. Please state which month you prefer in this case only.

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

**ALTERNATIVE COURSE:** Only fill this section in if you have a genuine alternative if you are rejected for your first choice of course.

*The OFFICE USE ONLY section is for our purposes to process the application and should NOT be filled in by the applicant.*

### Section 2: EDUCATION & QUALIFICATIONS

**EDUCATION:** Please give details of all secondary education and any further professional examinations. Where you have the results, please supply them. If you have taken an examination and are waiting for results, please write 'results pending'.

*Note that we require copies of certificates for all examinations taken.*

**ENGLISH LANGUAGE TEST:** If English is not your first language, we require you to take a test confirming your level of English. The table on page two gives our minimum requirements. If you have completed your secondary education through the medium of English, you may not need to have taken this test.

### Section 3: WORK EXPERIENCE & PERSONAL STATEMENT

**WORK EXPERIENCE:** If you are over the age of 21 (or 25 for a postgraduate course) your work experience is very important for your application. Please give details here.

**PERSONAL STATEMENT:** This section is to let us know of anything that you think may help your application and 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.

**SOURCE OF FUNDING:** *UWIC does not offer scholarships or assistance with funding*, so please ensure you have the necessary financial backing when applying for a course. If you have a sponsor, please give the name and address of your sponsor.

## Section 4 : EDUCATIONAL REFERENCE AND FURTHER EDUCATION

We require you to have at least one referee 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.

They may either complete the section on the application form or write a reference on headed paper. References should be stamped to prove validity.

### Important Notes

Certain courses have additional entry criteria which you should be aware of. You should check the UWIC prospectus or website for individual course requirements. In particular:

Art & Design courses require you to submit a copy of your portfolio with your application. This can be in the form of photographs, transparencies or CD-Rom.

Sports courses require you to have a high level of sports performance, and you should include evidence of this with your application.

Once the form is completed it should be posted (with copies of all documents) to the address below. It may also be faxed to us. The form will be assessed by the International Office, then will be passed to the course tutor for their review.

It normally takes us 2 weeks from our receipt of the application to reach a decision. 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.

### ENGLISH LANGUAGE MINIMUM REQUIREMENTS

Course	IELTS	TOEFL (paper)	TOEFL (computer)
International Foundation Course - English Language	4.0	400	97
International Foundation Course - Business/Humanities	5.0	490	163
International Foundation Course - Other	4.5	430	117
HND	5.5/6.0	570	230
Undergraduate Degree	6.0	570	230
Postgraduate Degree	6.0	570	230
MBA	6.0	570	230

Other qualifications may be accepted – please contact us for more details

### WE MAY SEND YOU ONE OF THREE REPLIES :

**UNCONDITIONAL** – You have been accepted and we will send you our welcome pack detailing further information about arrival, accommodation and other important matters. Also included will be an acceptance form which you should return to us to accept your place at UWIC.

**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 these 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. 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.

If you have any questions regarding the application process, please contact us at the address below. Good luck with your application!