

**These notes provide a guide for completing the Postgraduate Taught Programme Application Form.**

Please use this form for **MA, MSc, MBA and Postgraduate Certificates (except PGCE) and Diplomas.**

Do not use this form for

\* PGCE (teacher training). Please go to the Graduate Teacher Training Registry website for details - [www.gttr.ac.uk](http://www.gttr.ac.uk) .

\* Postgraduate Research. Please go to the Liverpool Hope University Research Office website for details – [www.hope.ac.uk/resarch](http://www.hope.ac.uk/resarch)

### **Section 1: Proposed Course**

**Course title:** Indicate the course and, if applicable, the designated route you are applying for.

### **Section 2: Personal Details:**

**Name:** Your names should be as in your Passport as any offer and subsequent visa letter will require your name to match your passport.

**Telephone number and Mobile number:**

If we have to contact you to discuss your application we will use these numbers.

**Passport Number (Non-EU international applicants only):** We do not need your passport number if you are a UK citizen or EU national.

**Area of Permanent Residence:**

If you live in

**Greater London**, give your London borough (for example, Enfield); **a former metropolitan county**, give your district (for example, Sefton); **Scotland**, give your district or islands area (for example, Clackmannanshire); **Elsewhere in the UK**, give your county (for example, Derbyshire); or **Outside the UK**, give your country (for example, India).

**Residential Category:** This criterion is used for defining fee status. The descriptions for 2010 intake are as follows:

**1) UK Citizen or EU National:** You are a UK or EU national, or are the child or grandchild, or the spouse or civil partner of a UK or EU national, and have lived in the European Economic Area (EEA), Switzerland or Overseas Territories (OT) for the past 3 years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for 3 years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that three year period.

**2) EEA or Swiss national:** Either: You are an EEA or Swiss national working in the UK, or you are the child, spouse or civil partner of such a person or you are the parent or grandparent of an EEA national working in the UK. You have lived in the EEA or Switzerland or OT for the past 3 years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for 3 years partly for full time education, you also lived in the EEA, Switzerland or OT prior to that 3 year period. Or: You are the child of a Swiss national and have lived in the EEA or Switzerland or OT for the past three years, but not just for full-time education. If you have been living in the EEA, Switzerland or OT for 3 year partly for full time education, you also lived in the EEA, Switzerland or OT prior to that 3 year period.

**3) Child of a Turkish worker:** You are the child of a Turkish national who has lawfully worked in UK, and you have lived in the EEA, Switzerland or Turkey for the past 3 years.

**4) Refugee:** You have been recognised as a refugee by the British government or you are the spouse, civil partner or child-under-18 of such a person at the time of the asylum application.

**5) Humanitarian Protection or similar:** You have been granted Exceptional Leave to Enter or Remain, Humanitarian Protection or Discretionary Leave or you are the spouse, civil partner or child-under-18 of such a person at the time of the asylum application.

**6) Settled in the UK:** You have Indefinite Leave to Enter or Remain in the UK or have the Right of Abode in the UK and have lived in the UK, the Channel Islands or the Isle of Man (or more than one of these) for three years, but not just for full-time education. (However, this does not apply if you are exempt from immigration control, for example, as a diplomat, a member of visiting armed forces or an employee of an international organisation or the family or staff member of such a person: if this is your situation your residential category is Other).

**7) Other:** This includes other overseas applicants.

**Disability:** If you have a disability/ medical condition or Specific Learning Difficulty please indicate by ticking the box and attach a supplementary sheet giving details including any support you feel you may need.

**Criminal Convictions:** You are required to state whether or not you have any criminal convictions, excluding motoring offences for which a fine and/or up to three penalty points were imposed. Please tick either 'Yes' or 'No' in section 1 of the application form to indicate your situation. If you tick 'Yes' you will be required to provide details of any convictions. Please note if you do not tick either box in section 1 your application form will be delayed while this information is sought.

**Teacher Number:** If you are a teacher or trainee teacher your Teacher Number is allocated by the GTCE. The number allocated is a seven digit number.

### **Section 3: Qualifications / Pending Qualifications**

Please submit certified copies of your academic transcripts and certificates if available. A certified copy is a copy of the original document that has been endorsed by the institution with an official stamp and signature. Do not send original transcripts or certificates. If you are awaiting examinations please send your results as soon as they are available.

### **Section 4: English Language Qualifications**

This section is for those students whose first language is not English. As all tuition is in English, you must possess a suitable English Language qualification or provide other evidence that you satisfy the English Language proficiency requirement and will therefore be able to pursue the proposed course of study. Please submit certified copies of your English Language qualification. Do not send originals transcripts or certificates. If you are awaiting examinations please send your results as soon as they are available. All English Language qualifications will be verified with the relevant awarding body.

Liverpool Hope University accepts a range of English Language qualifications, including: **GCSE English Language at Grade C** or above conducted by a UK examination board; **IELTS** - British Council / Cambridge International English Language Testing Service at score 6.5 including reading score 6 and writing score 6; **TOEFL** - paper-based test at 560 or above, or internet-based test at 83 or above (Note for TOEFL students: Liverpool Hope University's institution code is 3557). **Other English Language qualifications are accepted.** Please contact the Postgraduate Admissions team for advice.

If you possess a degree or an approved equivalent qualification from an institution in which teaching and assessment is conducted

in the medium of English you may also satisfy the English Language proficiency requirement. This is assessed during the application process.

**Section 7: Referees** You must state two referees who have agreed to act on your behalf and can comment on your academic suitability for the proposed course of study. It is your responsibility to ensure that the references are supplied to the Postgraduate Admissions team. Letters of reference should be supplied on the Confidential Reference Form or on official letter headed paper by the appropriate institution/company. Letters of reference should be endorsed by the institution/company with an official stamp and signature. The Confidential Reference Form is included in the Application Pack. Further copies can be downloaded from [www.hope.ac.uk/postgraduate](http://www.hope.ac.uk/postgraduate)

### **Section 8: Statement of Purpose**

This section will be read carefully by the Course Director and used to help make a decision on your application. You should indicate your reasons for selecting the course for which you are applying. You should include your interest and experience in this subject area, your reasons for choosing the particular course and Liverpool Hope, your future aim or career plan and how the course of study connects to your future plan.

In addition, Applicants for the International MBA and MBA (IT), and mature applicants over 24 years old, are required to submit a detailed CV or Resume with the application form.

**Section 9: Funding:** It is your responsibility to fund your tuition fees and living costs. Please indicate how you will fund your course of study. Please note that it is the student's responsibility to provide the Registry with documentary evidence of how their course is to be funded. Failure to do this will result in the applicant being invoiced for their course fees.

**Please return the completed application form and supporting documentation by email, fax or post**

Postgraduate Admissions  
Liverpool Hope University  
Hope Park  
Liverpool  
UK  
L16 9JD  
**Telephone: +44 (0) 151 291 3389**  
**Fax: +44 (0) 151 291 3116**  
**Email: [postgraduate@hope.ac.uk](mailto:postgraduate@hope.ac.uk)**

Please read the GUIDANCE NOTES before completing the form.  
 Please complete this form in BLOCK LETTERS with a black pen or in typescript.

**Section 1: Proposed Course**

Course Title (eg MA Humanities)		
Full Time (please tick)	Part Time (please tick)	Proposed date of entry (month and year)

**Section 2: Personal Details (Note: Please write your name as in your passport)**

Title (Mr/Mrs/Miss/Dr/Other)	Last Name (family or surname)	First or Given Name	Middle or other names
Date of birth dd/mm/yy	Nationality	Previous Last Name (if applicable)	Gender (male or female)
Home Address		Correspondence Address (if different) or Agent Stamp	
Country		Country	
Postcode/Zipcode		Postcode/Zipcode	
		If Overseas Representative Application: Please State Branch Office (eg Chennai)	
Telephone Number		Mobile Number	
E-mail Address			
Passport Number (Non-EU international applicants only)		Area of Permanent Residence (e.g country where you normally live)	
Residential Category: <input type="checkbox"/> UK Citizen/EU National <input type="checkbox"/> Settled in UK <input type="checkbox"/> Child of a Turkish Worker UK <input type="checkbox"/> Other <input type="checkbox"/> EEA or Swiss National <input type="checkbox"/> Refugee <input type="checkbox"/> Humanitarian Protection or similar			
Do you need a visa to study in UK? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Disability: Do you have a disability? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Criminal Convictions: Do you have any criminal convictions? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a teacher / trainee teacher? <input type="checkbox"/> Yes <input type="checkbox"/> No		For teachers/trainee teachers: Teacher Number	

### Section 3: Qualifications / Pending Qualifications

Please list all academic qualifications in chronological order. Evidence of qualifications must be submitted within this application form. If you are pending qualifications please send your results as soon as they are available.

Qualification	Grade	Subject	Awarding Institution / Place of Study	Start date (month/year)	End Date (month/year)
<i>eg BA</i>	<i>First</i>	<i>English Literature</i>	<i>University of Delhi / St Stephens College</i>	<i>Sep2004</i>	<i>May2008</i>

### Section 4: English Language Qualification

If your first language is not English, provide details of your English Proficiency. Please state your score/grade and the date of the exam. Evidence of English Language qualifications should be submitted within this application form. All English Language qualifications will be verified with the relevant awarding body. If you are waiting to take an exam, state the date of the exam.

GCSE / O Level	IELTS	TOEFL	Other
Score:	Score:	Score:	Score:
Exam date:	Exam date:	Exam date:	Exam date:

## Section 5: Present Employment

Please state your current employment

Company Name / Place of Work
Company Address
Country
Postcode/Zipcode
Job Title
Start Date

## Section 6: Professional Experience/Employment History

Please state your previous professional experience/ employment in chronological order.

Applicants for the International MBA and MBA(IT) are also required to submit a detailed CV or Resume.

Start Date / End Date	Job Title / Designation	Company Name / Place of Work

## Section 7: Referees

Please enter the names, addresses and status of TWO referees who have agreed to act on your behalf and can comment on your **academic suitability** for the course. It is your responsibility to ensure that the references are supplied to Liverpool Hope University. References should be supplied on either the Confidential Reference Form or on letter-headed paper.

Name	Name
Job Title	Job Title
Address	Address
Country	Country
Postcode/Zipcode	Postcode/Zipcode
Email:	Email:
Telephone number:	Telephone number:

Postgraduate Admissions Administrator, Liverpool Hope University, Hope Park, Liverpool, UK L16 9JD

Email: [postgraduate@hope.ac.uk](mailto:postgraduate@hope.ac.uk) Tel: +44 (0) 151 291 3389

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## Section 8: Statement of Purpose / Personal Statement

Please indicate your reasons for selecting the course for which you are applying. You should include your interest and experience in this subject area, your reasons for choosing the particular course and Liverpool Hope, your future aim or career plan and how the course of study connects to your future plan.

Applicants to the MA by Creative Practice should also use this space to provide an outline Proposal of Study. This should include the philosophical considerations relevant to the proposal including influences, social or historical contexts, critical and theoretical aspects of your chosen specialization, e.g. Fine Art, Design, Theatre, Media or Music.

## Section 9: Funding

Please indicate how you will fund your tuition fees and living costs.

Personal /Family resources	Studentship/Scholarship	Sponsorship	Other

## Section 10: Checklist and Declaration

Where applicable I enclose the following documents with this application (please tick as appropriate)

- Statement of Purpose (or completed section 8)
- Evidence of Academic Qualifications
  - Higher Secondary / A Level or equivalent
  - Undergraduate Degree Transcript
  - Undergraduate Degree Certificate
- English Language proficiency certificate (GCSE / O level / IELTS / TOEFL or equivalent)
- CV or Resume (International MBA / MBA (IT) applicants only)
- Copy of Passport (Non-EU international applicants only)
- Academic Reference/Letter of Recommendation 1
- Academic Reference/Letter of Recommendation 2
- Other Supporting Relevant Documents (please specify)

**DECLARATION** The details in this form are, to the best of my knowledge, correct. If I am accepted on to the Scheme I hereby agree to comply with the rules and regulations of the institution where the modules will be studied, and that I will comply with the Statutes, Ordinances, Regulations and By-Laws of Liverpool Hope University for the time being in force, including Health, Safety and Disciplinary Regulations.

Signed

Date

