# **Application Form for Postgraduate Taught Programmes**

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Please use this form to apply for Postgraduate Taught Programmes.

**You should not use it to apply for any PGCE, Social Work or the National Award for SEN Coordination programmes.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Programme Title |  | | | | | |
| If you are applying for an Interdisciplinary programme please state the blocks you are applying for here |  | | | | | |
| Please choose as appropriate | Full time | |  | Part Time | |  |
| Proposed date of entry | October |  | February |  | Year |  |

## **1. Personal Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Title |  | Gender |  | |
| Surname |  | | | |
| 1. Forename(s) |  | | | |
| 1. Date of Birth |  | | | |
| 1. Nationality |  | | | |
| 1. Country of Birth |  | | | |
| 1. Home Address |  | | | |
| 1. Correspondence Address (if different) or Agent Name and email address |  | | | |
| 1. Telephone number | Home:  Mobile: | | | |
| Email Address |  | | | |
| Residential Category (Please refer to Section1 of the Guidance notes for the completion of the application form (Appendix 1) for an explanation of each category) | UK National | | |  |
| EU National – Has Settled/Pre-Settled Status | | |  |
| EU/EEA/Swiss National | | |  |
| Refugee/Humanitarian Protection | | |  |
| Settled in the UK | | |  |
| Overseas – Requires Visa to study in the UK | | |  |
| 1. Date of Entry to UK (if your country of birth is not the UK) |  | | | |
| 1. Please provide your ID number if you have previously studied at Liverpool Hope. |  | | | |

|  |  |
| --- | --- |
| How did you first learn about your proposed programme of study at Liverpool Hope University? |  |

## **2. Applicant Status**

|  |  |  |
| --- | --- | --- |
| Do you require a visa to study in the UK? | **Yes\*** |  |
| **No** |  |

\*If you have answered Yes to the above question, please answer the following questions. If you have ticked No then please move to Section 3. Additional Information

|  |  |  |
| --- | --- | --- |
| **Additional Information for Overseas Applicants** | **Yes** | **No** |
| Do you hold a current UK Visa?\* |  |  |
| Have you ever studied in the UK?\* |  |  |
| Are you currently studying in the UK?\* |  |  |
| Have you ever had a Visa application for the UK refused? (if yes, please give full details below) |  |  |
|  | | |
| **If you currently hold or have previously held a UK Visa you must also complete the Immigration History Form (Appendix 3 at the end of the application form) and provide copies of all relevant information.** | | |

## **3. Disability/Health Declaration**

|  |
| --- |
| In order to identify how the University might meet any support or accommodation needs you may have, it is important that you disclose any disability, medical or other support needs you want the University to know about by completing the information below. |

Please select from the list below – You cannot leave this blank.

|  |  |
| --- | --- |
| No disability |  |
| You have a social/communication impairment such as Asperger's syndrome or other autistic spectrum disorder |  |
| You are blind or have a serious visual impairment uncorrected by glasses |  |
| You are deaf or have a serious hearing impairment |  |
| You have a long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy |  |
| You have a mental health condition, such as depression, schizophrenia or anxiety disorder |  |
| You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D |  |
| You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches |  |
| You have a disability, impairment or medical condition that is not listed above |  |
| You have two or more impairments and/or disabling medical conditions |  |
| **If you wish to provide further information, please do so here:** | |

**\***Please be advised that the University may be unable to provide unlimited physical or other adjustments to meet the needs of individual students. Consequently, it may not be possible to implement all necessary adjustments in certain cases having explored all reasonable options.

## **4. Academic Qualifications**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Qualification | Grade or result | Subject | Awarding Institution / Place of Study | Start date  (month/year) | End Date  (month/year) |
| *e.g. BA* | *e.g. First class* | *e.g. English Literature* | *University of Delhi / St Stephens College* | *Sep 2004* | *May 2008* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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5. English Language Proficiency

**If your first language is not English,** you must provide details of your English Proficiency. Please state your score/grade and the date of the exam. You should provide evidence of English Language qualifications with this application form. We will verify all English Language qualifications with the relevant awarding body. If you are waiting to take an exam, state the date of the exam.

Information on the acceptable English Language qualifications/tests can be found on our website at –

<https://www.hope.ac.uk/englishlanguagerequirements/>

|  |  |  |  |
| --- | --- | --- | --- |
| Awarding Body | Subject | Result/Score | Exam Date |
|  |  |  |  |

## **6. Accreditation of Prior Learning, Credit Transfer or Advanced Standing**

Please refer to Section 5 under the Guidance for completion of the application form (Appendix 1) for an explanation of Accreditation of Prior Learning, Credit Transfer or Advanced Standing and a link to the policy at Liverpool Hope University.

|  |  |  |
| --- | --- | --- |
| Do you wish to apply for Accreditation of Prior Learning / exemption from modules? | **Yes** |  |
| **No** |  |
| How many credits are being sought? |  | |

**Details of Prior Learning**

If you are applying for Prior Learning undertaken at another institution, please complete section 6a.

If you are applying for Credit Transfer or Advanced Standing for study completed at Liverpool Hope University, please complete section 6b.

**6a. Prior Learning Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Previous Institution /Training Provider |  | | | |
| Dates of Attendance (month/year) | From | | To | |
|  | |  | |
| Details of the Modules / Courses completed | Level of Award / Course / Module | Title | | Credit Value |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| Qualification obtained  *(Including level of qualification and grade/ mark as appropriate)* |  | | | |
| **\***Please list here the evidence that you are providing to Liverpool Hope in order to assure the University about your previous learning experience/s | Please list the information here and append the full documentation with your application. | | | |

***\* You must provide as evidence an official transcript/letter which identifies the level, credit value and grade achieved; mark sheets are insufficient. You should also provide additional documentation about the curriculum you have followed (such as course handbooks) etc.***

**6b. Credit Transfer or Advance Standing (*only applicable for Modules/Programmes studied at Liverpool Hope University*).**

|  |  |
| --- | --- |
| Details of the Liverpool Hope University programme that you wish to transfer |  |
| Number of credits for which Credit Transfer/Advance Standing is being sought |  |
| Module(s) at Liverpool Hope against which the credit is being sought |  |

## **7. Statement of Purpose / Personal Statement**

Clearly indicate your reasons for selecting the course for which you are applying. You need to demonstrate links and awareness of the course content we offer (as indicated on our website), your interest and experience in this subject area including future aspirations.

It is compulsory that you complete this section as we cannot process your application without it.

|  |
| --- |
|  |

## **8. Current Employment**

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

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

**Applicants for the International MBA are also required to submit a detailed CV/Resume.**

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

## **9. Academic References**

It is **your responsibility** to ensure that you provide **TWO** references to support your application. Your referees must be able to comment on your **academic suitability** for the programme.

**We are unable to obtain references on your behalf.**

References should be supplied on the Reference Form (Appendix 2) or on letter-headed paper or letters of reference should be endorsed by the institution/company with an official stamp and signature and must be dated within the previous 12 months.

**Your application will not be assessed until we have received your references.**

## **Declaration:**

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that the information given on this form is true, complete and accurate and no information or other material information has been omitted. I accept that if this is the case, Liverpool Hope University shall have the right to cancel the application. | | | |
| Signed |  | Date |  |

# **Appendix 1**

# Guidance for the completion of the application form

## **Programme Title**

Please check the Liverpool Hope University website for the official name of the programme. You should also ensure that the programme is available to study either full or part time. The standard start dates for Postgraduate programmes are either October or January. Not all programmes have a January start date.

## **1. Personal Details**

Please ensure that you complete this section in full paying particular attention to the Residential Category. For clarity the descriptions of each of the categories are:

**UK National:** You are a UK national.

**EU National – Has Settled/Pre-Settled Status:** You are an EU National who has been granted Settled or Pre-Settled Status. You will be required to provide evidence of this at a later date.

**EU/EEA/Swiss National:** You are an EU/EEA or Swiss National currently not residing in the UK and will require a Student Route Visa to study in the UK

**Refugee/Humanitarian Protection:** 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 or 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.

**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 Overseas – Requires Visa to study in the UK).

**Overseas – Requires Visa to study in the UK:** You do not meet any of the other Residential categories or require a Visa to study in the UK

## **2. Applicant Status**

This section is used to determine if you require a Visa to be in the UK. You must answer the additional questions if you require a Visa to be in the UK.

If you hold a current UK Visa (or have previously held a UK Visa), you must provide copies of these in addition to a copy of your current Passport. You must also complete and return the **Immigration History Form** with your completed application form.

## **3. Additional Information**

If you have disclosed a medical condition/ disability and/or a specific learning difficulty and have any support needs or if you would like to meet or discuss this, you can contact our Student Development and Wellbeing Team on 0151 291 3427 or by email at [sdw@hope.ac.uk](mailto:sdw@hope.ac.uk)

## **4. Academic Qualifications**

You should list your qualifications in this section. You should also provide a clear, legible copy of the certificates and transcripts to your application. If the certificates and transcripts are not in English, you should provide an official translation and the certificate in the original language.

## **5. English Language Proficiency**

You should list and provide evidence of the suitable English Language qualification or test. The list of approved and acceptable qualifications or tests can be found on our website at

<https://www.hope.ac.uk/englishlanguagerequirements/>

## **6. Accreditation of Prior Learning (APL)/ Advanced Standing**

Accreditation of Prior Learning allows students who are enrolling on award bearing taught programmes of study at the University to claim “credit” for previous learning. The previous learning must be relevant to the programme (undertaken within 5 years) for which they are applying, and if their application is successful, the credit will count towards their chosen programme of study.

You should ensure that you provide further details regarding your previous study; this includes a certificate (with transcript of results) and information (such as the handbook) that clearly shows the content and learning outcomes of the study.

Further information relating to Accreditation of Prior Learning is available on our website at [http://www.hope.ac.uk/aboutus/governance/academicquality/accreditationofpriorlearning/](https://www.hope.ac.uk/undergraduate/howtoapply/accreditationofpriorlearning/)

Please note that funding via a Postgraduate loan (PGL) may be affected if you are awarded APL, further information is available on our website- <http://www.hope.ac.uk/postgraduate/feesandfunding/>

## **7. Statement of Purpose / Personal Statement**

This section will be used by the Department to which you are applying and used in making 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 University, your future aim or career plan and how the course of study connects to your plan.

In addition, applicants for the International MBA, are required to submit a detailed CV or Resume with the application form, detailing relevant work experience.

## **8. Current Employment**

The information contained in this section is used as part of the decision making process by the Department to which you are applying.

## **9. Academic References**

You **must** supply two references to support your application, dated within the last 12 months. Your referees must be able to comment on your academic suitability for the programme you have applied for. Your application will not be assessed until we have received your references. We are unable to obtain references on your behalf.

**Appendix 2**

# **C:\Users\frym\Desktop\2017\SITS_Letterhead_Logo_1.jpg**Reference for Postgraduate Taught Programme

(Applicant’s name) has applied for a Postgraduate Taught programme at Liverpool Hope University and has named you as an academic referee. We should be grateful to receive your comments on the applicant’s suitability for study at postgraduate level as soon as possible.

Reference (if necessary please continue on additional sheets)

|  |  |
| --- | --- |
| Name |  |
| Institution name |  |
| Job Title |  |
| Email: |  |
| Telephone number: |  |
| Date |  |

Letters of reference should be endorsed by the institution/company with an official stamp and signature.

Please return this form to Student Enrolment, Liverpool Hope University,

Hope Park, Liverpool L16 9JD.

Email: [admission@hope.ac.uk](mailto:admission@hope.ac.uk)

# **Appendix 3**

# Immigration History Form

Applicants who require a Visa to be in the UK or have previously held a UK visa **must** complete this form. This is to enable us to confirm academic progression, the UKVI study time limit and your previous visa history. Please continue on a blank sheet if necessary.

|  |  |
| --- | --- |
| **ID Number (if known)** | **Name** |
|  |  |
| **Programme applied for** | **Proposed start date** |
|  |  |

### Section A - Previous UK Visas

|  |  |  |
| --- | --- | --- |
| **Type of Visa** | **Visa Start Date** | **Visa End Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Section B - Please list all courses you previously studied in the UK including courses that you did not complete but applied for a visa for.

|  |  |  |
| --- | --- | --- |
| **Course title, NQF level**  **Course start date**  **Course end date** | **Name of Institution** | **Did you complete this course? If not, please provide further details** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Have you ever had your leave to remain in the UK curtailed by the UKVI? |  |  |
| Have you ever stayed in the UK after your leave has expired (been an over-stayer) or applied for a visa as an over-stayer? |  |  |
| Have you ever had a visa application refused for either the UK or any other country? |  |  |
| Do you have an outstanding Administrative Review or immigration appeal? |  |  |

### **Please attach copies of all visas and information relating to courses and visas in the UK. If you have answered yes to any of the above questions please explain the circumstances fully.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | **Yes** | **No** |
| We may need to contact the UKVI to verify this information please can you confirm that you give your permission? | | | |  |  |
| **Student Signature:** |  | **Date:** |  | | |