

# Application Form

Before completing this form, please ensure that you have read the guidance notes thoroughly. Please complete in black ink using BLOCK CAPITAL LETTERS.

ID

## Section 1 Programme of study

Course title

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Point of entry (undergraduate degrees only)

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Mode of study      Full time       Part time

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Start date     

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Location      Distance learning       Campus-based       Campus

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Alternative choice (if your application to the above course is unsuccessful)

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## Section 2 Research degree applicants

Proposed area of research:

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Leading to the award of    MPhil     MRes     PhD     New route PhD     Other (please specify)

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If you have already discussed your application with a potential supervisor at the University of Portsmouth, please provide his or her name

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Please include a research proposal with your application which should clearly identify the research problem to be studied and the aims (general and specific) of the intended research

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## Section 3 Personal details

Title (Mr/Mrs/Miss/Ms)

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Surname/family name

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Forenames (in full)

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Preferred first name

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Previous surname/family name (if applicable)

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Date of birth     

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Gender      Male       Female

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Nationality (as stated on your passport)

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Area of permanent residence

---

Country of birth

---

Residential category (please refer to guidance notes)

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## Section 4 Previous education

Please provide details of your academic qualifications including any current studies, listing your current/most recent studies first. Please enclose evidence of your academic qualifications with your application (e.g. copies of certificates or transcripts).

Attendance dates From	To	Name of institution	Title of qualification	Subject	Result/Grade (if known)

Have you studied at the University of Portsmouth previously? Yes  No

If yes, which course(s)?

Year of leaving

Student number

## Section 5 English language proficiency

If English is not your first language, please tell us about any English language qualifications you hold and provide original or certified copies of your English language certificates with your application form.

IELTS:	Overall score	Reading	Listening	Writing	Speaking	Date
TOEFL:	Computer-based	Paper-based	Internet-based			Date
Cambridge Test:		Advanced score	Proficiency score			Date
Other:	Title				Score	Date

If you are planning to take an English language test, please give details:

Test to be taken

Approximate date to be taken

Have you been educated in English? Yes  No  If yes, please state number of years

## Section 6 Professional qualifications

Please provide details of any professional or other qualifications that you hold.

Date taken		Title of qualification	Professional/Awarding body
Month	Year		

## Section 7 Employment and work experience

Name of employer	Job title	Main responsibilities	Dates of employment	
			From	To

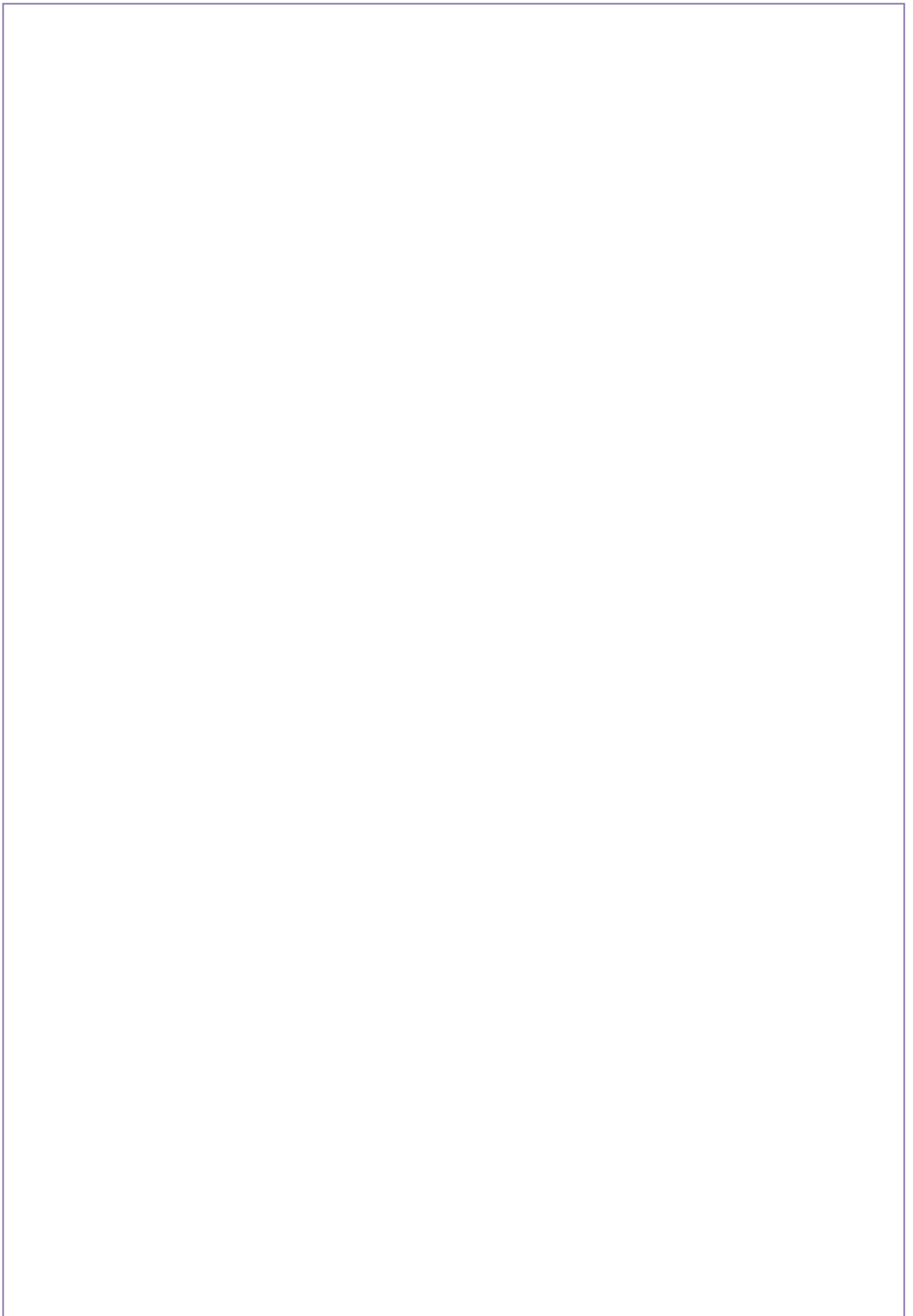
## Section 8 References (please refer to guidance notes)

Please provide details of your referee(s) below and send them a copy of the enclosed reference request sheet as soon as possible. The University requires two references if applying for a postgraduate or research degree and one reference if applying for an undergraduate degree.

1. Name	2. Name
Position	Position
Address	Address
Telephone number	Telephone number
Email address	Email address

## Section 9 Personal statement

*Please write a statement to support your application to study on this course. Note that your application will not be processed without a personal statement. Please refer to the guidance notes for further assistance and continue on a separate sheet if necessary.*



## Section 10 Address details

Home/permanent address

Postcode (UK only)

Country

Telephone number

Email address

Fax number

Correspondence address (if different)

Postcode (UK only)

Country

Telephone number

Email address

Fax number

## Section 11 Non-UK nationals

Have you applied through an official University of Portsmouth Agent?

Yes

No

If yes, what is the name of your agent?

Date of first entry to live in the UK

Have you previously studied in the UK?

Yes

No

Do you have Leave to Enter the UK under a Tier 4/General student visa?

Yes

No

If yes, what is your visa issue date?

Visa expiry date

Passport number

Passport issue date

Passport expiry date

Passport place issued

Student visa required?

Yes

No

Name of home university/institution

## Section 12 International applicants only

In the event that we are unable to offer you a place, it may be possible for your application to be considered for a programme offered by our partner college – International College Portsmouth (ICP). If you are happy for us to forward your application form to ICP for consideration, please tick here

## Section 13 Criminal convictions

If you have a relevant criminal conviction please tick the box (*please refer to guidance notes*)

## Section 14 Equal opportunities monitoring *(please refer to guidance notes)*

The University of Portsmouth is committed to a policy of equal opportunities. The details you provide will help us monitor the effectiveness of this policy. The information will be used for statistical purposes only and will not be used as part of the selection process.

**Ethnic origin** Please enter the code that best describes your ethnic origin

**Disability/Special needs** Do you have a disability or a medical condition that might require special arrangements or facilities? Yes  No

If yes, please enter the relevant code

**DSA** Will you be in receipt of Disabled Student's Allowance (DSA)? Yes  No

**Previous qualification** Please enter the code that best describes the highest academic qualification you have achieved

**Socio-economic background** Please enter the code that describes your socio-economic background

### Please only answer the following if you are applying for an undergraduate degree

**Unique Learner Number**

**Care** Have you been in care? Yes  No

If yes, please enter the relevant code for the length of time you have been in care

**Parental education** Do any of your parents, step-parents or guardians have any Higher Education qualifications? Yes  No

## Section 15 Funding

Please enter the code that describes your proposed means of financial support

## Section 16 Nominated access

If you would like to nominate someone, e.g. parent/guardian/adviser, who can discuss your application with us if you are unavailable, please provide details below.

Full name of nominee

Relationship to you

## Section 17 How did you hear about the course?

Please enter the code that describes how you heard about your chosen course

## Section 18 Declaration

I confirm that, to the best of my knowledge and belief, the information given on this form is true, complete and accurate. I understand that any offer of a place at the University of Portsmouth will be based upon the information given in this form. If the University of Portsmouth discovers that I have made a false statement or have omitted significant information from my application form, the offer may be withdrawn. I accept that the information given on this form will be retained by the University and used for the purpose of processing my application, in accordance with the provisions of the Data Protection Act 1998. I understand that the information stored by the University of Portsmouth may be used for reporting, both internally and externally and that the University may also check the information provided with any previous educational establishment I have attended and with the UK Border Agency. If accepted onto a programme of study, I agree to abide by the University's rules and regulations.

Signature

Date

**Please return your completed application together with evidence of your academic qualifications and your reference to:**

Admissions  
Academic Registry  
University of Portsmouth  
University House  
Winston Churchill Avenue  
Portsmouth PO1 2UP  
United Kingdom

Telephone: +44 (0)23 9284 8484  
Fax: +44 (0)23 9284 3082  
Email: admissions@port.ac.uk  
Web: www.port.ac.uk

## Additional information

*Please use this space to provide any additional information to support your application.*



The following notes relate to the numbered sections in the application form and are intended to help you complete the form. Please ensure that you have read them thoroughly before completing your application.

## Section 1 Programme of study

### Course title

Please enter the exact course title as specified in the University prospectus or website. Several courses have similar names and if we need to clarify these details at a later stage, your application could be delayed.

### Point of entry

Please enter the year of entry for which you are applying, e.g. Year 1.

### Location

Please tick to indicate whether you wish to study via distance learning or be taught on campus. If the course you are applying for is taught on a campus outside of Portsmouth (e.g. South Downs College), please specify the campus here.

### Alternative choice

Please enter the exact course title as specified in the University prospectus or website. Your alternative choice will only be considered if we are unable to offer you a place for your first choice.

## Section 2 Research degree applicants

### Proposed area of research/Leading to the award of

Please enter the title of your proposed topic or area of research in the space provided and tick the relevant award.

### Research proposal

Your application must include a research proposal indicating the area in which your research will be conducted and the key issues that you want to examine in more detail. Your proposal should be between 300 and 500 words and should include the following:

- The reasons for your choice of research project and why it is important to you.
- A description of your proposed research objectives and what you hope to contribute to the field of research.
- A description of your proposed methodology – an indication of the proposed approach and likely methods of data collection. Please tell us whether you have had any training in specific research methods that you anticipate employing.
- Details of the planning and timescale of the research to include information of any off-campus organisation or institution.
- How your choice of research project fits in with your future career plans.

## Section 3 Personal details

### Surname/family name/forenames

Please enter your title, surname and forename(s) exactly as they appear on official documents such as examination certificates, passport or driving licence.

### Preferred first name

If you have a different name by which you would rather be known, please enter it here. For example, your proper name is Andrew but you are known as Andy.

### Previous surname/family name

If you have changed your name since your 16th birthday, please enter your previous surname or family name. If not, please leave this section blank.

### Nationality

Please enter your nationality as stated on your passport. If you have dual nationality, please enter both.

### Area of permanent residence

If your permanent home is in the UK please enter the metropolitan area, borough or county. If you live outside the UK please enter the country.

### Residential category

This section helps to establish the level of tuition fees (home or overseas) that you will be charged if you are offered a place. Using the category definitions and notes below please select the residential category which you think applies to you and enter the code in the box provided. The category that you choose is provisional. The University will make the final decision on your category and may request additional information from you if there is a query about the information you have provided.

- 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 three years, but not just for full-time education.
- 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 three years, but not just for full-time education.  
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.
- 3 Child of a Turkish worker:** You are the child of a Turkish national who has lawfully worked in the UK, and you have lived in the EEA, Switzerland or Turkey for the past three 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.
- 9 Other:** You do not fit into any of the above categories.

### Notes

1. If your category code is '9', but you are granted British citizenship or Indefinite Leave to Remain after the date of your application, please email [feeassessment@port.ac.uk](mailto:feeassessment@port.ac.uk) immediately as your residential category may be reconsidered.
2. If your category code is '9', but you, your spouse or civil partner or either of your parents are later granted refugee status, Humanitarian Protection or Discretionary Leave, please email [feeassessment@port.ac.uk](mailto:feeassessment@port.ac.uk) immediately as your residential category may be reconsidered.
3. If your category code is '9', but you, your spouse, your civil partner or either of your parents are later granted EU citizenship, please email [feeassessment@port.ac.uk](mailto:feeassessment@port.ac.uk) immediately as your residential category may be reconsidered.

## Section 4 Previous education

Please use this section to provide details of your academic career to date. Please list your current/most recent studies first.

You should include the following:

- All higher education qualifications (completed or due to be completed).
- Your subjects and grades at A Level or equivalent.
- Your grades in Mathematics and English at GCSE or equivalent.

Please enclose evidence of your academic qualifications with your application (e.g. copies of certificates or transcripts). Photocopies are sufficient at application stage. However, you may need to provide original or certified copies of your documentation at a later stage.

## Section 5 English language proficiency

If your first language is not English, the University will require you to achieve a satisfactory score in an approved English Language qualification. In general, only qualifications achieved in the last two years will be accepted as evidence of current language proficiency. If you have already taken or are planning to take an English language test please give details in the spaces provided.

Please provide original or certified copies of your English language certificates with your application form.

## Section 6 Professional qualifications

Please list any professional or other qualifications that you hold, for example CIM (Chartered Institute of Marketing) qualification, along with any professional body membership such as ACCA (the Association of Chartered Certified Accountants).

## Section 7 Employment and work experience

Please provide details of any employment or work experience to support your application, giving a brief description of the nature of your work and responsibilities.

If your employment/work experience is relevant to your proposed programme of study you may wish to include further details in your personal statement.

## Section 8 References

The University requires reference(s) in support of your application to help assess your suitability for your chosen course.

If you are applying for a postgraduate or research degree we require two references. If you are applying for an undergraduate degree, one reference will suffice.

References should be provided by one of your teachers/tutors or by someone who is able to comment on your academic ability as well as your potential to succeed on your chosen programme of study.

If you are not in full-time education, you should ask a responsible person who knows you to provide your reference(s). This could be an employer, training officer, careers adviser, a teacher on a recent relevant further education course, or a senior colleague in employment or voluntary work. Your referee should know you well enough to write about you and to comment whether you are suitable for higher education. Please list the name and contact details for your referee in the space provided. We are unable to accept references from family, other relatives or friends.

Please send your referee(s) a Reference Request Form (attached) as soon as possible. The form should be returned to you in a sealed envelope which you should forward (unopened) to Academic Registry with your application. The address can be found on the bottom of the penultimate page of the application form.

Please note that it is your responsibility to contact your referee(s). We are unable to make a decision about your application until we receive your reference.

## Section 9 Personal statement

Please write a statement to support your application to study on this course. We suggest you include some or all of the following points:

- Your reasons for choosing the course.
- What interests you about your chosen subject.
- Any job, work experience, placement or voluntary work you have done, particularly if it is relevant to your subject. You may want to include the skills and experience you have gained from these activities.
- How your programme choice fits with your future career plans.
- Your social, sports or leisure interests.
- Details of any non-examination based activities you have undertaken such as AimHigher, NAGTY, Sutton Trust, GOALS, LEAPS or ASPIRENorth.

If you are not in full-time education, you should give details of any relevant work experience, paid or unpaid, and information about your current or previous employment.

If you are an international student you may also like to include the following:

- Why you wish to study in the UK.
- What evidence you have to show that you can complete a higher education course that is taught in English. Please give details if some of your studies have been assessed in English.

## Section 10 Address details

### Home/permanent address

Your Home/permanent address is the address where you usually live. Please provide your full address including the country and a postcode (if living in the UK).

### Email address

The University sends most correspondence by email, therefore it is essential that an email address is provided.

### Correspondence address

If you would prefer correspondence to be sent to a different address or an agent, please complete the Correspondence address section.

If you have an alternative email address, telephone or fax number you would like to provide, please enter this here.

International agents should enter their contact details in this section.

## Section 11 Non-UK nationals

### Date of first entry to live in the UK

If you were born outside the UK, but now live here please give the date when you began to live here permanently. The date should be found in your passport or other papers used to gain admission to the UK. Do not give a date if you are staying in the UK on a temporary basis, for example for the purpose of study.

### Student visa required?

If you need a student visa to study in the UK, tick 'Yes'. If you do not need a student visa, tick 'No'.

### Name of home university/institution

Provide the name of the university, college or institution that you are currently attending.

## Section 13 Criminal convictions

To help us ensure that the interests and safety of all members of the University community are safeguarded, we must know about any relevant criminal convictions that an applicant may have. If you have a **relevant** criminal conviction, please tick the box. The information that you provide will not affect the academic assessment of your application. However, the University may want to consider the application further or ask for more information before making a decision.

If you have a relevant criminal conviction that is **not** spent, please tick the box; otherwise leave it blank.

### What is a relevant criminal conviction?

Relevant criminal offences include convictions, cautions, admonitions, reprimands, final warnings, bind over orders or similar involving one or more of the following:

- Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm.
- Offences listed in the Sex Offences Act 2003.
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
- Offences involving firearms.
- Offences involving arson.
- Offences listed in the Terrorism Act 2006.

If your conviction involved an offence similar to those set out above, but was made by a court outside of Great Britain, and that conviction would not be considered as spent under the Rehabilitation of Offenders Act 1974, you should tick the box.

Warnings, penalty notices for disorder (PNDs), anti-social behaviour orders (ASBOs) or violent offender orders (VOOs) are not classed as convictions for the purpose of this section, unless you have contested a PND or breached the terms of an ASBO or VOO and this has resulted in a criminal conviction.

### What does 'spent' mean?

If a person does not re-offend during their rehabilitation period, their conviction becomes 'spent' (as defined by The Rehabilitation of Offenders Act 1974).

Convictions that are spent are not considered to be relevant and you should not reveal them. You should note that certain offences are never spent.

**If you are convicted of a relevant criminal offence after you have applied, you must tell us.** Do not send details of the offence; simply tell us that you have a relevant criminal conviction. The University will then ask you for more details.

## Section 14 Equal opportunities monitoring

This information will be used by the University for statistical purposes only and will not affect the decision on your application. The University is required to release this information to the Higher Education Statistics Agency to whom all UK universities are legally obliged to report data.

### Ethnic origin

Please read the list below and enter the code that best describes your ethnic origin.

- |  |                              |                            |
|--|------------------------------|----------------------------|
| 11 White                               | 32 Asian – Pakistani         | 43 White and Asian         |
| 16 Gypsy, Traveller or Irish Traveller | 33 Asian – Bangladeshi       | 49 Other Mixed background  |
| 21 Black – Caribbean                   | 34 Asian – Chinese           | 50 Arab                    |
| 22 Black – African                     | 39 Other Asian background    | 80 Other Ethnic background |
| 29 Other Black background              | 41 White and Black Caribbean | 90 Not known               |
| 31 Asian – Indian                      | 42 White and Black African   | 98 I prefer not to say     |

### Disability/special needs

If you have a disability, special needs (including dyslexia or another specific learning difficulty) or a medical condition, please tick the 'Yes' box and select the most appropriate code from the list below. If you do not have a disability, special needs or a medical condition, please tick 'No'. The information you provide in this section will not influence the assessment of your application.

- A No disability.
- B You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder.
- C You are blind or have a serious visual impairment uncorrected by glasses.
- D You are deaf or have a serious hearing impairment.
- E You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy.
- F You have a mental health condition, such as depression, schizophrenia or anxiety disorder.
- G You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D.
- H You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches.
- I You have a disability, impairment or medical condition that is not listed above.
- J You have two or more impairments and/or disabling medical conditions.

### Previous qualification

Please enter the appropriate code to indicate the highest academic qualification you have achieved.

<b>DUK</b> UK doctorate degree	<b>J48</b> Certificate or Diploma in Education, (CertEd) or (DipEd)	<b>P91</b> Mix of A Level equivalents at level 3 (e.g. A Level and BTEC)
<b>DZZ</b> Non-UK doctorate degree	<b>J80</b> Other qualification at level 5	<b>P92</b> EU/International A Level equivalents (e.g. Abitur, Apolyterion)
<b>D80</b> Other qualification at doctorate level	<b>C20</b> Certificate of Higher Education (CertHE)	<b>Q51</b> 14–19 Higher Diploma (level 2)
<b>MUK</b> UK Master's degree	<b>C30</b> Higher National Certificate (HNC)	<b>Q52</b> Welsh Baccalaureate Intermediate Diploma (level 2)
<b>MZZ</b> Non-UK Master's degree	<b>C44</b> Higher Apprenticeship (level 4)	<b>Q80</b> Other qualification at level 2 (e.g. GCSE, Key Skills level 2)
<b>M2X</b> Enhanced/extended integrated UG/PG taught Master's degree	<b>C80</b> Other qualification at level 4	<b>R51</b> 14–19 Foundation Diploma at level 1
<b>M41</b> Diploma at Master's level	<b>C90</b> Undergraduate credits	<b>R52</b> Welsh Baccalaureate Foundation Diploma (level 1)
<b>M44</b> Certificate at Master's level	<b>P41</b> Diploma at level 3 (e.g. BTEC, CACHE, OCR)	<b>R80</b> Other qualification at level 1 (e.g. Key Skills level 1)
<b>M71</b> Postgraduate Certification in Education (PGCE)	<b>P42</b> Certificate at level 3 (e.g. BTEC, CACHE, OCR)	<b>X00</b> Higher education Access course (e.g. Access to HE Diploma)
<b>M80</b> Other taught qualification at Master's level	<b>P46</b> Award at level 3 (e.g. BTEC, CACHE)	<b>X01</b> Higher education Access course, not QAA recognised (level 3)
<b>M90</b> Taught work at Master's level for institutional credit	<b>P47</b> AQA Baccalaureate (Bacc)	<b>X02</b> Mature student admitted on basis of previous experience and/or admissions test
<b>HUK</b> UK first degree with honours	<b>P50</b> Only GCE A Level/AS Level	<b>X04</b> Other qualification, level not known
<b>HZZ</b> Non-UK first degree	<b>P51</b> 14–19 Advanced Diploma (level 3)	<b>X05</b> No formal qualifications
<b>H11</b> First degree with honours leading to Qualified Teacher Status (QTS)	<b>P53</b> Scottish Baccalaureate	<b>X06</b> Not known
<b>H71</b> Professional Graduate Certificate in Education	<b>P62</b> International Baccalaureate (IB) Diploma	
<b>H80</b> Other qualification at honours degree level	<b>P63</b> International Baccalaureate (IB) Certificate	
<b>JUK</b> UK ordinary (non-honours) first degree	<b>P64</b> Cambridge Pre-U Diploma	
<b>J10</b> Foundation degree	<b>P65</b> Cambridge Pre-U Certificate	
<b>J20</b> Diploma of Higher Education (DipHE)	<b>P68</b> Welsh Baccalaureate Advanced Diploma (level 3)	
<b>J30</b> Higher National Diploma (HND)	<b>P80</b> Other qualification at level 3 (e.g. Advanced GNVQ)	
<b>J49</b> Foundation course at level 5		

### Socio-economic background

Please enter the code that best describes the socio-economic background of the highest-earning family member of the household in which you live. If you are 21 or over, please enter the code that best describes your own socio-economic background.

<b>1</b> Higher managerial and professional occupations	<b>6</b> Semi-routine occupations
<b>2</b> Lower managerial and professional occupations	<b>7</b> Routine occupations
<b>3</b> Intermediate occupations	<b>8</b> Never worked and long-time unemployed
<b>4</b> Small employers and own account workers	<b>9</b> Not classified
<b>5</b> Lower supervisory and technical occupations	

### Unique Learner Number (Undergraduate applicants only)

Enter your ten-digit Unique Learner Number here. If you do not have a ULN, please leave this section blank.

### Care (Undergraduate applicants only)

If you have not spent time in care please tick the 'No' box. If you have spent any time in local authority care, including if you have been in public care and had lived in one or more of foster care, semi-independent living or residential care homes, please tick the 'Yes' box and indicate how long you were in care:

<b>A</b> Less than one week	<b>C</b> Three months to one year	<b>E</b> Three years or more
<b>B</b> One week to three months	<b>D</b> One year to three years	

### Parental education (Undergraduate applicants only)

Please indicate whether or not any of your parents, step-parents or guardians have themselves undertaken a course at higher education level, such as a degree, diploma or certificate of higher education.

## Section 15 Funding

Please enter the appropriate code to show how you intend to finance your studies. If you are an international student, on entry to the UK you will have to demonstrate that you have sufficient funds to pay for your fees and support yourself throughout your studies.

<b>01</b> Private finance	<b>06</b> UK Government international award	<b>10</b> UK industry/commerce
<b>02</b> SLC, SAAS, NIBd, EU, ChI, IoM	<b>07</b> Training agency	<b>90</b> Other source
<b>04</b> Research Council	<b>08</b> Other UK Government award	<b>99</b> Not known
<b>05</b> DH/Regional health	<b>09</b> International agency	

## Section 16 Nominated access

If you are likely to be away at any time during the application period, for example on a gap year, you may wish to nominate someone who can make decisions on your behalf and discuss your application with us, e.g. a parent, other relative or guardian. If you are using an agent, you can choose to enter their details.

## Section 17 How did you hear about the course?

Please enter the code that best describes how you heard about your chosen course:

<b>A</b> University prospectus	<b>G</b> Masterscompare.co.uk	<b>N</b> Local advertisement
<b>B</b> University website	<b>H</b> Hotcourses.com	<b>O</b> National advertisement
<b>C</b> Prospects.ac.uk	<b>J</b> Targetcourses.com	<b>P</b> Word of mouth
<b>D</b> Findamasters.com	<b>K</b> Other website	<b>Q</b> Other (please specify in the space provided)
<b>E</b> Findaphd.com	<b>L</b> Promotional email	
<b>F</b> Postgraduatestudentships.co.uk	<b>M</b> Google advert	

## Submitting your application

Please read the declaration carefully, then sign and date the form.

When you have completed your application form please return it, together with evidence of your academic qualifications and your reference to:

**Admissions, Academic Registry, University of Portsmouth, University House, Winston Churchill Avenue, Portsmouth PO1 2UP, United Kingdom**

Telephone: +44 (0)23 9284 8484 Fax: +44 (0)23 9284 3082 Email: admissions@port.ac.uk Web: www.port.ac.uk

The University will acknowledge receipt of your application by email. Your application will then be passed to the appropriate department for consideration. We usually aim to make a decision on your application within four weeks.

Please note that if you have not submitted all the required documentation, your application will be delayed until all your documents have been received. If you have any questions about the status of your application please email admissions@port.ac.uk or if you are an international applicant, please contact our International Admissions team at international.admissions@port.ac.uk.

If your application is unsuccessful we will provide feedback on request.

# Reference Request

Please complete in black ink using **BLOCK CAPITAL LETTERS**.

## Section A To the applicant

Title (Mr/Mrs/Miss/Ms)

Surname/family name

Forenames (in full)

Date of birth

Course title

Please enter your details above and pass a copy of this form to your referee. You should ask for the reference to be returned to you in a sealed envelope. Please forward the envelope (unopened) to Academic Registry **with your application**. If you have already submitted your application please send the reference to Admissions, Academic Registry, University of Portsmouth, University House, Winston Churchill Avenue, Portsmouth PO1 2UP, United Kingdom.

## Section B To the referee

The person named above has submitted an application to study at the University of Portsmouth and has named you as a referee. We should be grateful if you could enter your details below and provide us with a reference on the applicant's suitability to undertake the proposed programme of study.

Name of referee

Position

Address

Telephone number

Email address

Signature

Date

It would be of great assistance if you could include the following information in your reference:

- Length of time that you have known the applicant and in what capacity.
- The applicant's motivation and aptitude for postgraduate study.
- The applicant's intellectual and academic ability, including any distinct strengths or weaknesses.
- The applicant's ability to work both independently and as a team member.
- Details of relevant work experience.
- If the applicant's first language is not English, please indicate their standard of written and spoken English.

Please supply your reference on your company's/institution's official headed paper. If your organisation has an official stamp or seal please use it to authenticate the reference. Once you have completed your reference please attached it securely to this form, place it in an envelope and seal it. Please pass this envelope to the applicant who will forward your reference to the University.

Please be aware that under the provisions of the Data Protection Act 1998, we may be required to make the contents of our applicant files (including any references) available for inspection by the individual concerned.