



UNIVERSITY  
*of*  
**ABERTAY DUNDEE**

**OVERSEAS STUDENT APPLICATION FORM  
(EXCLUDING RESEARCH PROGRAMMES)  
Please complete using BLOCK CAPITALS**

FOR OFFICE USE ONLY:

**YOUR DETAILS (See Note A)**

Surname/Family Name (as it appears on your passport)	Title e.g. Mr, Mrs, Ms	Male <input type="checkbox"/> Female <input type="checkbox"/>
First/Given Names (as it appears on your passport )	Date of Birth (dd/mm/yyyy)	
Country of Birth	Nationality	
I require a Tier 4 (General) student visa to study in the UK (please tick)      Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>ADDRESS IN COUNTRY OF PRESENT RESIDENCE:</b>		<b>ADDRESS FOR CORRESPONDENCE (IF DIFFERENT):</b>
Town/City	Town/City	
State/Province	State/Province	
Country	County	
Postcode	Postcode	
Telephone Number	Telephone Number	
Email Address	Email Address	

**WHICH COURSE DO YOU WANT TO STUDY? (See Note B)**

Enter the course for which you wish to be considered in order of preference

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Application for entry in the academic year (e.g. 2010-11)

If you have previously attended Abertay (please tick) <input type="checkbox"/>	Please enter your student ID if known
--	---------------------------------------

**SCHOOL DETAILS (See Note C)**

Please attach copies of certificates / transcripts

***Secondary School Certificate / Junior Secondary / 'O' Levels (if undertaken)***

Award Title		Date Achieved		Result [% or grade]	
Subjects Studied					
Name and Address of School					
Examining Body					

***Higher Secondary Certificate / High School / Senior School / 'A' Levels***

Award Title		Date Achieved		Result [% or grade]	
Subjects Studied					
Name and Address of School / College					
Examining Body					

**COMPLETED COLLEGE/UNIVERSITY QUALIFICATIONS (See Note D)**

Please attach copies of certificates / transcripts

**First Degree**

Award Title					
Duration		Date Achieved		Result [% or grade]	
Subject Studied					
Name and Address of Institution Attended					
Awarding Body (if different from above)					

**Higher Degree**

Award Title					
Duration		Date Achieved		Result [% or grade]	
Subject Studied					
Name and Address of Institution Attended					
Awarding Body (if different from above)					

**Other Qualifications**

Award Title					
Duration		Date Achieved		Result [% or grade]	
Subject Studied					
Name and Address of Institution Attended					
Awarding Body (if different from above)					

**QUALIFICATION NOT YET COMPLETED OR CERTIFIED (See Note E)**

Award Title					
Duration		Expected Completion Date		Expected Result [% or grade]	
Subject Studied					
Name and Address of Institution Attended					
Awarding Body (if different from above)					

**ENGLISH LANGUAGE QUALIFICATIONS (See Note F)**

Please attach a copy of your certificates

**Please list all English qualifications gained):**

Qualification (e.g. TOEFL/IELTS)	Grade/Score (e.g. %, A/B/C, 1/2/3)	Date Achieved (DD/MM/YY)

**English language qualifications not yet completed or results awaited:**

Qualification (e.g. TOEFL/IELTS)	Date Result Due (DD/MM/YY)

**WORK EXPERIENCE (See Note G)**

Please attach a CV

**Most Recent Employment**

Job Title		Dates [from – to]	
Job Description			
Company Name and Address			

**Previous Employment Record**

Job Title		Dates [from – to]	
Job Description			
Company Name and Address			

Job Title		Dates [from – to]	
Job Description			
Company Name and Address			

**REFERENCES (See Note H)**

Please provide letters of support from your referees.

**ADDITIONAL INFORMATION-NOT USED FOR SELECTION PURPOSES (See Note I)**

Occupational Background			
Ethnic Origin	Have you ever been in care?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do any of your parents have any higher education qualifications such as a degree, diploma or certificate of higher education?			
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>	

**CRIMINAL CONVICTIONS (See Note J)**

Do you have any relevant criminal convictions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

**SPECIAL NEEDS OR SUPPORT (See Note K)**Do you have a disability/special needs? Yes  No 

If you have a disability, special needs (including dyslexia) or a medical condition, please tick the appropriate box and enclose further details where necessary:

Social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder	<input type="checkbox"/>	Learning difficulty	<input type="checkbox"/>
Blind or serious visual impairment uncorrected by glasses	<input type="checkbox"/>	Physical Impairment or mobility issue	<input type="checkbox"/>
Deaf or have a serious hearing impairment	<input type="checkbox"/>	Other disability or impairment not listed	<input type="checkbox"/>
Long standing illness such as Cancer, HIV, Diabetes or epilepsy	<input type="checkbox"/>	Two or more impairments and/or disabling medical conditions	<input type="checkbox"/>
Mental Health condition	<input type="checkbox"/>		

Explain here what special or extra facilities or support you may need at the University.

### COURSE FEES (See Note L)

How do you intend to fund your studies (private funds/scholarship, etc)?

### PERSONAL STATEMENT (See Note M)

Information about yourself helps us assess your skills and suitability for the course.

Please describe, on a **separate sheet of paper**: **a)** Your reasons for choosing the University of Abertay Dundee and the particular course **b)** The knowledge and skills you have obtained through your education and/or work (whether paid, voluntary or domestic) which might be relevant to the course **c)** The challenges facing you in your studies, work or career development **d)** Your future career plans **e)** Your general interests, including hobbies and sporting activities.

### HOW DID YOU LEARN ABOUT ABERTAY?

1)  Abertay Website

2)  Agent

3)  Careers Office

4)  Current Student

5)  Exhibition

6)  Magazine

7)  Newspaper

8)  School

9)  Word of Mouth

10)  Other

### CERTIFICATION

I certify that to the best of my knowledge the information given on this form is true, complete and accurate and no information requested or other material has been omitted and if I am admitted to the University of Abertay Dundee, I undertake to observe the University's regulations. I give my consent to the processing of my data by the University. I accept that, if I do not comply with these requirements, the University shall have the right to cancel my application and I shall have no claim against the University in relation thereto.

I have attached a copy of my passport (showing photo, signature and passport number)

I have attached certificates/transcripts/references

I attach application fee payment of GBP25 (**we are unable to process your application without payment**)

Information on how to pay can be found at <http://www.abertay.ac.uk/applying/overseas/fees>

Print Name

Signature .....Date .....

### SEND THIS FORM TO:

Student Recruitment Office  
University of Abertay Dundee  
Bell Street, DUNDEE DD1 1HG  
Scotland, UK  
Tel: +44 (0) 1382 308080  
Fax: +44 (0) 1382 308081

**Remember to include photocopies of your qualifications and supporting documentation**

*The University of Abertay Dundee is a charity registered in Scotland, No SC016040*



UNIVERSITY  
*of*  
ABERTAY DUNDEE

**NOTES ON OVERSEAS STUDENT APPLICATION FORM**

It is very important that you complete all the sections of your application form clearly. Please use BLOCK CAPITALS throughout.

**NOTE A – YOUR DETAILS**

**Surname/Family Name:** Please make sure you tell us your FAMILY NAME (also known as SURNAME) and your GIVEN NAMES. The University uses your Family Name to address all your correspondence and, if your application is successful, it is the name used in our students records systems.

**Example 1** – My name is Julie McEwan. McEWAN is my FAMILY NAME and JULIE is my GIVEN NAME.

**Example 2** – My name is Rei Xin Ming. REI is my FAMILY NAME and XIN MING is my GIVEN NAME.

**Date of Birth:** Please enter the year you were born. It is not the year of application. It should be in the following format:  
12 July 1982 or 12/07/1982

**Tier 4 Visa** - If you are unsure if you require a Tier 4 (General) student visa you can check on the UK Border Agency Website <http://www.ukba.homeoffice.gov.uk/>

**Address:**

1. **Address in country of present residence:** address where you are currently living.
2. **Address for correspondence:** address where we are to send any documentation relating to your studies at Abertay.
3. **Please note:** If you have applied via an agent, all correspondence between the applicant and the University will be sent to your agent and they will liaise with us on your behalf.

**NOTE B – WHICH COURSE DO YOU WANT TO STUDY?**

Please refer to the full list of degree courses in the prospectus or on our website and indicate the full course title.

**Example 1** – BSc (Hons) Biomedical Sciences

**Example 2** – MSc / PGDip Information Technology

Make sure that it is clear whether you are choosing a Bachelors (Undergraduate) or a Masters (Postgraduate) course.

**NOTE C – SCHOOL DETAILS**

We need to know about your education history. Please provide full details of both Junior Secondary School Education and Higher Secondary Education. Attach copies of your certificates.

**Examining body:** Name of the school / college / awarding body that issues your certificate.

**NOTE D – COLLEGE / UNIVERSITY QUALIFICATIONS**

If you are applying for a Masters (Postgraduate) course or advanced entry to an undergraduate course, please list the college/university you attended; the subjects which you studied, full details of qualifications gained.

Please attach copies of relevant certificates.

**NOTE E – QUALIFICATIONS NOT YET COMPLETED**

You should list all qualifications that you are still studying for and qualifications that you are still awaiting results.

This is how to enter the details:

1. Give the award title (e.g. BCom Business Administration).
2. Give the expected completion date.
3. Provide your expected result (as a grade or %).
4. Provide details of the subject studied.
5. Provide details of awarding body (e.g. OCR, University, etc).

**NOTE F – ENGLISH LANGUAGE QUALIFICATIONS**

All students at the University must have an English Language qualification such as a TOEFL or IELTS certificate (equivalent to GCSE or Standard Grade English Language). For a full list of accepted qualifications, refer to the Prospectus. Please indicate what qualifications you hold and the grade achieved.

A one year English Language Preparation Programme and an 8-week pre-sessional summer programme are available for students who do not meet the minimum language requirements.

For details, see [www.abertay.ac.uk](http://www.abertay.ac.uk)

**NOTE G – WORK EXPERIENCE AND EMPLOYMENT**

Please give the names and addresses of your most recent employers, dates of employment and whether the work was full-time or part-time. This is particularly important in assessing your eligibility for Masters (Postgraduate) courses. A minimum of three years' work experience is a requirement of the MBA course.

Please also enclose a CV.

## NOTE H - REFERENCES

You should enclose with your application letters of support from each of your referees.  
For applications to Bachelors courses, one reference from your High School is required.  
For applications to Masters courses, two references are required. One must be from your University.  
For applications to the MBA courses, two references are required. One must be from your University and one must be from your employer.

## NOTE I – ADDITIONAL INFORMATION

We use this information to monitor applications and equal opportunities. **This information is not used for selection purposes.**

1. **Occupational Background** – If you are under 21 please give the occupation of your parent, step-parent or guardian who earns the most. If he or she is retired or unemployed please give their most recent occupation. If you are 21 or over, please give your own occupation.
2. **Ethnic Background** – Please give the code, from the table below, which most closely describes your ethnic origin.

Ethnic Origin Codes					
White	10	Asian – Bangladeshi	33	Other Mixed background	49
Black – Caribbean	21	Asian – Chinese	34	Other ethnic background	80
Black – African	22	Asian – Other	39	Refuse to give information	98
Black – Other	29	Mixed White and Black Caribbean	41		
Asian – Indian	31	Mixed White and Black African	42		
Asian – Pakistani	32	Mixed White and Asian	43		

3. Please note that the questions on care and parental previous study are optional. This information is not used for selection purposes.

## NOTE J – CRIMINAL CONVICTIONS

Please tick the box if you have a **relevant** criminal conviction. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.

All students undertaking courses in Nursing, Counselling, Sport, and Ethical Hacking & Countermeasures are required to undertake a criminal convictions check after registration.

## NOTE K – SPECIAL NEEDS OR SUPPORT

The University encourages applications from students with special needs and is keen to provide appropriate support where possible. Please mention here any disability, medical condition, or special needs (including dyslexia) which may affect your studies and explain what extra facilities or support you might need at University.

## NOTE L – COURSE FEES

Before making an application it is essential that you give careful thought to your financial situation throughout the whole period of your course. Students are responsible for their own finances and when you apply for a visa you will be required to provide evidence that you have sufficient funds available to meet fees and all other expenses for the full duration of your proposed course of study before being accepted.

If you have been awarded a scholarship for all or part of your costs, please enclose a copy of the letter of award you have received from the scholarship body.

## NOTE M – PERSONAL STATEMENT

This is your chance to tell the University why you are applying, what you hope to do after graduation, and why they should want you as a student. Admissions tutors will want to know why you are interested in your chosen subjects, but they will also want to see that you are ready for university life. It is also an opportunity to tell the University any other information about yourself which you feel is relevant to your application and which has not been included elsewhere in the application form. A good personal statement could make the difference between being offered a place or being rejected.

## NOTE N – APPLICATION FEE

When you send us your application, you must also send the non-refundable application fee of GBP25. Your application will not be processed without this fee. Applicants who make their application through our accredited agents (listed on our website) are not required to pay the application fee.