



UNIVERSITY  
*of*  
ABERTAY DUNDEE

**DIRECT STUDENT APPLICATION FORM  
(UNDERGRADUATE/POSTGRADUATE, FULL & PART-TIME)**

Please complete using **BLACK CAPITALS**

**YOUR DETAILS (See Note A)**

Surname	Title Mr/Mrs/Miss/Ms/Other)
Forenames	
Permanent Home Address	Address for Correspondence (if different)
Postcode	Postcode
Telephone Number	Telephone Number
Email Address	Email Address
Date of Birth	Age on 31 December of intended year of entry    Years    Months
Nationality	
Country of Birth	

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

Choice of Course (in order of preference)	Enter the course for which you wish to be considered in order of preference	Level	FT/PT	Point of Entry
1.				
2.				
3.				
Application for entry in the academic year 20    /				
<b>Previous Study at the University</b>	If you have previously attended on a full-time or sandwich Course at the University of Abertay Dundee please tick the box <input type="checkbox"/> <span style="float: right; font-size: small;">Please enter your Matriculation No if known</span>			

**SCHOOL DETAILS (SEE NOTE C)**

Name of High School(s) attended	Town/City	From		To	
		Month	Year	Month	Year

If you undertook Scottish qualifications (SQA), please provide your Scottish Candidate No. (SCN) *(This can be found on your SQA certificates)*

Please list the subjects studied and the qualification or grade achieved *(Attach a copy of your High School Certificate or marks sheet)*

Examining Body	Subject Level	Result (Grade mark or %)	Exam Date	
			Month	Year

**COLLEGE / UNIVERSITY QUALIFICATIONS GAINED (SEE NOTE D)**

Name of College or University Attended	Town/City	From		To	
		Month	Year	Month	Year

Please list the subjects studied and the qualification achieved *(Attach a copy of your Certificates or marks sheet)*

Institution Name	Course of Study	Award Title	Grade/Class	Date Obtained

**QUALIFICATIONS NOT YET COMPLETED OR CERTIFIED (SEE NOTE E)**

Name of College or University attended	Town/City	From		To	
		Month	Year	Month	Year

Date of results of Examination or Awards			Subject/Unit/Module/Component	Level/Qualification
Month	Year	Awarding Body		

**ENGLISH LANGUAGE QUALIFICATION (SEE NOTE F)**

Please indicate whether English is

- a) Your first language     b) Your main language for education     c) Learnt as a foreign language

If c), please state qualifications gained and attach documentary evidence showing level of proficiency obtained in TOEFL examination/IELTS examination OR equivalent other test of English language skills

**WORK EXPERIENCE AND EMPLOYMENT (SEE NOTE G)**

Employers Name	Job Title	Dates	
		From	To

### REFERENCES (SEE NOTE H)

Name of Referee	
Position/Occupation/Relationship to applicant	
Address of Referee	
Postcode/Zipcode	
Telephone Number	Fax Number
Name of Referee	
Position/Occupation/Relationship to applicant	
Address of Referee	
Postcode/Zipcode	
Telephone Number	Fax Number

### 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  No

### 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"/>	

Any other special or extra facilities or support you may need at the University?

### COURSE FEES (SEE NOTE K)

Who is responsible for payment of course fee? *Tick appropriate box*

Student Awards Agency for Scotland	1	<input type="checkbox"/>	Employer	3	<input type="checkbox"/>
Local Education Authority	2	<input type="checkbox"/>	Self	4	<input type="checkbox"/>
			Other Sponsor	5	<input type="checkbox"/>

If you have ticked box 2, 3 or 5, give full name and address of body responsible for payment of course fees.

## PERSONAL STATEMENT (SEE NOTE L)

Information about yourself helps us assess your skills for the course. **The Personal Statement must be completed in writing.**

Please use the space below to describe **i)** Your reasons for choosing the course. **ii)** The knowledge, skills and position of responsibility you have obtained through your work and/or education (whether paid, voluntary or domestic) which might be relevant to the course. **iii)** The work experiences and /or personal developments which have been most important to you. **iv)** The challenges facing you in your studies, work or personal career development. **v)** Your future career plans. **vi)** Details of any employment. **vii)** Your general interests, including hobbies and sporting activities. *(Please continue on separate sheet if required)*

## 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.

Signature of applicant ..... Date .....

## SEND THIS FORM TO

Registry (Admissions)  
University of Abertay Dundee,  
Bell Street, DUNDEE DD1 1HG, Scotland, UK.

**Remember to include photocopies of your qualifications and your references.**



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**NOTES ON DIRECT STUDENT APPLICATION FORM (UNDERGRADUATE/POSTGRADUATE, FULL & PART-TIME)**

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:** Please make sure you tell us your SURNAME (also known as FAMILY NAME) and your GIVEN NAMES. The University uses your Surname 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

**Address:** Once you have sent in your form you must tell us if either your Permanent Home Address or your Address for Correspondence change. Letters will be sent to whichever address you have nominated as your CORRESPONDENCE address.

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

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

**Example 1** – BSc(Hons) Civil Engineering

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

In the box marked **Level** make sure that it is clear whether you are choosing a Bachelors (Undergraduate) or a Masters (Postgraduate) course

Please also indicate in the appropriate boxes whether you wish to study **full-time** or **part-time**.

**Point of entry** refers to the level at which you wish to enter our undergraduate courses, eg if you have an HNC you may wish to apply to be considered for entry to year 2 of the course.

**NOTE C – SCHOOL DETAILS**

We need to know about your education history. Please list the full title of each Secondary School you attended (eg. Dundee High School, Beijing No.1 Senior Middle School, Cambridge Academy, Rathaus Gymnasium etc) the dates when you attended them, the subjects you studied and to what level and the grade or qualification you achieved. Attach a copy of your High School Leaving Certificate or equivalent.

**NOTE D – COLLEGE/UNIVERSITY QUALIFICATION**

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 the qualifications gained.

Please attach copies of relevant certificates.

**NOTE E – QUALIFICATIONS NOT YET COMPLETED**

You should list all your 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 date you will receive the results for each qualification as MMY Y (eg 0803, not August 2003).
2. Enter the abbreviation for the awarding body (eg SQA or OCR).
3. Enter the subjects in the Subject/Unit/Module/Component column.
4. Enter the level of the qualification (for example VCE AS Level, GCE A Level, Higher)

## NOTE F – ENGLISH LANGUAGE QUALIFICATIONS

All students at the University must have an English Language qualification equivalent to GCSE or Standard Grade English Language. Please indicate what qualifications you hold and the grade achieved.

One year English language preparation programmes are available for students who do not meet the minimum language requirements. For details, see Prospectus.

## 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.

## 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, it is not used for selection purposes.

- 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.
- 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		

## 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 course 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 is keen to provide appropriate support where possible. Please indicate whether you have any disability, medical condition, or special needs (including dyslexia) which may effect your studies and explain what extra facilities or support you might need at University.

## NOTE L – PERSONAL STATEMENT

This is a very important part of the application and must be completed clearly IN YOUR OWN HANDWRITING.

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 and being rejected.