



UNIVERSITY
of
ABERTAY DUNDEE

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

Please complete using **BLOCK 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 <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	Age on 31 December of intended year of entry Years <input style="width: 20px; height: 20px;" type="text"/> Months <input style="width: 20px; height: 20px;" type="text"/>
Nationality	
Country of Birth	

WHICH COURSE DO YOU WANT TO STUDY? (SEE NOTE B)

Choice of Course <small>(in order of preference)</small>	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 /				
Previous Study at the University	If you have previously attended on a full-time or sandwich course at the University of Abertay Dundee please tick the box. <input style="width: 30px; height: 20px;" type="checkbox"/>		Please enter your Matriculation No if known <input style="width: 150px; height: 20px;" type="text"/>	

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 Certificates 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 QUALIFICATIONS (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

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Have you ever been in care? Yes

No

Do any of your parents have any higher education qualifications such as a degree, diploma or certificate of higher education?

Yes

No

Don't Know

CRIMINAL CONVICTIONS (SEE NOTE J)

Do you have any 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.

Deaf/partial hearing <input type="checkbox"/>	Learning difficulty <input type="checkbox"/>	Autistic disorder <input type="checkbox"/>
Personal care support <input type="checkbox"/>	Mental Health <input type="checkbox"/>	Unseen disability eg diabetes, epilepsy <input type="checkbox"/>
Multiple disabilities <input type="checkbox"/>	Other disability <input type="checkbox"/>	
Wheelchair/mobility <input type="checkbox"/>	Blind/partial sight <input type="checkbox"/>	

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

COURSE FEES

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

Student Awards Agency for Scotland	1	
Local Education Authority	2	

Employer	3	
Self	4	
Other Sponsor	5	

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



UNIVERSITY of ABERTAY DUNDEE

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. out.

NOTE B – WHICH COURSE DO YOU WANT TO STUDY?

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

Example 1 – BSc(Hons) Construction Management

Example 1 – 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 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 or expected.

Please attach copies of relevant certificates and transcripts.

NOTE E – QUALIFICATIONS NOT YET COMPLETED

You should list all your qualifications that you are studying for now and all for which you are awaiting results.

This is how to enter the details:

1. Give the date you will receive the results for each qualification as MMY (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 on degree courses 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. **This information 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		Black or Black British		Asian or Asian British		Mixed	
British	11	Caribbean	21	Indian	31	White & Black Caribbean	41
Irish	12	African	22	Pakistani	32	White & Black African	42
White Scottish	13	Other black Background	29	Bangladeshi	33	White & Asian	43
Irish Traveller	14			Chinese	34	Other mixed background	49
Other white background	19			Other Asian Background	39	Other ethnic background	80

- 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

You must tick either the 'Yes' or 'No' box in order for us to process your application. If you have been arrested by the police and convicted of a crime, you must tick the yes box. For certain courses this may affect whether or not you are accepted on to the course.

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 affect 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 or being rejected.