
Completing Your Application

1. Read the instructions on the form carefully as you complete your application
2. Please type or complete the form using **black** ink
3. Please provide the documents in the checklist below
4. Please return completed application form and all documents to:

The Admissions and Recruitment Office
Queen Mary, University of London
Mile End Road
London
E1 4NS
United Kingdom

5. If you require assistance please contact us on +44(0)20 7882 5533 or via email: admissions@qmul.ac.uk

Document Checklist

- | | <i>Please tick if provided</i> |
|---|--------------------------------|
| 1 – Completed Application Form | <input type="checkbox"/> |
| 2 – Transcript
Please provide a transcript of your degree(s). If you have not yet completed your degree please provide a transcript of results achieved to date | <input type="checkbox"/> |
| 3 – Two References
Please provide two references from your previous academic institution. If you have left university it is acceptable to provide one academic and one employer reference. Please enclose the reference letters with this application. | <input type="checkbox"/> |
| 4 – Proof of English Language Ability
Overseas applicants please provide evidence of English language ability – IELTS, TOEFL, or other acceptable proof – please see www.qmul.ac.uk/international for details | <input type="checkbox"/> |
| OR | |
| If you have not taken an English language test, or have taken the test but you are awaiting results please tick here | <input type="checkbox"/> |
| 5 – Resume/Curriculum Vitae (CV)
Please provide a recent resume | <input type="checkbox"/> |
| 6 – Statement of Purpose
Your statement of purpose should explain why you want to study your proposed course and how it will help your life and career. This should be one side of A4 | <input type="checkbox"/> |
| Research Students Only | |
| 7 – Research Proposal
If you are applying for a PhD / Mphil degree you should include a 500 word research proposal. | <input type="checkbox"/> |

Personal details

Gender: Male Female Date of birth (dd:mm:year): Nationality:

Please tick appropriate title Dr Mr Mrs Ms Other:

Given Name:	<input type="text"/>	Family Name:	<input type="text"/>
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Please provide your name as on your passport

If the name which appears on your official documents e.g. transcripts is different to that given above enter your former name in the boxes provided below. You will be required to produce documents authenticating any change of name.

Former given Name:	<input type="text"/>	Former family name:	<input type="text"/>
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Note: correspondence will be sent to your correspondence address. You **must** inform us every time your address changes.

Permanent home address	Address for correspondence
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Postcode:	Postcode:
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:

Email	<input type="text"/>
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You must provide a personal active email address, this is essential for you to be kept informed about your application.

Course details – if you wish, you may apply for 2 taught programmes or 1 taught and 1 research programme.

NOTE: If offered places on both, you may only accept one and must decline the other.

Study by taught course

Course Title (MA, MSc, LL.M, Dip, Cert)	Course Description	Full/part time	Year of entry	Official use only Programme Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Study by Research

Area of study	Name of supervisor (if known)	Department	Start date	Full/part time	Official use only Programme Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For office use only

Date received Date logged App No. Fee status

Place of birth: <input type="text"/>	Nationality: <input type="text"/>	Domicile: <input type="text"/>
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Decision: Reply: Confirmation:

Highest Qual Quas Verified Jis sent Trans to SRS Special Needs Prev QM

Previous education

Please provide details of your educational history, stating your most recent institution first. Continue on a separate sheet if necessary.

Title (eg BA, BSc, MBBS)	Main field of study	Name and location of institution(s) attended	Dates of study (from-to)	Results	Date of Qualification

English Language Proficiency

Please give information regarding the level of your English language proficiency. Continue on a separate sheet if necessary.

Title of Qualification (eg IELTS, TOEFL etc)	Name and location of institution/test centre attended	Result	Date awarded/to be awarded

Employment History

If you have been in paid or voluntary employment, either during your studies or since graduating from university, please provide details including a brief description of your main duties and responsibilities. Please continue on a separate sheet if necessary.

Job Title	Employer's Name and Location	Dates From – to	Brief description of main duties and responsibilities

Finance

We need detailed information about your areas of residence over the past four years to assist us in assessing your status for the purpose of paying fees.

Nationality		Country of birth	
Area of permanent residence			

If you are **not** a British citizen but you do reside permanently in the United Kingdom, please give details of your immigration status, for example, asylum seeker, recognised refugee, granted exceptional leave to enter or remain etc. Please attach certified copies of relevant Home Office documents

How do you intend to finance your studies at Queen Mary?

Please give details of any scholarships or grants you are applying for or have already secured:

Disability

All applications are considered on academic merit in accordance with the College's commitment to promoting equal opportunity applicants. It would assist us in offering you appropriate advice if you would give brief details of any disability or special requirements you have provided below:

A detailed guide outlining current policy and provision for student's with special needs is available from the Disability Co-ordinator, Admissions Office or the College Web site. Please contact us if you would like a copy.

If you would like to discuss your needs before submitting this application, you can talk in confidence to the Disability Coordinator on +44 (0)20 7882 3132.

Previous Queen Mary Students

Have you **previously** attended any course of study (undergraduate, postgraduate or associate/occasional) at Queen Mary? If yes, please give details

Declaration

All applicants must read and sign the following declaration:

- I certify that the statements made by me on this form are correct. I understand that the College reserves the right to withdraw any offer it may make, should any statement in this application prove to be false.
- I confirm that, if admitted to the College, I will conform to all College Regulations.
- I understand that the College reserves the right to withdraw or alter any course at any point before the start of the academic year in which that course is due to be offered.

Signed: _____ Date: _____

Optional Questions (These questions are for internal marketing purposes and will not be considered when assessing your application.)

How did you first hear about Queen Mary?

Which other institutions have you applied to?