

APPLICATION FORM A4

International Foundation Certificate (IFC) Pre-Masters Certificate Graduate Diploma

Application form for: IFC Pathways, Graduate Diplomas and Pre-Masters Certificate.

If there is not enough space for your entry on any section of the form you should add separate sheets and note on the relevant section of the form that you have done so. Read your entries on the form before you send it to us. Remember that we only have the information you provide and cannot consider an incomplete application.

We recommend that you keep a copy of your completed application: the College may charge you for issuing a copy later.

It is possible to make this application form available in alternative formats – please contact us on (0)20 7919 7971.

We will use the information you provide in sections 1, 4, 6, 7, 10, 11 and 13 to assess your suitability and eligibility for the programme. Equal Opportunities Monitoring Form data, plus the age and gender information in section 2 of the main application, and any information about disability, will not be used in the assessment, but for statistical and planning purposes, and for seeking to make arrangements for disabled students granted admission.

If you become a student at Goldsmiths as a result of this application, information which you provide on this form will become part of your student record. If you do not, it will be kept for approximately one year after your proposed entry date, and past that point only for purposes of equal opportunities monitoring as data.

**Please complete this form in
BLOCK CAPITALS in black ink.**

Equal opportunities monitoring form

Goldsmiths is committed to a policy of equal opportunities. To enable the College to monitor the effectiveness of this policy, applicants are asked to complete this monitoring form. This information is used solely for the purpose of monitoring application and admission rates and forms no part of the selection procedure. Please return this form with your application form. The monitoring form will be separated from the application form and will not be forwarded to the department for consideration with your application.

Ethnic origin

Please tick the box that you feel most adequately describes your ethnic origin

- | | | | |
|---|--------------------------|------------------------------------|--------------------------|
| 10 White | <input type="checkbox"/> | 39 Asian Other | <input type="checkbox"/> |
| 21 Black or Black British - Caribbean | <input type="checkbox"/> | 41 Mixed White and Black Caribbean | <input type="checkbox"/> |
| 22 Black or Black British - African | <input type="checkbox"/> | 42 Mixed White and Black African | <input type="checkbox"/> |
| 29 Black Other | <input type="checkbox"/> | 43 Mixed White and Asian | <input type="checkbox"/> |
| 31 Asian or Asian British - Indian | <input type="checkbox"/> | 49 Other mixed background | <input type="checkbox"/> |
| 32 Asian or Asian British - Pakistani | <input type="checkbox"/> | 80 Other ethnic background | <input type="checkbox"/> |
| 33 Asian or Asian British - Bangladeshi | <input type="checkbox"/> | 98 Information refused | <input type="checkbox"/> |
| 34 Asian or Asian British - Chinese | <input type="checkbox"/> | | |

3. Addresses and other contact details continued

Please ensure that only an actively used email address is provided. Should you provide an email address here it will be presumed you can be contacted by this method in the first instance. **You may want to amend your email setting to accept emails from @gold.ac.uk**

Note: International applicants – email is our preferred means of communication

E-mail: <input type="text"/>

If you live outside the UK, do you have access to video conference facilities? e.g. Skype	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Dates when we are not able to contact you:
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Any dates when you are not available for interview:

4. English Language Proficiency

Have you taken an English Language Test?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If yes, please specify which test you have taken and where applicable please attach a copy of your results. Please tick if you are awaiting results:

IELTS <input type="checkbox"/>	Password <input type="checkbox"/>	TOEFL <input type="checkbox"/>	Other <input type="checkbox"/>	Awaiting results <input type="checkbox"/>
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5. Fees and awards

Please be sure to tell us below of any funding applications you have made or intend to make.

Please provide the names of any institutions or agencies you are approaching for financial assistance (you should also tell us who will pay your fees if you do not receive an award). If you are paying the fees yourself, enter 'self'.

Name of the award (if applicable):	Institution providing award:	Amount (£):
1.	.	.
2.	.	.
3.	.	.

6. Residence

All applicants must complete this section.

Enter only one country for ordinary or permanent residence. Please also indicate if you have been granted exceptional/indefinite leave to remain or if there is a time limit on your leave to remain in the UK. You must provide documentary evidence to support this. All non-EU applicants should provide a copy of their passport in which the passport number is clearly visible, as well as copies of any qualifications which are likely to be relevant to the consideration of your application. This information will be required by Goldsmiths, should you be made an offer of a place, in order to comply with UK Border Authority directives on points based immigration – see <http://www.ukba.homeoffice.gov.uk/studyingintheuk/> for further details. Please attached a copy of your passport photo page.

Place of birth:	Nationality:
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Country of ordinary or permanent residence:

Date of entry to UK (if applicable):	Passport number:
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Have you been granted indefinite or exceptional leave to remain in the UK? (If yes you must provide photocopied documentary evidence)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Is there a time limit on your leave to remain in the UK? (If yes you must provide photocopied documentary evidence)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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7. Previous education

List all institutions attended since the age of 14. If an award is from an overseas institution please give the full title of the qualification or training course attended, do not attempt to describe your qualifications in terms of the British equivalent. If your qualification was obtained overseas, please attach a photocopy of your transcript or official results to the form. **You MUST provide a grade or class for any awarded qualification listed here. If you do not provide a grade, this will be taken as a declaration that you did not successfully complete the qualification.** Please ensure that you list all qualifications gained both for the purpose of academic assessment. **Please note that original certificates will be required at enrolment.**

Institution attended/ currently attending:	From:	To:	Title of award/ qualification:	Subjects studied/ to be taken:	Class/ grade:
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8. Disability and /or specific learning difficulties

We welcome applications from students with disabilities and/or specific learning difficulties. If you indicate on this form that you have either or both of these we may send you a questionnaire asking for more information. The purpose of this is to establish whether or not you might need additional support whilst studying. Where possible we will do all that we can, in consultation with you, to accommodate your requirements, and will pass the information you provide to anyone in the College who needs it in order to ensure that this service can be provided. Please be assured that this will have no bearing on your academic assessment.

Please tick one or more of the following boxes:

Disability, special needs or medical condition codes:

- 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

The Disability Co-ordinator (020 7717 2292 or disability@gold.ac.uk) is available to discuss disability issues with applicants. Students and potential students providing disability information to the Disability Co-ordinator are able to specify that it should not be shared with other members of staff, although they should be aware that this may limit the support that can be provided.

Do you require any special arrangements? If so, please provide details below:

9. Employment

Give a history of your relevant employment (paid or voluntary) and list all your relevant experience. Please also attach your CV if appropriate, detailing any relevant experience or skills, or continue on a separate sheet if necessary. Please note that work experience is not required for entry to the International Foundation Certificate programmes.

Name and address of employment:	Title of post:	Full-time or part-time:	Paid or voluntary:	From:	To:
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2.
3.
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10.

10. References

**PLEASE NOTE THAT YOUR APPLICATION CANNOT BE CONSIDERED WITHOUT A REFERENCE
(IT IS YOUR RESPONSIBILITY TO PROVIDE THIS, THE COLLEGE WILL NOT USUALLY CONTACT YOUR REFEREE)**

A reference provided by a friend or relative is not acceptable. It is important that the referee knows you well enough to comment authoritatively on your ability to meet the demands of the course/programme for which you have applied.

If necessary, a reference can be provided separately to your application form; your reference must be on headed paper and accompanied by an official stamp or seal.

In instances where you have arranged for your referee to send your reference directly to the Admissions Office please ensure that your name and the course/programme for which you have applied is clearly marked both on the envelope and the reference and that you state clearly on your form that the reference is to arrive separately.

Notes for the referee:

The person submitting this application has given your name as a referee. Please give your comments on the applicant's academic abilities and personal qualities, in particular your view of the applicant's suitability for the course/programme.

In instances where it has been arranged for you to send the reference directly to the Admissions Office please ensure that the name of the applicant and the name of the course/programme for which they have applied is clearly marked, both on the envelope and the reference. The reference must be on headed paper and accompanied by an official stamp or seal.

All references are treated as confidential by the college. However, some departments operate a system whereby staff will discuss the reference with the applicant, possibly as part of the process of reviewing and recording achievement. You should indicate by ticking the appropriate box (on the next page) whether or not you consent to the reference or its contents being shown to the student. However you should be aware that, under the terms of the Data Protection Act (1988), circumstances may arise in which the college would be obliged to reveal the reference even in the event of your consent having been withheld.

There is no set format or recommended structure for the reference, but selectors find it helpful if the following information about the applicant is included (it is not necessary to duplicate information provided by an applicant unless you wish to comment upon it):

11. Statement in support of application

Please use this section to tell us why you wish to study at Goldsmiths. Admissions Tutors will want to understand the intellectual rationale for your choice and they may also wish to see that you can demonstrate familiarity with the subject area.

As a guide, it is useful to separate academic and general issues. The information supplied in this section is very important and you should provide the fullest information possible.

Some courses/programmes may require you to submit specific information (**please ensure that you refer to the online prospectus for current details**).

Continue on a separate sheet if necessary and indicate that you have done so.

12. Criminal convictions

To help the College reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant may have.

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 (but see the next paragraph below).

For all courses you must tick the 'Yes' box in section 13 if either of the following statements apply to you:

- I have a relevant criminal conviction that is not spent
- I am serving a prison sentence for a relevant criminal conviction

If statement 'b' applies to you then you must also give the prison address as your postal address in Section 3 of your application and a senior prison officer must support your application.

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.

Applicants who tick the Yes box on Section 13 of this application will not be automatically excluded from the application process. However, the College may want to consider the application further or ask for more information before making a decision. **If you are convicted of a relevant criminal offence after you have applied, you must tell the College.** Do not send details of the offence; simply tell us that you have a relevant criminal conviction. The College may then ask you for more details.

13. Declaration

When you have completed Sections 1-13 give the whole form and any additional sheets to your referee (where applicable). Ask him/her to complete the section above and to send this form to Goldsmiths.

You must read and sign this declaration

I hereby certify that the information I have given on this form is correct and complete, and I agree that, if admitted to Goldsmiths I will abide by the Charter, Statutes, Ordinances and Regulations of the College (www.goldsmiths.ac.uk/regulations). I have read and understood the instructions relating to the completion of this form, and have noted any details particular to the programme for which I am applying.

I understand that:

- I may be asked to provide documentary evidence in support of any statement made on this form
- information I have given, or will give, in connection with this application, will be processed according to the Data Protection policy shown on the College's website at www.goldsmiths.ac.uk/data-protection which is designed to comply with current UK legislation
- If offered a place I will be required as a condition of enrolment to acknowledge receipt of a statement (text available in advance from the College website at the URL above) informing me of the ways in which Goldsmiths routinely processes student data
- The College is unable to accept liability for the suspension and/or cancellation of programmes, although it will inform students of changes as soon as possible.

Where did you hear about Goldsmiths?

Did you attend an Open Day?
If so, when?

Yes No

DO YOU HAVE ANY UNSPENT CRIMINAL CONVICTIONS?

See Section 12 above.

YES NO

Signature:

Date:

Enclosures

Please note that you must submit specific material for some courses/programmes (please refer to the online prospectus for current details). Documentary evidence of any qualifications should be in the form of photocopies; **please do not send originals.**

List any enclosures you are sending with this form.

1.

2.

3.

4.

5.

6.

Checklist

Have you:

- | | |
|---|--------------------------|
| Completed all sections of the form? | <input type="checkbox"/> |
| Included an academic reference? | <input type="checkbox"/> |
| Included copies of documentation requested in Sections 4,5,6, and 7? | <input type="checkbox"/> |
| Included any additional information requested in the online prospectus? | <input type="checkbox"/> |
| Completed Section 13 of the form? | <input type="checkbox"/> |
| Signed the declaration? | <input type="checkbox"/> |
| Kept a copy of this completed form? | <input type="checkbox"/> |
| Included your personal email address? | <input type="checkbox"/> |

Send your completed application form, reference (and any enclosures) to:

International Admissions Office, Goldsmiths, University of London, New Cross, London, SE14 6NW, United Kingdom or email a scanned copy to pathways@gold.ac.uk

We recommend that you keep a copy of this form; the College may charge you for issuing a copy later.

T: 020 7078 5300

F: 020 7919 7509