

# APPLICATION FORM A3

## MRes MPhil PhD

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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 and remember that we only have the information you provide and cannot consider an incomplete application.

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

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It may be possible to make this application form available in a large print format – please contact us on 020 7919 7766.

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We will use the information you provide in sections 1,4,6,7,9,10,11,12 and 14 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 particular disabled students who are admitted.

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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.

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

## Equal opportunities monitoring form

Goldsmiths College 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 Others                    | <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"/> |                                    |                          |

## 1. Level of study and Department

If you wish to apply for more than one course or programme, you must submit a separate application form for each programme. Please note: it is not possible to pursue two or more award bearing programmes at the same time. You can only accept one offer.

Proposed qualification (MRes/MPhil/Phd)/Department/Programme title:

Full-time

Part-time

Year of entry:

Have you ever studied at Goldsmiths? If yes, when?

Enter the title of any other programme you have applied for at Goldsmiths, this year or in previous years, (where you did not gain acceptance):

## 2. Personal details

Please give all forenames and family or surnames that form part of your full name. If your surname or family name has changed at any time for any reason, also provide your previous name(s). We may require evidence of your change of name in order to verify your qualifications and certificates at enrolment.

Title:

Forenames:

Previous forename if appropriate:

Surname/Family Name:

Previous surname/family name if appropriate:

Gender:

Date of Birth:

Age (at 1st September in year of entry):

## 3. Addresses and other contact details

You must give an address where we can send all correspondence. We will use this address unless you notify us of any change. Please indicate if there are any periods when you will not be available for interview.

Address for correspondence:

Home address (if different):

Postcode:

Postcode:

Telephone:

Telephone:

Mobile:

Fax:

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.

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

E-mail:

If you live outside the UK, do you have access to video conference facilities?

Yes  No

Dates when we are not able to contact you:

Dates not available for interview:

## 4. English language

Is English your first language?

Yes  No

**You must complete this section if English is not your first language.** Please consult the relevant Goldsmiths' prospectus for a full list of acceptable English Language qualifications. If you have already taken the IELTS/TOEFL/Cambridge Proficiency/Cambridge Advanced/O-level or GCSE English Examination please attach a photocopy of the results. If you are going to take, or have taken, an English language qualification, please list the full title of the qualification and the date awarded, or when the results will be available.

Course title:	Date taken:	Grade or mark:
1.	.	.
2.	.	.
3.	.	.

## 5. Fees and awards

Goldsmiths offers a range of bursaries and scholarships to both home/EU and International students. For information on both Tuition Fees and Funding (how to apply and deadlines for submission) please see [www.goldsmiths.ac.uk/costs](http://www.goldsmiths.ac.uk/costs)

Please be sure to tell us in section 13 of this form ('enclosures') 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.	.	.

**Equivalent or lower qualifications (ELQs)/Students with higher education qualifications** If you are applying to university with existing higher education qualifications, proposed government changes to funding may affect you. The change proposes that students applying for courses that are either equivalent to or at a lower level than their existing qualifications will be asked to pay the full cost of their course fees and will not be eligible for any public funding. For further details please refer to <http://www.goldsmiths.ac.uk/costs>

## 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.bia.homeoffice.gov.uk/studyingintheuk/applyingafter-March/> for further details. To be eligible for consideration for entry to a part-time programme all Non-EU applicants will need to submit proof, along with this application, that you meet the following requirements:

1. that you have 'leave to remain' in the UK for the duration of the programme for which you have applied
2. that you have not entered the UK on a full-time student visa

Place of birth:	Nationality:
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Country of ordinary or permanent residence:	Date of entry to EU (if applicable):
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Countries in which you have resided in the last three years

Country:	From:	To:
1.	.	.
2.	.	.
3.	.	.
4.	.	.
5.	.	.

Country:	From:	To:
1.	.	.
2.	.	.
3.	.	.
4.	.	.
5.	.	.

Have you been granted indefinite or exceptional leave to remain in the UK?  
(If yes you must provide photocopied documentary evidence)

Yes  No

Is there a time limit on your leave to remain in the UK?  
(If yes you must provide photocopied documentary evidence)

Yes  No

## 7. Previous education

List all institutions attended since the age of 18. 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.

**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:
1.	.	.	.	.	.
2.	.	.	.	.	.
3.	.	.	.	.	.
4.	.	.	.	.	.
5.	.	.	.	.	.
6.	.	.	.	.	.
7.	.	.	.	.	.

## 8. Disability and/or specific learning difficulties

As a college 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](mailto: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.

Name and address of employment:	Title of post:	Full-time or part-time:	Paid or voluntary:	From:	To:
1.	.	.	.	.	.
2.	.	.	.	.	.
3.	.	.	.	.	.
4.	.	.	.	.	.
5.	.	.	.	.	.
6.	.	.	.	.	.
7.	.	.	.	.	.
8.	.	.	.	.	.

## 10. References

**PLEASE NOTE THAT YOUR APPLICATION CANNOT BE CONSIDERED WITHOUT A REFERENCE.**

### Who should act as referee?

If you are currently undertaking a course of study or have left education in the last five years, you are expected to obtain a reference from your Head of School, Course Director or appropriate teaching or tutorial staff. If you left education several years ago and are no longer able to approach your former institution you are advised to select a responsible person with recent knowledge of you to provide a reference. Examples are an employer, training officer, a teacher on a relevant FE course (where appropriate) or a colleague with whom you have worked in an employment or voluntary context.

**References provided by friends or relatives are not acceptable. It is important that the referee knows you well enough to comment authoritatively on the factors over the page. If necessary references can be provided on a separate sheet (which must be headed paper, and accompanied by an official stamp or seal).**

**Please note:** it is your responsibility to ensure that Goldsmiths receive your reference.

### Notes for the referee.

The person submitting this application has given your name as a referee. Please give your comments on the candidate's academic abilities and personal qualities, and in particular your view of the candidate's suitability for the programme. Please state how long you have known the candidate and describe your relationship to the candidate. Please enter your comments in the box below.

**All references not provided directly on this form must be on headed or official paper, and accompanied by an official stamp or seal.**

**Please state clearly who the reference is for and what course they are applying for.** All references are treated as confidential by the College. However, some departments operate a system whereby staff 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 (below) 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 (1998), circumstances may arise in which the College would be obliged to reveal the reference even in the event of your consent having been withheld.

The reference: There is no set format or recommended structure for this, 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):

## 10. References continued

- Academic achievement and potential, including predicted results or performance
- Suitability for programme(s)/subject(s) applied for
- Factors that may have influenced or influence performance
- Personal qualities (motivation, powers of analysis, communication skills, independence of thought)
- Career aspirations
- Any health or personal circumstances relevant to the application
- Other interests and activities
- Commitments that will prevent an applicant from attending an interview
- In the case of applicants whose first language is not English it is helpful to comment upon the applicant's ability in written and spoken English. Please clarify, where appropriate, the proportion of courses studied or being studied in which the medium of instruction is English.

Applicant's name:

Programme applied for:

Official Stamp:

Name of referee (capitals):

Name of institution:

Position:

Please tick this box if you **do not consent** to the reference being made available to the applicant.

Under the terms of the Data Protection Act (1998), circumstances may arise in which the College would be obliged to reveal the reference even in the event of your consent having been withheld.

Signature:

Date:

Send the completed application form, reference (and any enclosures) to: Admissions Office, [please insert course or programme title for which you are applying], Goldsmiths, University of London, New Cross London, SE14 6NW.

## 11. Statement in support of application

Please use this section to tell us why you wish to apply 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 programmes may require you to submit specific information – please refer to the ‘Additional Information’ section of this form and the relevant Goldsmiths prospectus.**

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

## 12. Other details

Please enclose the following information with your completed application.

- **Research outline**

A statement of the proposed area of research. This statement should include: delineation of the research topic; why it has been chosen; an initial hypothesis (if applicable); a brief list of major secondary sources (no more than two pages).

- **Part-time**

If you wish to study part-time indicate how many hours a week you intend to devote to research. You should indicate whether you will do all of your research at evenings or weekends. If you intend to carry out your research during weekdays please also indicate for how many hours.

## 13. 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.

You must tick the **Yes** box 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.

## 14. Declaration

When you have completed Sections 1 - 14 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. 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.gold.ac.uk/data-protection](http://www.gold.ac.uk/data-protection) designed to comply with current UK legislation
- that 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
- that 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 programmes (see enclosed information sheet and the Prospectus for further 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. For some programmes you must send specific material; please refer to the instructions and the relevant Goldsmiths Prospectus.

1.

2.

3.

4.

5.

6.

### Checklist

Have you:

Completed all sections of the form?

Included an academic reference?

Included copies of documentation requested in Sections 4,5,6 and 7?

Included any additional information requested in the Prospectus?

Completed Section 13 of the form?

Signed the declaration?

Kept a copy of this completed form?

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

Admissions Office, [please insert course or programme title for which you are applying],  
Goldsmiths, University of London, New Cross London, SE14 6NW

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

## **ADDITIONAL INFORMATION**

Please consult this list to see if there is any additional information you should include as part of your application.

### **MRes Design**

Along with your completed application form please include in your submission examples of your work. This may be a written piece of some substance (min 4000 words) e.g. a copy of an academic dissertation or a research report you have undertaken in commercial/ industrial or other employment. Please make sure that you have your name on the work and also ensure that you have retained a copy for our self.

Instead of, or, in addition to this you may also send examples of your creative practice. This may be in the form of slides (approximately 12), a CD rom or other appropriate representation (i.e. easily mailed). Please include in some form or other an index to your work which includes a statement of the concerns and ideas in what you have submitted (200-500 words), a brief description of individual pieces including details such as scale, materials and collaborators and object performance (where relevant). Also ensure that all work is labelled with your name and, if necessary, instructions for viewing.

In addition please submit a brief written statement giving your reasons for wishing to do this degree (250 words approx.), outlining why you wish to do a research degree specifically.

If you wish your work returned please enclose an apposite self addressed and stamped envelope. Please be advised that although the College will take all necessary steps to ensure your work is kept safe it cannot be held responsible for any loss or damage that may occur in the application process.

