



**Section C****Education and qualifications***(Please see notes)*

All students with non-UK qualifications must submit a certified transcript in English of their academic record to date along with the original transcript with this application. Please include an explanation of the grading system.

University or institution attended	Dates		Subject(s) of study	Qualification (BA, MSc, etc.)	Class or Cum GPA	Date obtained or expected
	From	To				

**Section D****English language***(Please see notes)*

1. If English is not your first language, what has been your language of instruction?

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2. Please give the results of any language tests taken (e.g. IELTS, TOEFL, TWE) and enclose copies of certificates.

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**Section E****Relevant experience**

Please give details of any professional and relevant experience or employment (include vacation work only if relevant). Give details also of any experience or training in advanced study or research, including publications and practical experience. You may also attach a CV of up to two pages.

From	To	Position held	Name and address of employer(s)

**Section F****Other applications**

1. If you are applying elsewhere please give the name(s) of the university(ies) and the programme(s) for which you have applied.  
\_\_\_\_\_
2. Is Sussex your first preference? (✓) Yes  No
3. If you have already contacted a member of Sussex University faculty about your application please state that person's name:  
\_\_\_\_\_

**Section G****How did you first hear about the University of Sussex?**

Please tick (✓) all relevant sections:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Sussex student / Sussex graduate    | <input type="checkbox"/> Friend           | <input type="checkbox"/> Academic / teacher |
| <input type="checkbox"/> Sussex representative in my country | <input type="checkbox"/> Web search       | <input type="checkbox"/> Advert             |
| <input type="checkbox"/> Sussex Postgraduate Open Day        | <input type="checkbox"/> Recruitment fair | <input type="checkbox"/> British Council    |

If other, please specify: \_\_\_\_\_

**Section H****Which of the following did you use to find out more about the University of Sussex?**

Please tick (✓) all relevant sections:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Sussex website                      | <input type="checkbox"/> Sussex prospectus            | <input type="checkbox"/> Sussex CD        |
| <input type="checkbox"/> Sussex representative in my country | <input type="checkbox"/> Sussex Postgraduate Open Day | <input type="checkbox"/> Recruitment fair |

If other, please specify: \_\_\_\_\_

**Section I****References***(Please see notes)*

Please state the names and addresses of your referees below. Send one of the enclosed reference envelopes to each of your referees. Each referee should place a confidential letter of reference in the envelope, seal the envelope, sign across the seal, cover the signature with clear tape and return the sealed envelope to you. You should then return the sealed envelopes to the University with your application form. **Please note your application will not be considered without references.**

**Referee 1****Referee 2****Section J****Finance***(Please see notes)*

Before you register with the University you must ensure you have adequate financial provision to cover tuition fees and living expenses.

1. Please give details of any award for which you are currently applying. When will the outcome of your application be known?  
\_\_\_\_\_
2. Please give details of amount, awarding body and duration of any award which you currently hold.  
\_\_\_\_\_
3. If you do not receive a grant, please give details of how you will be able to finance yourself for the duration of your studies.  
\_\_\_\_\_
4. Have you been permanently resident outside the European Union for the last three years? (✓) Yes  No  If yes please note that we may contact you for further details to determine whether you will be classified as an overseas student for fee purposes.





# Monitoring form

**This section of the application form will be separated from the main form before the application is sent to the selector**

## Disability, special needs or medical condition

The University aims to create an environment which enables all students to participate fully in university life. To help us make any reasonable adjustments which may be necessary, please tick the box below to indicate your specific needs. If you indicate that you have a disability, special need or medical condition this information will be passed on to the Student Support Unit who may contact you for further details. Please note that consideration of how we can meet any special needs is separate to the assessment of your academic suitability.

- |   |  |
|---|--|
| <input type="checkbox"/> Dyslexia                                     | <input type="checkbox"/> Mental health difficulties  |
| <input type="checkbox"/> Blind / are partially sighted                | <input type="checkbox"/> Autistic spectrum disorder  |
| <input type="checkbox"/> Deaf / have a hearing impairment             | <input type="checkbox"/> An unseen disability i.e. diabetes, epilepsy etc.<br>(please specify below) |
| <input type="checkbox"/> Wheelchair user / have mobility difficulties | <input type="checkbox"/> A disability not listed above (please specify below)                        |
| <input type="checkbox"/> Personal care support                        |  |

If you have ticked the box to indicate that you have an unseen disability or a disability not listed above please provide further details:

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## Ethnic origin codes

Please note that the information requested will be used for statistical purposes **only**, to enable the University to monitor its equal opportunity practices. The University's equal opportunities policy is to ensure that all applications are treated equally regardless of race, sex or disability etc. Please tick the box below corresponding to the category that you consider best describes your ethnic origin. Please note that ethnic origin is not about nationality, place of birth or citizenship.

- | White British or White                      | Asian British or Asian                  | Black British or Black                    | Mixed   |
|---|---|---|---|
| <input type="checkbox"/> 11 British         | <input type="checkbox"/> 31 Indian      | <input type="checkbox"/> 21 Caribbean     | <input type="checkbox"/> 41 White & Black Caribbean |
| <input type="checkbox"/> 12 Irish           | <input type="checkbox"/> 32 Pakistani   | <input type="checkbox"/> 22 African       | <input type="checkbox"/> 42 White and Black African |
| <input type="checkbox"/> 13 Scottish        | <input type="checkbox"/> 33 Bangladeshi | <input type="checkbox"/> 29 Black - Other | <input type="checkbox"/> 43 White and Asian         |
| <input type="checkbox"/> 14 Irish Traveller | <input type="checkbox"/> 34 Chinese     |   | <input type="checkbox"/> 49 Other mixed background  |
| <input type="checkbox"/> 19 Other White     | <input type="checkbox"/> 39 Other Asian |   | <input type="checkbox"/> 80 Other ethnic background |

## Criminal convictions

You are required to declare any criminal 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. You do not need to reveal convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974). If you indicate a conviction we may contact for you more information. Applicants to certain courses (e.g. Social Work / PGCE) will be required to provide full conviction details as part of the Criminal Records Bureau check. If you are convicted of a criminal offence after you have applied you are required to inform the University accordingly. Please note that consideration of criminal convictions is separate to the assessment of your academic suitability.

Please tick if you have any criminal convictions (✓)

**For office use only (Detach form before application is sent to selectors. Reattach to file when file is sent to PGO)**

Applicant Name \_\_\_\_\_

Applicant Number \_\_\_\_\_

# Notes to help you complete the application form

**Please read the following notes before completing the application form. Once you have completed all sections, please return the application form with all supporting documents (including your references) to:**

**Postgraduate Admissions, Sussex House, University of Sussex,  
Falmer, Brighton BN1 9RH, United Kingdom.**

## Section A Personal details

If you provide a correspondence address which is different to your home address, please ensure that you provide dates when the correspondence address is applicable.

## Section B Proposed postgraduate studies

The starting date for all taught programmes is *normally* October. The starting dates for research programmes are October, January or April. For distant registration please give details of your availability for study at Sussex. You will be required to spend **at least** one term in attendance at the University.

## Section C Education and qualifications

Please give full details of all higher education courses undertaken to date including any not yet completed. If you studied outside the UK **you must provide a transcript translated into English** where necessary giving details of courses taken, grades achieved and the grading system used.

## Section D English language

If your first language is not English you will be asked to provide evidence of your proficiency in English, usually in the form of an IELTS or TOEFL test.

## Section I References

Referee's reports play an important role in the selection procedure. Referees should normally be academic staff from your previous educational institution who are able to comment in detail on your ability to cope with the academic demands of the programme for which you are applying. Applicants who graduated some time ago should have at least one such referee.

Once you have chosen your referees complete the relevant section of the reference envelopes and pass one envelope to each of your referees. They should supply a confidential reference and return it to you in one of the enclosed envelopes. Please allow your referees sufficient time to return references to you.

**Please ensure that all your references are forwarded to the University in the sealed envelopes together with your application form and other supporting documentation.**

## Section J Finance

Before admission to the University you are required to produce evidence that you can pay the fees and support yourself financially. For information on fees and maintenance costs, please see the **Postgraduate Prospectus – 'Fees and Awards'**.

If you have been permanently resident outside the European Union at any time during the last three years, please indicate this in Question 4. Applicants whose residence status is ambiguous may be liable to pay overseas fees and will be sent a questionnaire to determine their fee status.

## Section L Final check for applicants

Before signing this form please ensure you have completed all the questions, the **monitoring form** and included the relevant documentation with your application.

## Section M Declaration

Any material omissions or falsehood in your application may result in the cancellation of your application or registration.

## Data protection

The University will use the information provided for the purposes of administering your application during the admissions cycle. If you are admitted to the University, this information will be carried forward to your formal student record which holds data in electronic and paper form on your personal details, academic and administrative history and on relevant financial transactions. Otherwise your application details will be archived and used only for internal statistical purposes. At all times your data will be held and used in accordance with UK data protection legislation.