



COMMUNICATION AND LANGUAGE STUDIES (CALS) APPLICATION FOR ACCESS PROGRAMMES

Form AA-CAL-091

Before completing this application form please read the notes on the back page.

Please complete all sections of this form using a black ballpoint pen or black type in **BLOCK CAPITALS**

1. Proposed Programme of Study 2009/10 (see note 1)

Programme	Dates	Duration	Fee	✓	
Pre-sessional Programme for Postgraduates	2009	29 June 2009 – 4 September 2009	10 weeks	£2000	<input type="checkbox"/>
		10 August 2009 – 4 September 2009*	4 weeks	£800	<input type="checkbox"/>
	2010	5 July 2010 – 10 September 2010	10 weeks	£2000	<input type="checkbox"/>
		16 August 2010 – 10 September 2010*	4 weeks	£800	<input type="checkbox"/>
Preparatory English Programme	2009/10	14 September 2009 – 30 April 2010	24 weeks	£6100	<input type="checkbox"/>
		14 September 2009 – 18 December 2009	12 weeks	£3050	<input type="checkbox"/>
		18 January 2010 – 30 April 2010	12 weeks	£3050	<input type="checkbox"/>

*Please note only students holding an unconditional offer for a full Postgraduate course may apply for the 4 week Pre-Sessional Programme for Postgraduates.

Have you applied, or do you intend to apply, for an academic degree at Dundee University in addition to this CALS programme(s) (tick only one)

a) Yes, an Undergraduate degree b) Yes, a Postgraduate degree c) No, only a CALS programme

If yes, which programme : _____

If you have applied previously, or studied at the University of Dundee before, what is your Student ID number : _____

2. Personal Details (see note 2)

Surname / Family Name	Title : Mr / Miss / Ms / Mrs	Male / Female (Please circle)
First & Middle Name(s)	Date of Birth (dd / mm / yyyy)	d d / m m / 1 9 y y
Name by which you would like to be known:	Previous Surname:	
Permanent Home Address	Correspondence / Agent Address (or stamp) (Letters from the University will be sent to this address)	
City	City	
Postcode / Zipcode	Postcode / Zipcode	
Country	Country	
Email	Email	
Telephone & Fax Number (with Country and Area Code) Tel: Fax:	Telephone & Fax Number (with Country and Area Code) Tel: Fax:	
Passport Number :	Nationality :	
Country of Birth :	Area of Permanent Residence :	

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Note					
UO	SIG 1:	Date:	SIG 2:	Date:	
CO					
R	Start Date:	Date Received:			

3. Funding Details (see note 3)

How will your programme fees be paid ?

- I will be paying for my studies myself
- I will be sponsored
(your sponsor must provide a letter promising to pay your tuition & fees. Please attach the letter to this application form, if available)
- Other. Please specify _____
(you must provide a letter of proof promising to pay your tuition & fees. Please attach the letter to this application form, if available)

Note: if you are not self-funded, it is in your interests to ensure that arrangements are confirmed with your funding body at an early stage.

4. Languages (see note 4)

Please indicate whether English is (tick only one)

- a) Your first language b) Your main language for education c) Learnt as a foreign language

If English is not your first language, what is your first language? _____

How long have you studied English? _____

What other languages have you studied? _____

Indicate qualifications gained as proof of English Language level and the score/grade achieved (e.g. IELTS, TOEFL, Cambridge Proficiency exam (CPE), IGCSE, NEAB, O-Level, etc).

You must have completed these exams and received the results prior to matriculation. **You must attach a certified copy of your certificate(s).**

Test type (e.g. IELTS)	Score/Grade	Date of Test	IELTS TRF Number (if applicable)

5. Qualification Details (see note 5)

From final school examinations onwards, please list below qualifications obtained at school/college/university. Do not include any examinations still to be taken. **Please enclose certified copies of examination results.**

School/College/University attended	Start Date	Completion Date	Award Obtained (e.g. Diploma)	Subjects and Grades (where appropriate)

6. Additional Information

(see note 6)

Criminal Convictions: If you have a relevant criminal conviction, enter **X** in the box (note 6 explains what is meant by 'relevant')

The University encourages applications from students with disabilities and special needs and is keen to provide appropriate support. If you have a disability, special needs (including dyslexia) or medical condition, please tick the appropriate box and enclose further details where necessary:

- | | |
|---|---|
| <input type="checkbox"/> 0. No disability or awareness of additional support requirements | <input type="checkbox"/> T. Autistic Spectrum Disorder or Asperger Syndrome |
| <input type="checkbox"/> 1. Specific learning difficulty (e.g. dyslexia, dyscalculia) | <input type="checkbox"/> 6. Mental Health difficulties |
| <input type="checkbox"/> 2. Blind or partially sighted | <input type="checkbox"/> 7. Unseen disability (e.g. diabetes, epilepsy, heart condition) |
| <input type="checkbox"/> 3. Deaf or Hearing impairment | <input type="checkbox"/> 8. Multiple disabilities – two or more of the above |
| <input type="checkbox"/> 4. Wheelchair user or Mobility difficulties | <input type="checkbox"/> 9. Other disability – please provide information on separate sheet |

7. Source of Information on this Programme

(see note 7)

How did you hear about the University of Dundee? (Please tick one)

- | | |
|---|--|
| <input type="checkbox"/> University of Dundee Staff – please state name below | <input type="checkbox"/> British Council – please state which office below |
| <input type="checkbox"/> Agent – please specify below | <input type="checkbox"/> Internet – please state which website below |
| <input type="checkbox"/> Education Fair – please state which one below | <input type="checkbox"/> Family or Friend |
| <input type="checkbox"/> Newspaper or Guide – please state which one below | <input type="checkbox"/> Other – please specify in box below |

8. Personal Statement

(see note 8)

On a separate sheet of paper please detail your reasons for applying for your chosen programme and state what you hope to gain from it in terms of career and personal development (500 words approximately).

9. Supporting Documents

(see note 9)

You are required to provide photocopies of your Qualifications Certificates. We reserve the right to ask to have sight of the original documents.

All applicants are required to provide a passport-sized photograph, which will be used to produce a Student ID card for you.

Please tick the relevant boxes below to indicate which copies of documents you have enclosed with your completed application form.

Ensure your full name is on each separate sheet

- | | |
|--|---|
| <input type="checkbox"/> School and/or college transcripts/certificates | <input type="checkbox"/> University transcripts/certificates, if applicable |
| <input type="checkbox"/> English Language Certificate(s) | <input type="checkbox"/> More information on your disability, if applicable |
| <input type="checkbox"/> Your Personal Statement | <input type="checkbox"/> Your Sponsor letter or other financial support letter, if applicable |
| <input type="checkbox"/> Passport photograph (see note 9 for more details) | <input type="checkbox"/> Other, please specify |

10. Declaration

(see note 10)

I certify that the information given on this form is true, complete and accurate. If I am admitted to the University, I undertake to observe the University's Ordinances and Regulations and to ensure payment of tuition fees and other financial liabilities to the University.

Data Protection Act 1998. The personal information provided by you on this form will be used for the purposes of processing your application, monitoring your student career, and for general market research. For market research, the information will be used to produce aggregate statistics and will not be used in ways that identify any individual. The information you provide will be used for no other purpose. In signing this form you consent to the information which you provide being held and processed by the University of Dundee, in electronic and manual formats, for the purposes specified above.

Signed:

Date:

Please send this application form and supporting documents to :

If you have any questions about the programme content, contact:

International Office
University of Dundee
Dundee
DD1 4HN, UK

Lindsey Nicoll, Communication and Language Studies
University of Dundee
Dundee
DD1 4HN, UK

Tel: +44 (0)1382 388111

Email: international@dundee.ac.uk

Tel: +44 (0) 1382 384568

email: l.j.m.nicoll@dundee.ac.uk

Fax: +44 (0)1382 385500

www.dundee.ac.uk/admissions/international

Fax: +44 (0) 1382 385500

Proposed Programme of Study

note 1

Programme – please tick box to indicate which programme you would like to apply for. Note only students holding an unconditional offer for a full Postgraduate course may apply for the 4 week Pre-sessional programme for Postgraduates. Fees and start dates are likely to vary from year to year. Our website: www.dundee.ac.uk/admissions/international/english_language_requirements.htm has more information about each programme.

Previous contact with the University of Dundee – please provide this detail, if appropriate, as it will help us to retrieve your previous applicant/student record, and add this application quickly.

Personal Details

note 2

Surname/ Family Name and First/Middle name(s) – please make sure that you write your family name **in full** and include **all** of your given names. It should be written the same way that your name is written in your passport. Do not shorten or abbreviate any of your names.

Date of Birth – please write this in the order of day / month / year (e.g. 19/07/80 = 19th July 1980)

Previous Surname/Maiden name – provide this if your surname is different from that on your birth certificate or supporting documentation

Permanent Home Address – if you are working or studying away from your usual address, please include your permanent address with dates that you are likely to return there.

Correspondence/Agent Address – this is the address we will use to write to you about any decisions made on your application. If you are using an agent, please add their name and address (or stamp) here.

Please notify us if you change your permanent home or correspondence/agent address.

Email – please write this very clearly, as it is a quick way of contacting you about your application.

Passport Number – this is only required for applicants who have a non-UK or non-EU passport

Area of Permanent Residence – if UK-based, enter the 'county' within the UK; if non-UK based, enter the 'country'.

Funding Details

note 3

Funding – students are liable for their own financial costs (both fees and living costs). Please indicate who will pay your fees for this programme. If you are being sponsored, you will need to provide a letter from your sponsor indicating that they will pay your fees.

Languages

note 4

English Language – from the information you give in this section, we will determine your current level of English, and decide which English language programme is most suitable for you. Please provide as much information as you can. You must attach a certified copy of your certificate(s).

Qualification Details

note 5

Please list the final high school that you attended, and any colleges or universities that you have attended to date, along with the dates of attendance at each institution. Give full details of qualifications that you have taken and, where possible, list the subjects studied. Continue on a separate sheet, if required. You must attach certified copies of your certificates.

Additional Information – All information is kept in accordance with the Data Protection Act 1998

note 6

Criminal convictions – '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. If you have been arrested by the police and have a relevant criminal conviction that is not spent, you must tick the box. We may ask for more information. For some areas, this may affect whether or not you are accepted on to the programme.

Disability and Special Needs – Please mention any disability or medical condition, so that where possible, appropriate support and resources can be arranged. The University encourages applications from students with disabilities, medical conditions and special needs.

Source of Information on this Programme

note 7

Please let us know how you heard about this programme. This helps us to publicise the programme around the world. Any information you provide will be used for statistical purposes only.

Personal Statement

note 8

Your personal statement is an opportunity for you to tell us why you have chosen this programme and what your career aspirations are. If you have any further information, interests or other activities, which you feel would support your application, please mention them here.

Supporting Documents

note 9

Please provide copies of your qualifications and English language certificates in support of this application. Do not include original documents, although we reserve the right to ask to see these at a later date, if necessary. Provide any other documentation requested, as appropriate. If providing other supporting documentation, ensure that your name is clearly written or visible on each additional sheet. Ensure that your passport photograph is in colour and that it is of your face, head and shoulders. On the back of the photograph, please write your full name and sign the back to confirm that this photograph is a true likeness of you.

Declaration

note 10

You must sign the application form. By signing the form, you are declaring that, to the best of your knowledge, you have included correct, complete and accurate information. The information will be used for processing your application.

What happens next?

note 11

We will acknowledge receipt of your application soon. If your application is complete, it will be assessed by an Admissions tutor. We will then write to you with our decision, which will be one of the following: an unconditional offer of a place; a conditional offer of a place (requiring you to meet certain requirements first); a rejection. If your application is successful and you accept our offer, we will send you details on accommodation, and also a letter which you may use for obtaining a visa if you require one.