

(For Office use only)

Application number	
ID	
Course code	
Agent code	
Fee status	

Application for Postgraduate Studies (Taught)

Please return to:
Programme Director
Colombo School of Construction Technology
48, Thalawathugoda road, Pita Kotte
Sri Lanka

T +94 (011) 2885932
F +94 (011) 2885933
qs@csct.edu.lk
www.csct.edu.lk

It is vital that you fully complete all sections within this form

It is important that you read the Guidance Notes at the end before completing the form

Title (Mr/Mrs/ Miss/Ms/Dr)	Surname/Family name	First name/Given names	Gender(M/F)
Middle name (if applicable)		Date of birth (DD/MM/YYYY)	<input type="text"/>
Previous surname (if applicable)			
Email address <input type="text"/>			

2 Programme you wish to apply for

Qualification applied for (e.g. PgCert/ PgDip/MSc/MA/LLM)	Name of programme	Mode of study (full-time/part-time/ distance learning)	Month of entry (please check month/s available)	Year of entry
1.				
2.				

3 Contact details

Permanent address City _____ County _____ Country _____ Postal code _____	Preferred postal address for correspondence (if different to permanent address) City _____ County _____ Country _____ Postal code _____
Daytime telephone number _____	Mobile telephone number _____
Fax number _____	

Are you applying through an approved agent of the University

Yes (If yes please give name of agent) _____ No

4 Previous Education

- Have you previously **applied** to the University of Salford? Yes No
- Have you previously **studied** at the University of Salford? Yes No
- Have you ever previously studied at a university **other** than the University of Salford? Yes No

4 Previous Education (continued) - (please continue on a separate sheet if necessary)

You will need to attach evidence of study (e.g. photocopies of all certificates or transcripts)

University Study			
Name of University Country	Dates of attendance (month/year)		Subject studied
	from	to	
Title of qualification awarded (or expected to be awarded)		Grade or classification achieved or indicate if 'pending'	
University Study			
Name of University Country	Dates of attendance (month/year)		Subject studied
	from	to	
Title of qualification awarded (or expected to be awarded)		Grade or classification achieved or indicate if 'pending'	
Further/Post Secondary Education			
This will be the school or college you attended after the age of 16	Dates of attendance (month/year)		Name of College/FE Centre
	from	to	
Please give details of all qualifications/subjects studied. This must include the name of the awarding body, grade/classification for each or indicate if 'pending'			
Secondary/High School Education			
This will be the school or high school you attended	Dates of attendance (month/year)		Name of Secondary/High School
	from	to	
Please give details of all qualifications/subjects studied. This must include the name the of awarding body, grade/classification for each or indicate if 'pending'			
Professional Qualifications			
Please give details of professional qualifications or membership of a professional body			
Dates:			
What do you expect you highest qualification to be when you register at the University			

5 English Language

Is English your first language? Yes No

If English is **not** your first language you will need to attach details of your English language qualifications with results obtained and the date you took the test or will be taking the test. Please complete the following table and attach copies of all certificates:

Name of English Language qualification/ course title	Awarding organization/ College/ University	Date qualification obtained/ date you will be taking the qualification	Results

6 Employment Details/Work Experience

Name and address of employer	Dates of attendance (month/year)		Job title/position held and brief description of role
	from	to	

If the employment/work experience details you have supplied above do not cover the previous 4 years you may attach a CV or additional information

7 Personal Statement in support of your application (you may attach a separate sheet if preferred)

8 Residency Details

What is your country of birth? _____ Have you lived in the UK your whole life? Yes No

What is your nationality? _____ If no for above, give the date of first entry to the

UK What is your country of permanent residence? _____ (DD/MM/YYYY)

--	--	--	--	--	--	--	--	--	--

Do you have a current passport? Yes No

Country of issue _____

If yes, please complete the following details

Issue date _____

Passport number _____ Expiry/Expiration date _____

9 Fee Status Information

Please complete all the relevant questions to show where you have lived your whole life, starting with your most recent country of residence

Name of Country	From (month/ year)	To (Month/ year)

Are any of your family members UK or EU nationals? Yes No

This section need only be completed if you answered yes to the question above

Please give the nationality of this family member

Please provide the family member's relationship to you

Have you been resident in the EEA during the last 3 years? Yes No

If **no**, where outside the EEA have you lived?

How long did you live there (in years and months)?

Please give the reason you were living outside the EEA

Have you been living outside the EEA because you, your parent or spouse is temporarily employed elsewhere? Yes No

If you answered **yes** to the question above, please attach a letter from the employer confirming the temporary nature of the employment

During the period you were absent from the EEA, if you maintained any strong links with the UK/EEA please provide details. You have been living outside the UK, Channel Islands, Isle of Man, EEA or Switzerland, (or more than one of these) because you, your husband or wife, or parents, have been temporarily working outside the area in question. Strong links could include owning a property in the UK/EEA

If you have declared your residence status as one of the following:

Refugee, Settled in the UK, Indefinite Leave to Remain, Discretionary Leave to Remain, Humanitarian Protection

Please attach copies of your Home Office letter and/or relevant stamps in your passport

10 Finance

How will your studies and maintenance be financed?

Self/Family Government Research Council Employer Other (please give details) _____

Will you be relocating with any members of your family? Yes No Will your spouse be accompanying you? Yes No

How many children will be accompanying you? Please give ages of accompanying children

Please state how many accompanying family members will be financed

11 Equal Opportunities

This information is only to assist us in monitoring Admissions and **will not** be taken into consideration for your application. In accordance with the Data Protection Act 1998, the University will seek your explicit permission should it intend to process any sensitive personal data for any reason other than Equal Opportunity purposes or exercising a legal right or obligation required by law. Sensitive data includes your racial or ethnic origin, sexual life, political beliefs, trade union membership, religious beliefs, physical or mental health and criminal offences.

Do you consider yourself to have a disability? Yes No

If yes , please select from the following list:			
No known Disability		Mental Health Difficulties	
Autistic Spectrum Disorder		Need Personal care Support	
Blind or partially Sighted		Prefer Not To Say	
Deaf or Hearing impaired		Specific Learning Disorder, e.g. Dyslexia	
Disability Not listed here		Unseen Disability	
		Wheelchair difficulties/ Mobility difficulties	

11 Equal Opportunities (continued)

Are you in receipt of Disabled Students Allowance (DSA)?

✓

✓

No known Disability		Disabled- not in receipt of DSA	
Disabled- in receipt of DSA		Disabled- information on allowance not known	

Do you have a condition that may require special study arrangements to be made? Yes No

If **yes**, please give details below

Ethnic Origin:

Please choose the option that you feel most closely describes your ethnic origin and enter the code in the box below:

White

White UK 11
 White Irish 12
 White Scottish 13
 Irish Traveller 14
 Other White background 19

Black or Black British

Caribbean 21
 African 22
 Other Black background 29

Asian or Asian British

Indian 31
 Pakistani 32
 Bangladeshi 33
 Other Asian background 39

Mixed

White and Black Caribbean 41
 White and Black African 42
 White and Asian 43
 Other Asian background 39

Chinese

Chinese 34

Other

Other ethnic group 39

I do not wish to disclose this information 98

Do you have any criminal convictions? Yes No

12 Other

Please indicate how you heard about the University of Salford: ✓

✓

British Council		International Education Fair	
Careers Adviser		Internet Search Engine	
Curious game		Local Knowledge	
Educational agent		Other	
Employer		Poster	
Ex/ Current Student		Prospectus	
Family/ Friend		Schools/ Colleges	
Higher Education Fair		UCAS	

13 Referees (Please refer to the Guidance Notes overleaf for information about this section)

Name	Name
Position/Relationship to applicant	Position/Relationship to applicant
Address	Address
Telephone	Telephone
Email	Email

14 Declaration

I confirm that, to the best of my knowledge, the information given in this form is true, complete and accurate and no information requested or other material information has been omitted. I give my consent to the processing of my data by University of Salford. I understand that any offer of a place on the programme I have applied for is subject to my acceptance of the University's terms and conditions. I accept that if I do not fully comply with these requirements, the University of Salford reserves the right to cancel my application and I shall have no claim against the University of Salford in relation to this application.

I consent to the University of Salford recording and processing information about my race and ethnic origin, and my physical and mental health, for the purpose of statistical surveys only and within the provisions of the Data Protection Act 1998.

Signed:

Date:

Guidance Notes - Please read through these guidance notes carefully before completing the application form

Section 1 - Personal information

Preferred postal address for correspondence (if different from permanent address) – this is the address that the University will send all letters and correspondence to.

If your home address is different please give details in the **Permanent address** section.

Section 2 - Programme you wish to apply for

Qualification – please tell us the level of qualification you wish to study for. You will need to check our website www.salford.ac.uk to ensure that this level of qualification is available for your chosen subject area.

Name of programme - please write the name of the programme you wish to apply for here. You may apply for up to two Postgraduate Taught programmes using this form. If you wish to apply for a Research programme you must use a different form. Please visit our website www.salford.ac.uk for details of how to apply for Research programmes.

Mode of study - you will need to check our website www.salford.ac.uk to ensure that this mode of study is available for your chosen subject area. Please note that if you are studying on a student visa you will not be able to study part time.

Month of entry – most of our postgraduate programmes commence in September. However there are exceptions to this and you should **check the website** to confirm which month/s your chosen programme starts.

Section 4 - Previous Education

Name of University/College/School/Awarding body – please ensure you include the full name of the institution where you studied and the name of the country in which it is based.

Title of qualification – for example “BA honours degree”, “Postgraduate Diploma”, “Baccalaureate”. Please give the name of the qualification as it appears on your official certificate.

Copies of certificates and academic transcripts – please send **photocopies** of all certificates and transcripts. You are required to provide the original certificates when you come to register.

Section 5 – English Language

Please remember to enclose photocopied certificates of your English language qualifications. The University's English language requirements can be viewed on our website www.salford.ac.uk

Section 6 – Employment Details/Work Experience

If you do not have any work experience, you may leave this section blank.

Section 9 - Fee status information

This information is used to determine the level of tuition fees that you will pay. **It is not used as part of the selection process.**

If you have any documents that show your immigration status then it will speed up your application process if you send photocopies of these in to us with this application form

Section 13 – Referees

Please indicate two people, one of whom should be able to comment on your ability to study at University. The other ideally should be a present/most recent employer. References from friends or family members are not acceptable.

You will also need to pass the attached reference forms on to these referees and ensure they are returned to us. It is the applicant's responsibility to ensure that references are returned to the Admissions Office.

Section 14

Please remember to read, sign and date the Declaration Statement above.

Referee's Statement

If you wish you can provide references on official headed paper as an alternative to using the form below

Applicant - please complete this section.	
Give this form and an envelope to the person you have asked to act as your referee. When that person returns the sealed envelope to you, please post it to the above address. You can either send this reference with your application or separately afterwards.	
Surname/Family name	First name/Given names
Date of birth (DD/MM/YYYY)	Proposed programme of study
Applicant's signature	Date
Referee - please complete this section.	
Please use the box below to comment on the candidate's suitability to study for the programme indicated. Please be as frank as possible and use specific examples where possible to illustrate your point. If you prefer you may attach a separate reference on your official notepaper.	
Name of Referee	Title and relationship to applicant
Name and address of institution	Please put your official stamp of your institution here
Referee's signature	Date
Reference	

Referee's Statement

If you wish you can provide references on official headed paper as an alternative to using the form below

Applicant - please complete this section.	
Give this form and an envelope to the person you have asked to act as your referee. When that person returns the sealed envelope to you, please post it to the above address. You can either send this reference with your application or separately afterwards.	
Surname/Family name	First name/Given names
Date of birth (DD/MM/YYYY)	Proposed programme of study
Applicant's signature	Date
Referee - please complete this section.	
Please use the box below to comment on the candidate's suitability to study for the programme indicated. Please be as frank as possible and use specific examples where possible to illustrate your point. If you prefer you may attach a separate reference on your official notepaper.	
Name of Referee	Title and relationship to applicant
Name and address of institution	Please put your official stamp of your institution here
Referee's signature	Date
Reference	