

Postgraduate Application Form



Please complete all the parts of this application form in **BLOCK CAPITALS** and in black ink

I. Previous or current study at Middlesex University
 Have you **previously studied** or are you **currently studying** at Middlesex University ? Yes () No ()
 If **YES** please state your Student Number (if known _____)
 If you are a **Current Student**, when will you finish your current programme ? _____
 If you are a **Current staff member**, what is you MISIS Self Service Login Number ? _____

OFFICE USE ONLY
 Reference Number :

 M.....

2. Personal details
 Title : Mr/Ms/Miss/Mrs etc : _____
 Surname/Family Name : _____
 Previous surname (if changed) : _____
 First Name (s) : _____
 Home address : _____

 Postcode : _____
 Telephone Number : (Including code)
 eg. +44 (0)20 3411 5000
 Day : _____
 Evening/Mobile : _____
 Email : _____
 Correspondence Address (if different) :

 Postcode : _____
 Gender : Male () Female () Please tick one
 Date of birth : Day : ___ Month ___ Year _____

3. Fee Status
 (i) Country of Birth : _____
 (ii) Nationality (as on Passport) _____
 (iii) Country of usual permanent residence : _____
 (iv) Have you ever lived outside (or were born outside) the UK/EU?
 Yes () No ()
 (v) Applicants not born in the UK/EU must answer the following:
 (a) Last date of entry to the UK/EU excluding holidays?
 Day : Month : Year :
 (b) Have you applied for refugee or Asylum status in the UK?
 Yes () No ()
 (c) Have you been granted you indefinite leave to remain in the UK?
 Yes () No ()
 Date Permanent Residence was granted : _____
Please enclose copies of your Home office documentation
 (d) Have you entered the UK on a Visa ?
 Yes () No ()
 (e) Date of visa expiry : _____

4. Payment of fees
 Who will pay your fees ? (tick as appropriate)
 Yourself/Relative()
 Funding support () (LEA Name : _____)
 Other Sponsor () Please Specify : _____
 Your Employer () Please specify the following details below:
 Manager's Name : _____
 Manager's signature : _____
 Company Name : _____

5. Programme applied for (If applying for more than one please list in order of preference as applications will be considered sequentially)

	Mode of study (Please tick)	Proposed start date e.g. September 2005
Programme code and title	() Full time () Part time	
Programme code and title	() Full time () Part time	

10. Employment and work experience - Please provide details of any periods of employment and/or work experience you have undertaken in the past five years.

From and to Month and Year	Employers Name and address	Position held	Brief Outline of Duties	Full Time Part Time

Continue on a separate sheet if necessary

11. Personal Statement : You are advised to complete this sanctioned with particular care and as fully as possible. please include :

- (i) Your reasons for choosing the programme of study
- (ii) The knowledge and skills you have obtained through your work and/or education (whether paid, voluntary or domestic) which might be relevant to the programme of study
- (iii) The work experiences and/or personal developments which have been most important to you
- (iv) The challengers facing you in your studies, work or personal career development
- (v) Your future career plans.

If you not yet finished your degree, please enclose transcripts for completed years of study

12. Criminal Convictions

If you have any criminal convictions please tick here ()

If you tick the box above please enclose all details relating to your offence and conviction, including dates and court convicted at. This information should be sent with this application form in a separate sealed envelope, clearly marked **confidential** with your name on it.

Disclosure information will be handled and disposed of securely by Middlesex University in compliance with the Criminal Records Bureau Code of Practice, the Data Protection Act and other relevant legislation. Middlesex University Policy Statements : Recruitment of Ex-Offenders to Programmes of Study or Posts (HRPS27) and Secure Storage, Handling, Use Retention and Disposal of Disclosures and Disclosure Information (HRPS28) detail how the University will handle this information.

For Teaching/Health and Social work programmes all criminal convictions including spent sentences and cautions must be declared.

The policies listed above are available online at <http://www.mex.ac.uk/policies/index.htm> and further information is available from the Admissions Strategy Manager, Academic Registry, Middlesex University

13. References : NB, The first reference must be academic and the second should preferably be a work reference.

References from family members will not be accepted

First Referee Title : Dr/Mr/Mrs/Miss/Ms/Other _____

Full Name : _____

Post Held/Occupation : _____

Relationship to Applicant : _____

Address : _____

Postcode : _____

Telephone : _____

Email : _____

Second Referee Title : Dr/Mr/Mrs/Miss/Ms/Other _____

Full Name : _____

Post Held/Occupation : _____

Relationship to Applicant : _____

Address : _____

Postcode : _____

Telephone : _____

Email : _____

The academic reference must be provided on a separate sheet of organisation letterhead, be signed at the bottom by the referee and included with this application form. The reference should clearly show the full legal name and date of birth of the applicant. References may be photocopied and referees are encouraged to type the reference.

14. Declaration

Any statements on this form which prove to be untrue or purposely misleading will cause the application to be cancelled

Declaration :

I confirm that the information given in this form is true, complete and accurate : no information requested or other material information has been omitted. I consent to the processing of this data by Middlesex University for educational purpose under the provision of the 1998 Data Protection Act.

Applicant's signature _____ **Date** _____

Forms which are incorrectly completed will delay the decision making process. All applicants must carefully review the completed form, in particular checking that that all required information has been completed in full, with references attached, before sending the form back to Middlesex University.

Checklist

1. Complete the application form in full as sign and date the declaration above.
2. Attach copies of transcripts/certificates of your qualifications (**ATTESTED BY MIDDLESEX UNIVERSITY OFFICE**)
3. Enclose copies of your Home Office proof of permanent residence documents (**if requested**) as per the instructions in Section 3.
4. Ensure that your references has been completed as per the instructions in section 13 and attached to this form.
5. Discuss your application with your employer to confirm that they are prepared to pay all or part of your costs. (**If applicable**)

PLEASE RETURN THIS COMPLETED APPLICATION FORM TO :

South Asia Regional Office : Middlesex University, B-2/13, Safdarjung Enclave
Africa Avenue, New Delhi - 110 029, INDIA
Telephone (91 11) 26165184 & 26198708
TeleFax : (91 11) 26198707
E-mail : info@mdxsouthasia.com & delhi@mdxsouthasia.com

South India Office : Middlesex University,
No.1, 2nd Floor, Salzburg Square,
107, Harrington Road, Chetpet, Chennai - 600 031.
Ph : (91 44) 2836 2965, 2836 2975
TeleFax: (91 44) 5214 3142, Email:chennai@mdxsouthasia.com

International Admissions Office, Middlesex University, Bramely Road
Trent Park, London, N14 4YZ, United Kingdom
Telephone : 020 8411 4700 (+44 20 8411 4700)
TeleFax : 020 8411 5650 (+44 20 8411 5650)

West India Office : Middlesex University, 501 AN Chambers,
5th Floor, Turner Road, Bandra West, Mumbai - 400 050.
Ph : (91 22) 30975479, TeleFax : (91 22) 26404127
E-mail : mumbai@mdxsouthasia.com



MIDDLESEX UNIVERSITY, LONDON

South Asia Regional Awards 2004-2005

(Applicable to India, Bangladesh, Nepal, Sri Lanka and to students from any of these four Countries, based in the UK, taking the 'A' Level examination)



Regional Awards

Middlesex University is pleased to announce Regional Awards, valued at £1000, and up to 16 half fee waivers (10 for September intake and 6 for January intake) are offered to applicants with highest marks, in their qualifying exams, from amongst those who have made a deposit of 50% of Tuition Fees.

The Criteria for the £1000 Regional Award is as follows:

(Applicable to India and Nepal)

Undergraduate Course Applicants

- For students with Humanities subject in Std12/Higher Secondary 60% and above
- For students with Commerce subjects in Std.12/Higher Secondary 65% and above
- For students with Science subjects in Std 12/Higher Secondary 70% and above

Postgraduate Course Applicants

- For students with Arts /Commerce subjects or a BA/BCom degree/LLB 55% and above
- For students with Science subjects (BSc degree) or Computer Applications (BCA) 60% and above
- For students with B.Engg/B.Tech degrees 65% and above
- All students who already hold a Masters Degree or a 2 year PG Diploma from a reputed Institute with a first Division (60%).

(Applicable to Sri Lanka, Bangladesh and to South Asian students based In the UK taking 'A' Levels)

Undergraduate Course Applicants

- For students with Humanities Subjects in 'A' Levels Two 'B' grades and one 'C' grade
- For students with Science subjects in 'A' Levels Two 'B' grades and One 'C' grade

Postgraduate Course Applicants from Sri Lanka and Bangladesh

- For students with Arts/Commerce subjects or a BA/BCom degree/LLB 55% and above
- For students with Science subjects (BSc degree) or Computer Applications (BCA) 60% and above
- For students with B.Engg/B.Tech degrees 65% and above
- All students who already hold a Masters Degree or a 2-year PG Diploma from a reputed Institute with a first Division (60%)

Half Tuition Fee Waivers

Total no. of Awards available : 16 (Ten for the September intake and six for the January intake); **Value: 50% of the first year's tuition fee for courses on offer at Middlesex University. Those getting 50% fee waiver would not be entitled to £1000 Regional Award as said above. The half fee waiver will be applicable only against the second fee installment.**

Eligibility: Only candidates with outstanding academic merit will be selected from those who have already applied and received an unconditional offer to study on an undergraduate or postgraduate programme at Middlesex University In London.

Application Procedure

Students can apply for Regional Awards directly from the Regional Office. Applicants for the Awards would need to submit Award requisitions at the time of applying for a course of their choice. **The Regional Award will be offered ONLY by an office In India (either at New Delhi, Chennai & Mumbai) to applicants who are domiciled in India or a South Asian country.**

This should be submitted, along with their Application form for Admission to one of our Middlesex University Offices in India Applicants will receive the 'Regional Award Letter' along with the 'Unconditional Offer letter', if they fulfill the criteria for the Award. Students scoring less than the required marks will NOT be considered for the Regional Award.

Procedure for Candidates from any of the countries specified above, who have applied directly to London

South Asian candidates, who have applied directly to London, should send their Award requisition letters to the Regional Office at New Delhi, India or Chennai, India or Mumbai, India (at the address given above), along with:-

- Two written reference letters
- Photocopies of marksheets Std 10 or 'O' Levels (or its equivalent) onwards
- Photocopy of the Middlesex University Application form
- Photocopy of the offer letter, which has been issued to you by Middlesex University, London

NOTE: Students are eligible to obtain only one Regional Award for any degree course and the amount will be deducted from the course fee. Students cannot hold more than one Middlesex University Regional Award at one time..Regional Award can only be obtained by the students before they enroll at the University in UK. within a given deadline





Procedure for applying for a course at Middlesex University
(Please read and follow these instructions carefully)

1. To take up a degree course at Middlesex University, in London, you are required to fill an application form. This can be obtained free of cost from our offices. All forms should be filled in legibly and carefully, preferably in BLOCK CAPITALS wherever possible. The application should be supported by:
 - a) Photocopies of all your mark sheets from Std. 10/or'O' level onwards. (These should be attested by a member of Middlesex University staff OR The British Council OR the Principal/head of last school/college attended). Please note that for admission, original certificates or mark sheets must be shown.
 - b) Two reference letters - academic reference in case of students/one academic reference and one from previous employer in case of those with work experience.
 - c) Two Passport size photographs.
 - d) Copy of the Passport
 - e) Applications must reach Middlesex University Office in India by 27th August 2005
2. **Course Deposit:** Applicants are required to pay a **deposit of 50%** of their tuition fee in the form of a banker's draft made payable to '**Middlesex University**', in **London**. The deposit should be sent to a **Middlesex University Office In India by 9th September 2005. The deposit is non-refundable and will be adjusted against the tuition fee if you get a visa to go to the UK on the basis of our admission letter/offer. The deposit is refundable only if you are unsuccessful in obtaining a UK visa. Students asking for a refund have to show the visa "refusal stamp" in their passport together with a Copy of the letter issued by the British High Commission, which states refusal, as proof, to the Middlesex University Office In India. Last date to obtain full refund of the tuition fee deposit is 16th September 2005.**
3. Accommodation at the University is provided to overseas students enrolling at Middlesex University for the first year of study provided you fill in the accommodation application form (available on request from our Offices). To confirm your booking in the University's Halls of Residence, please enclose with it :
 1. A bank draft for **£1000 (£200 as caution deposit and £800 as advance deposit for your first installment for accommodation)** made payable at "Middlesex University" in London. This **£200** caution deposit will be refunded at the end of your stay in the University Accommodation after all dues are settled.
Accommodation deposits of £1000 must reach the Regional Office by 16th August 2005.

The last date for refund of accommodation deposit is 26th August 2005 for September 2005 entry. Students are required to Inform our offices in India (on the address given below) about their visa rejection by the specified deadline. However, the amount is non-refundable if you obtain a student's visa and would be refundable only if you are unsuccessful in obtaining a student UK visa. Students are required to show the visa "refusal stamp" in their passport, together as proof for a refund.

For obtaining a **UK Visa** you are required to have:

- 1) An Unconditional Offer Letter for admission (to a full-time course) issued by Middlesex University Admission Office or its Regional Office in New Delhi / or our office in Mumbai/Chennai.
- 2) Proof of Accommodation in UK, such as an accommodation letter confirming your place in the University's Halls of Residence or a letter from a sponsor in the UK, willing to accommodate you at home.
- 3) Evidence of financial support for both fees and living expenses such as bank statements for the last six months period, fixed deposit receipts, Chartered Accountant's statement, proof of tax returns/assets etc, or a sponsor's letter from abroad with his/her banker's confirmation of funds, is essential. While it is preferable to have only one sponsor who is financially sound in some cases applications from those who have more than one sponsor are also acceptable.
- 4) Please allow up to ten working days in India (thirty working days in Bangladesh and twenty working days in Sri Lanka and Nepal) for a visa to be issued by the Visa Office.

An Orientation Course is offered by Middlesex University for all new students, at the start of the academic session. Applicants are therefore advised to fill in the Orientation Course forms well in advance and forward it to Delhi/Mumbai/Chennai Office to avoid last minute problems. This should carry details of your arrival in London with your flight details, etc.

Please feel free to contact your Middlesex University Office to provide you with all other assistance free of cost on all weekdays (from 10 a.m to 5 p.m) by phone or by email. weekdays (from 10 a.m to 5 p.m) by phone or by email.

NEW DELHI Regional Office (South Asia) B-2/13, Safdarjung Enclave, Africa Avenue, NEW DELHI-110029,INDIA. Tel.: (91-11) 26198708 & 26165184 Telefax:(91-11) 26198707 E-mail: Info@mdxsouthasia.com delhi@mdxsouthasia.com	MUMBAI West India Office 501 AN Chambers, 5th Floor, Turner Road Bandra West, Mumbai - 400 050 Tel.: (91-22)30975479 Tele Fax : (91-22) 26404127 E-mai: mumbai@mdxsouthasia.com	CHENNAI South India Office No.1, 2nd Floor, Salzburg Square 107, Harrington Road Chetpet, Chennai-600031 Tel.: (91-44) 28362965/75 Fax: (91-44) 52143142 E-mai: chennai@mdxsouthasia.com	HYDERABAD (Sub Office) Flat 401, 3rd Floor, Ushakiran Arcade, Osmania University Road, VidyaNagar Hyderabad -500044 Tel.: (91-40)55525592 Telefax : (91-40) 27070785 E-mal: hyderabad@mdxsouthasia.com	AHMEDABAD (Sub Office) 302, Shreyas Complex 4th Floor, Behind Dinesh Hall, Income Tax, Ahmedabad-380009 Tel.: 079-55310557 Telefax: 079-26577598 E-mail: gujrat@mdxsouthasia.com
---	---	---	--	---



Information for students from South Asia Academic Year 2005



Attendance Dates

Overseas Student Induction	: 15th September	2005
Campus Induction-Enrolment	: 19th September	2005
Teaching Starts	: 26th September	2005
Autumn Term	: 26th Sept.16 Dec.	2005
Christmas Vacation	: 23rd Dec.05, 2 Jan	2006
Spring Term	: 3rd Jan. 06-7th Apr.	2006
Summer Term	: 24th Apr.06-16th June	2006

Fees 2004-2005

Undergraduate Courses

Art, Design, Education & computing Science Courses	£ 8800
Business Courses	£ 8600
Health & Social Science Courses	£ 8800

Postgraduate Courses

Humanities & Cultural Studies	£ 8400
Social Science & Health Science	£ 8800
Art and Design, Education	£ 9200-9400
Computing Science & IT	£ 9000
Business School Courses	£ 9000
Master of Business Administration	£ 13600
MA Marketing Management	£ 10150
MA Human Resource Development	£ 9750

(To be revised annually)

Cost of Living :

This normally comes to about £ 6500 per person per annum. The amount of money you will require for your day-to-day living expenses will vary from person to person but the following should provide a rough guide. It is estimated that a single student should plan to spend up to £ 550 a month for basic living expenses including accommodation, food, travel, books, clothes, entertainment and other personal expenses. A married couple would need about £ 1100 per month and an extra £ 150 a month per child.

Recognition of Local Qualifications :

British students undergo 13 years of pre-university education as opposed to 12 years in South Asia. But good marks from one of the Local Board Exams, their equivalent or the first year of a South Asia degree programme are usually required for direct entry into an undergraduate programme. For those who do not have these qualifications, there is a range of Foundation or Vocational courses available at Middlesex University and at our link Colleges of Further or Higher Education. For postgraduate courses, a good degree from a leading local university or its equivalent is essential. For further information contact our South Asia Regional Office at the address overleaf.

Employment :

Due to the intensive nature of British courses, there is often little time for work whiles studying. However, contrary to popular belief, students are able to obtain part-time employment, (Maximum 20 hours a week). Student can work for 40 hours during the vacations. wages range between £ 4 to £ 6 pound for an hour. Please note that it is highly unlikely that you will get a desk job. Student can obtain a part time job after he enlists himself with the National Insurance Scheme.

'Introducing Britain Orientation' Course :

To help you settle in, the University arranges an orientation course just before the start of each semester. The course is designed to provide an introduction to Britain, the British way of life, the British education system and a welcome to Middlesex University. Full details of this course and an application form are available from Regional Office, New Delhi / Ms. Chrysa Sava, International Student Office, Middlesex University, The Burroughs, Hendon NW4 4BT (Tel : +44 020 8411 5422, Fax : +44 020 8411 6076) or e-mail : c.savva@mdx.ac.uk.

Accommodation :

Generally, overseas students coming to Middlesex University for the first time will be offered a room in the University's halls of residence. Students who accept a place in the halls are required to sign a binding agreement to remain in halls for the full academic year. Fees are between £ 68 - £ 84 per week approximately, depending on services and facilities provided. Should you prefer private accommodation in London, for example staying with a British family or sharing a flat with other students, our Accommodation Office can help you find private rented accommodation. Information about accommodation will be sent to you once you have accepted an offer of a place for a course at Middlesex University. E-mail : y.allsope@mdx.ac.uk./pra@mdx.ac.uk.

- www.mdx.ac.uk. - General website of Middlesex University
- www.mdx.ac.uk/24-7 - Accommodation, Career, Counselling etc. Information for International students.

Immigration and Visa Requirements:

Students from South Asia must obtain a visa before making travel arrangements to travel to the UK. To make an application for a visa you must include:

- A confirmed offer of place issued by Middlesex University or the Regional Office in New Delhi (India) / South India Office in Chennai (India) West India Office in Mumbai (India).
- Proof of accommodation in UK which could be in the form of an accommodation letter, confirming your place in the halls of residence or a letter from a sponsor if you are opting to live with a relative or family friends.
- Evidence of financial support for both fees and living expenses, such as a chartered accountant's statement, banker's letter, proof of tax returns / assets etc., or a sponsor's letter from abroad with his/her banker's confirmation of funds.
- A letter from a known person who can vouch for your background & status.

English Language :

Before being accepted onto a course at Middlesex University, students must satisfy English Language requirements. Student who have more than 70% in their English Examination at 10 +2/Higher Secondary / "A" Levels may not need to sit any further tests in English the following scores are acceptable for undergraduate programmes-British Council IELTS Academic (6.0) TOEFL (550), CBT (217) and for Post Graduate Programme-British Council IELTS Academic (6.5), TOEFL (575), CBT (237) and for Cambridge Proficiency Exams (grade 'c').

Summer School :

The Middlesex University Summer School is the largest summer school programme in the UK. It is fully residential and runs for six weeks during July / August, offering a wide range of courses and a full social programme. International students study alongside students from Middlesex and other UK institutions. For more details email : sschool@mdx.ac.uk.

Health Care :

Britain has subsidised health service (the NHS) which provides free health care and treatment for people who are resident in Britain. Students who are enrolled on a programme which will last for more than six months are also entitled to NHS treatment. If a doctor prescribes any medicines these are subsidised but there will be a charge made for each prescription - currently £6.00 per item. Dental treatment is subsidised by NHS but everyone has to pay something towards the cost of their treatment.

Admission Enquiries and Application Procedure :

All enquiries concerning courses, qualifications, and admissions should preferably be referred to the Regional Office in New Delhi (India). Students with an appropriate academic background may gain an exemption from the first or second year of their undergraduate programme. They should consult the South Asia Regional Office to establish whether they have the required qualifications or experience before applying.

Useful Middlesex University Address :

www.mdx.ac.uk

Middlesex University	•	Middlesex University	•	Middlesex University
Regional Office (South Asia)	•	South India Office	•	West India Office
B-2/13 Safdarjung Enclave	•	No. 1, 2nd Floor, Salzburg Square	•	501 AN Chambers
Africa Avenue, New Delhi - 29.	•	107, Harrington Road, Chetpet,	•	5th Floor, Turner Road,
Tel : (011) 26198708, 26165184	•	Chennai - 600 031. INDIA	•	Bandra West, Mumbai - 400 050.
Fax : (91 11) 26198707, 51651420	•	Tel. : (91-44) 28362965, 28362975	•	Tel. (91-22) 30975479
E-mail : delhi@mdxsouthasia.com	•	Tele Fax : (91-44) 521 43142	•	Telefax : (91-22) 26404127
info@mdxsouthasia.com	•	Email : chennai@mdxsouthasia.com	•	E-mail : mumbai@mdxsouthasia.com

Middlesex University
(Sub Office)
Flat 401, 3rd Floor,
Ushakiran Arcade,
Osmania University Road,
Vidya Nagar, Hyderabad - 500 044
Tel. : (91-40) 55525592
Telefax : (91-40) 27070785
E-mail : hyderabad@mdxsouthasia.com

Middlesex University
(Sub Office)
302, Shreyas Complex
4th Floor, Behind Dinesh Hall
Income Tax,
Ahmedabad - 380 009
Tel. : (91-79) 55310557
Telefax : (91-79) 26577598
E-mail : gujrat@mdxsouthasia.com

British Council Divisions	Western & Central India	Southern India	Eastern India
Northern India	British Council Division	British Council Division	British Council Division
British Council Division	British Deputy High Commission	British Deputy High Commission	British Deputy High Commission
British High Commission	Mittal Tower 'A' Wing	737, Anna Salai	L&T Chambers
17, Kasturba Gandhi Marg	1st Floor, Nariman Point,	Chennai - 600 002.	1st Floor, 16 Camac Street,
New Delhi - 110 001	Mumbai - 400 021	Tel : 044 28525002	Kolkata - 700 017
Tel : 011 23711401	Tel. : 022 22823560	Fax. :044 28523234	Tel. :033 22825370
Fax : 011 23354217	Fax : 022 22852024	Email: chennai.library@in.britishcouncil.org	Fax : 033 22424804
Email: delhi.library@in.britishcouncil.org	Email: mumbai.library@in.britishcouncil.org		Email: calcutta.library@in.britishcouncil.org

