

Application for Matriculation as a Postgraduate Student

This form must be completed by candidates applying to register for higher degrees and university postgraduate diplomas and returned to the Validation Unit, University of Wales Registry, Cathays Park, Cardiff CF10 3NS, before the commencement of study.

Candidates for Master's degrees and University postgraduate diplomas and certificates may matriculate on the basis of holding a **recognised** degree or equivalent professional qualification. The University may also approve the admission of non-graduates whose relative lack of formal qualifications is compensated for by substantial relevant experience. The University has established protocols for the matriculation of non-graduate entrants to particular types of study. Such a candidate must have held a position of responsibility of relevance to the proposed scheme of study for an acceptable period of time. Irrespective of a candidate's entry qualifications, the University must be satisfied that he/she is of the required academic standard to complete the scheme of study proposed.

It is desirable though not a requirement of entry that candidates applying to register on an MBA have 2 years relevant and responsible experience in addition to the above mentioned entry requirements.

Please indicate, by ticking the appropriate box, the basis of your admission to your postgraduate scheme of study:

Degree/Professional Qualifications Now complete section A, B & D		AND/ OR	Relevant Responsible Experience Now complete section A, C and D	
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(A)

Forename:	
Surname: <i>as it appears in your passport and in the order you would like it to appear on your certificate</i>	
University Student Number:	
Title: <i>(Dr/Mr/Mrs/Ms/Miss etc.)</i>	Date of Birth: <i>(dd/mm/yyyy)</i>
Institution you will be studying at:	Address:
Title of Degree: <i>(e.g MA, MBA, MPhil, PhD)</i>	The outcome of an application will be sent to the Institution unless an application has been made independently
Title of Course:	
Start Date of Course:	
Length of Course:	
Mode of Study: <i>(ie full-time, part-time)</i>	

(B)

Awarding Body & Country of Study	Dates Study Undertaken:	Title of Qualification:
<p><i>Original degree certificates must be enclosed (which will be returned)</i> <i>Photocopies will be accepted if the original degree certificate has been seen by a member of staff at the institution in which you intending to undertake your studies and the copy has been signed by the staff member.</i></p>		

(C)

Age on first day of entry to postgraduate study years months		
Please provide brief details of relevant professional experience in the space provided (a full CV and references from previous employers should also be attached)		
Date:	Position:	Responsibilities:

(D)

I hereby confirm that the information held on this form is true and accurate.	
Signature of Candidate.....	Date.....

PLEASE ENSURE THE SPELLING AND ORDER OF YOUR NAME IS CLEAR AS THIS IS HOW IT WILL APPEAR ON YOUR CERTIFICATE



CAVENDISH COLLEGE LONDON

35-37 Alfred Place
London WC1E 7DP
Tel: +44 (0) 20 7580 6043
Fax: +44 (0) 20 7255 1591
E-Mail: learn@cavendish.ac.uk
www.cavendish.ac.uk

AFFIX 2 PASSPORT SIZE
PHOTOS HERE

APPLICATION FOR ADMISSION

Applicant's Name: _____

Course: _____

Commencing: _____

Terms and Conditions

- 1 Students are required to attend all lectures, classes and tests and to submit written work as required by lecturers and tutors. Attendance below 80% will be reported to the Home Office and may result in the student being expelled.
- 2 The Directors reserve the right to expel a student if he/she does not fulfil the above requirements or for behaviour disruptive to the general conduct of the College. In such cases no refund of fees will be given.
- 3 Enrolment for a course, together with the payment of the required deposit, creates a binding agreement to follow the course and to pay the full fee.
- 4 In the event of a cancellation for whatever reason, the following will apply:-
 - a) The deposit and fees are not refundable. However, where notification is received from the immigration authorities that an overseas student has been refused entry a partial refund will be made.
 - b) Cancellation must be made in writing.
 - c) Where a cancellation is received after commencement of the course there will be no refund (regardless of visa refusal).
- 5 If students change their course of study during the term no refunds will be given where the revised course involves fewer subjects or is lower in price. Holders of a student visa are advised that the College is obliged to insist that a full-time course of at least 15 hours per week is followed.
- 6 Courses will take place only if justified by demand.
- 7 Where applicable the student must seek and obtain a certificate of eligibility from the appropriate professional institute and pay the registration fee to the respective body direct.
- 8 Overseas students are reminded that they must comply with the Home Office regulations on immigration.
- 9 The Principal and his staff will be happy to offer advice relating to university and college application, examination entries, etc, however it is the student's own responsibility to ensure that all applications and entries, of whatever nature, are in order and sent off by the appropriate closing dates.
- 10 While course start and end dates are not expected to change the college reserves the right to alter dates in order to facilitate or improve the provision of the course and its examinations. Those changes will in no way affect the other terms and conditions of the students contract with the college.
- 11 The College Prospectus and website is correct at the time of printing/publishing but is subject to alteration.

I have read and understood the above terms and conditions. I agree to abide by them

Date: _____

Applicant's Signature: _____



CAVENDISH COLLEGE

Please complete and return this application form with two passport size photographs and any other supporting documents to : Cavendish College, 35-37 Alfred Place, London WC1E 7DP, England.

PERSONAL DETAILS

Surname/Family Name:

First/Given names:

Previous surname/Family name (if applicable)

Title (Dr, Mr, Mrs, Ms, Miss, etc):

Date of birth:

Sex (male or female)

Present nationality:

Country of birth:

Country of permanent residence:

ADDRESSES

Permanent home address:

Address for correspondence (if different from permanent home address)

Post Code/Zip:

Post Code/Zip:

Tel:

Tel:

Fax:

Fax:

email:

email:

Term-time address (in the UK - if known)

Sponsors name and address (if applicable):

Tel:

Tel:

Fax:

Fax:

email:

email:

OFFICE USE ONLY

Course(s) to be studied at Cavendish College	Starting Date	Finishing Date	OFFICE USE ONLY		
			Fees	Others	Total Fees

EMPLOYMENT DETAILS/OTHER EXPERIENCE

Give details of any professional or research experience relevant to your application. In particular, applicants for post-experience programmes (e.g. the MBA) should complete this section as fully as possible. Continue on a separate sheet if necessary. Indicate here if you have done so.

Employer	Titles and duties of post	Dates: FROM TO

EDUCATION AND QUALIFICATIONS

Give details of academic and professional qualifications already obtained and examinations still to be taken (attach photocopies of certificates)

Name of Institution / Address	Dates (month/year)	Qualification / Award (include class & division or grade or grade obtained if known)	Main Subjects
	from:		
	to:		
	from:		
	to:		
	from:		
	to:		
	from:		
	to:		

If you wish to apply for Accreditation of Prior Learning (APL) please give details of the qualifications you wish to present in order to apply for exemptions:

and the section(s) in the programme(s) you wish to be considered for exemptions:

NB: Photocopies of all diplomas, certificates and course transcripts awarded for these qualifications must be enclosed with this application. In addition to diplomas and certificates, international applicants are requested to provide copies of their entire course transcripts including explanations of the mark schemes used and, where possible, an indication of their class ranking/position in class. You may be requested to provide evidence of the UK equivalence of the qualifications.

REFEREE 1

REFEREE 2

Please forward the reference form to your two referees, giving their name and address below. A reference is required for all undergraduate and postgraduate programmes and should be enclosed with your application. Ideally you should nominate a professional referee or an academic contact.

Name:	Name:
Address:	Address:
Tel:	Tel:
Fax:	Fax:
email:	email:

ENGLISH LANGUAGE COMPETENCE

Is English your first language ? Yes No

Is / was English the language of instruction of your first degree ? Yes No

Please include any formal evidence of English Language qualifications with this application form (ie IELTS, TOEFL, GCE, GCSE).

NB: Students educated outside the UK must provide, before they can be admitted to their chosen course, evidence that they have sufficient command of both spoken and written English. Acceptable evidence for undergraduate & postgraduate courses includes: GCSE/O-level English Language at grade C or above; an overall score of 6.0 in the British Council IELTS test; a score of 550 (depending on the department) in TOEFL, including a satisfactory mark in Test of Written English (TWE). English Language requirements for other diploma courses can vary - please see website for details.

OTHER INFORMATION

Have you any disabilities ? Have you any criminal convictions ?

Please tick, if appropriate, and give full details on a separate sheet.

ALL APPLICANTS should note that the Institution reserves the right to make without notice changes in regulations, courses, fees, etc. at any time before or after a candidate's admission. Admission is subject to the requirement that the candidate will comply with the regulation procedures and will duly observe the Charter, Statutes, Ordinances and Regulations from time to time in force for the Institution.

DECLARATION (to be signed by all applicants) I undertake to comply with the Institution's registration procedure, duly observe the Charter, Statutes, Ordinances and Regulations and to ensure payment of all fees and other liabilities.

Signed _____

Date _____

International Students - Passport Number : _____

Only to be completed by overseas students currently residing in the UK:

When did you first arrive in the UK ? _____ Current UK Visa Number: _____

Visa issue date: _____ Visa Expiry date: _____ Visa extensions _____

Academic courses attended in the UK in the last 24 months:

Institution attended	Course	Results	From	To	Attendance rate

To be completed by all students:

Have you previously applied to study at Cavendish College ? Yes No If yes, when ? _____

Do you have any friends or relatives currently studying at Cavendish College ? Yes No If yes, give details _____

How did you hear about the college ? Friend Publicity (adverts,Exhibitions etc) Website Representative

Give brief details of the above source: _____

WHO WILL PAY FOR YOUR COURSE FEES - Please tick appropriate box :

Yourself Family member / Parents Sponsor / Employer Other

Office use only:

	H.O. Ref:
	Source
	Agent



Reference Form

This form should be completed in BLOCK CAPITALS and returned (along with any supporting documentation as required) to Cavendish College, 35-37 Alfred Place, London WC1E 7DP. England

SECTION 1 TO BE COMPLETED BY THE APPLICANT

This is one of two Reference Forms provided with your Application Form. Please complete this section before forwarding one form to each of your two referees, requesting that they complete Section 2 and a written reference on the reverse side, returning the form to Cavendish College or the applicant.

Surname/Family Name:

First/Given names:

Title (Dr, Mr, Ms, etc):

PROGRAMME OF STUDY

COURSE TITLE

INSTITUTION CAVENDISH COLLEGE

DATE REFERENCE FORM FORWARDED TO REFEREE

Commencing in _____

REASON FOR APPLICATION Please give a brief description of your reasons for wishing to pursue the above course.

SECTION 2 TO BE COMPLETED BY THE REFEREE

The above-named is applying for admission to the above programme of study and has named you as a referee. We would be grateful to receive, in confidence, your opinion of the candidate's suitability for the proposed course of study. When commenting on his/her academic/working performance please give, if possible, the applicant's class ranking/working position. If an exact position cannot be given, indicate the quartile in which you believe he/she has performed.

Please complete this form on the reverse side and return to Cavendish College or the applicant. Thank you for providing a reference.

Surname/Family Name:

First/Given names:

Title (Dr, Mr, Ms, etc):

Position:

Relationship to the applicant:

Address:

Tel:

Fax:

email:

APPLICANT'S NAME

Please complete reference on this side

Signature of Referee

Date



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