



## Faculty of Business & Law

### Application form for Postgraduate and Professional courses

Please read the accompanying notes for completion of this form, fill in all sections using **BLOCK CAPITALS** and typescript or black ink for clarity and ease of copying and return it to: **Student Recruitment & Admissions,, Leeds Metropolitan University, Faculty of Business & Law, Bronte Hall, Headingley Campus, Leeds, LS6 3QS Fax: +44/0 113 283 6127 E-mail: admissions.FBLPG @ leedsmet.ac.uk**

\* Delete as necessary

Please do not write in any shaded boxes.

App. No.					
<b>1. Personal details</b>					
Surname / family name		Title	Mr / Miss / Mrs / Ms / Dr / other*:		
First / given names				Sex	Male / Female*
Date of birth	Day / month / year (eg 25/12/82):	Any previous surname			
If a student previously at Leeds Met, Student ID number			Previous Leeds Met applicant number, if any		
Nationality			Country of birth		
If not born in the UK, date of first entry to live in the UK		Day / month / year (eg 10/08/97):			
Do you have an unrestricted right to live in the UK?		Yes / No *			
Who is expected to pay your fees?					
Disability / special needs – code (see Notes for Completion)					
If you have entered code 1-9, please give details of any support you might need →					
<b>2. Contact details</b>		Correspondence address		Home address – permanent residence (if different)	
Country					
Postcode (UK only)					
Telephone number					
Fax number					
E-mail address					
Dates at this address					
<b>3. Course(s) applied for</b>					
Course title	Full-time (FT), Sandwich (SW) or Part-time (PT)	Entry level/year (eg 1)	Month & year course starts (eg Sept 2002)	Location – Campus/College (if not Leeds)	For office use SCH AWSID MODE ST
	FT / SW / PT*				
	FT / SW / PT*				
	FT / SW / PT*				
How did you find out about the University and these courses? Tick as applicable: <input type="checkbox"/> School/college <input type="checkbox"/> Education fair <input type="checkbox"/> Friends/family					
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Website – Leeds Met / other*:		<input type="checkbox"/> Agent:	
				<input type="checkbox"/> Other:	



## 7. Personal statement in support of application

*Please enter here any further information you may wish to offer in support of your application. We are particularly interested in your reasons for choosing the course(s) for which you are applying, your career aspirations and other information relevant to your application which you have been unable to provide elsewhere on this form. If you have been out of formal education for some time, please outline any relevant experience that may be taken into account in lieu of formal qualifications.*

## 8. Criminal convictions

Do you have any unspent criminal convictions or any charges pending against you? **Yes / No \***  
If yes, please give details of them, including when the offence(s) occurred.

## 9. Applicant declaration

I confirm that the information given on this form and in any accompanying documents is true, complete and accurate. I have not omitted any information requested or other material information. I accept that, should this prove not be the case, the University reserves the right to cancel my application and I shall have no claim against it in relation thereto. I give consent to the processing of my data by Leeds Metropolitan University, the Higher Education Statistics Agency and any other organisation which has a statutory right to receive any of it.

Applicant's signature

Date

For office use

**10. Reference** for (name of applicant)

*Please note that under the Data Protection Act 1998 the University is unable to treat references as confidential and is obliged to reveal their contents to data subjects if requested.*

Name of referee					
Post / occupation / relationship to applicant					
Name of institution / organisation					
Address					
Postcode					
Telephone		Fax number		E-mail address	

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I have checked the contents of section 7 of this form Yes / No \*

Referee's signature

Date

## 11. Ethnic Origin (UK applicants only)

This section of the form is designed to collect statistics so that the University can monitor the effectiveness of its equal opportunities policies. It will be detached before your application is considered. If you are from the UK please enter in the box below the code for the description which most closely matches your ethnic origin.

<b>White</b>		<b>Asian or Asian British</b>		<b>Mixed</b>	
British	11	Indian	31	White and Black Caribbean	41
Irish	12	Pakistani	32	White and Black African	42
Other white background	19	Bangladeshi	33	White and Asian	43
<b>Black or Black British</b>		Chinese	34	Other mixed background	49
Caribbean	21	Other Asian background	39	Other ethnic background	80
African	22				
Other black background	29				

**Code**