



The
University
Of
Sheffield.



CITY College
An International
Faculty Of
The University.

Postgraduate Application Form.

Getting your application right

1. Read this section carefully before you start
2. Fill in all relevant sections of the form. Please write in CAPITALS using BLACK INK.
3. Don't forget to give us your photo in electronic format.
4. Post your completed form and supporting documents to the address below.

Remember:

- If you need extra copies of the paper form, you can download it from our website.

Note: Data Protection Act 1984 - The information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

Filling in the form

General

Each section contains brief instructions on how to fill it in. You might also need to refer to the following information on sections A, B, C, D, E, F, H, I, L, N and O.

A. Personal details

Please give your name as it appears on your passport, if you have one. If your forename and family name are not clear your application could be delayed.

B. Contact details

The College will address all correspondence through the address provided in Section B. It is essential that the College is notified of any change of address at the earliest opportunity.

C. Programme of study details –MA & MSc applicants ONLY

Please indicate the mode of attendance by which you wish to study (e.g. full-time, part-time, executive mode).

D. Fees and funding details

In order to be informed about tuition fees, you may contact the College directly .

E. Previous education

Our minimum entry requirements are listed in our prospectus and on our website. If you are not sure your qualifications are suitable, contact the Admissions team before you apply. Applicants are strongly encouraged to supply additional information to support their application. Please use this section to include this information, and continue on a separate sheet if necessary.

F. English language details

We use the information you give us to decide whether or not you meet the English language requirements for your chosen course. A list of the English language qualifications and the minimum grades we accept can be found on our website. If you don't have one of the qualifications listed, we may offer you a place on the condition that you get one.

International and EU applicants should attach copies of the results of any English language examinations undertaken during the previous three years (e.g. TOEFL, IELTS, etc.). Please include results of any examinations undertaken during any on going studies (e.g. year 1 or year 2 results of a current degree course). CITY's reference code for the TOEFL test is 7234. All copies of English language qualifications should be certified.

H. Disability details

If you have a disability which may mean you have additional needs in relation to study, please attach a separate sheet (marked Private & Confidential) providing details of your disability and the additional support needs.

I. Your references

You can ask your referees to provide a signed and sealed reference (on headed paper from their academic institutions- for MA and MSc applicants - or from their companies - for Executive MBA applicants) or you can ask them to complete the PG Reference Form, available as a download from www.citycollege.sheffield.eu and www.citycollege.sheffield.eu/mba. Your referees can then either send the references to you to attach to your application, or they can send them directly to us.

L. Supporting statement

In case you need more space, please attach a separate sheet providing information on the reasons for selecting the course of studying.

N. Supporting documents

It's important that you send your supporting documents with your completed form. We may not be able to process your application without them. If for any reason you can't send your documents with your form, use the checklist in section N to let us know when we can expect to receive them. It's especially important to send copies of transcripts and certificates of your qualifications as soon as possible.

You can scan your documents and send them by e-mail to: admissions@city.academic.gr

Make sure you put your full name and the course you're applying for at the top of the e-mail. Remember, if you are offered a place, you will have to bring the original documents with you when you register.

Deadlines

Most postgraduate courses have no deadline for applications, unless you're applying for a specific scholarship. However, entry to all courses is competitive. To increase your chance of an offer, you should apply as early as possible. Applying early gives you more chances to be accepted.

What happens after you receive my application?

1. As soon as we get your application we send it to the relevant department.
2. When the department makes its decision, we'll notify you.

How long does it take?

The department will try to make a decision as quickly as possible. The process usually takes up to two weeks. Remember, if you send supporting documents separately this can delay the decision.

What can I do to speed things up?

1. If you are an international prospective student, send all postal correspondence via airmail, courier or submit them to our representative office in your country.
2. If your postal or email address changes, please let us know straight away. Contact us at the address below.

Admissions contact details

CITY College

International Faculty of the University of Sheffield

Admissions Office

3, Leontos Sofou st. (5th floor)

546 26, Thessaloniki

Greece

Email: admissions@city.academic.gr

www.citycollege.sheffield.eu



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CITY College
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For Admissions Office use:

Registration no: _____

Registration status: _____

MSc, MA ☐ **MBA** ☐

PG Dipl. ☐ **PG Cert.** ☐

Affix a current
photograph and
provide three more

Postgraduate Application Form.

Use this application form to apply for a Postgraduate Course. All sections should be filled in by all applicants.

Section A: Personal details

It is important that you provide these details as they are shown on your ID card / passport.

1. Surname / Family name: _____

2. Forename(s): _____

3. Title: Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐

4. Father's name: _____

Mother's name: _____

5. Date of birth: ____/____/____ Place of birth: _____

6. Sex: Male ☐ Female ☐

7. Marital Status: Married ☐ Single ☐

8. Nationality: _____

9. ID card No (for Greek applicants): _____

Date of Issue: ____/____/____ Issued by: _____

Passport No (for non - Greek applicants): _____

Date of Issue: ____/____/____ Valid until: ____/____/____ Issued by: _____

Section B: Contact details

Unless dates are specified, CITY College will use this correspondence address for all correspondence.

10. Permanent (home) address :

Post Code: _____

Tel. No.: _____

Mobile phone no. _____

Fax no: _____

Email: _____

Dates when contactable at this address:

From ____/____/____ to ____/____/____

11. Correspondence address (if different):

Post Code: _____

Tel. No.: _____

Mobile phone no. _____

Fax no: _____

Email: _____

Dates when contactable at this address:

From ____/____/____ to ____/____/____

Please notify CITY College of any change of address as soon as possible, to ensure that any correspondence reaches you.

Section C: Programme of study details – MA, MSc, PG Diploma & PG Certificate applicants ONLY

12. Title of the course: _____
13. Department in which you wish to study: . _____
14. How do you wish to study?
- Full-time ☐
- Part-time ☐
- Executive mode ☐ Location of studies: _____

Please note that different modes of study may not be available for all courses.

15. In which month and year do you wish to start your studies? (MM/YYYY) _____

Please note that most Postgraduate Programmes start in October. For details, please check the academic calendar on our website.

Section C: Programme of study details – EXECUTIVE MBA applicants ONLY

16. Title of the course: _____
17. Which city do you wish to study in? _____
18. In which year do you wish to start your studies? (YYYY) _____

Please note that the Executive MBA programme usually starts in October. For details, please check the academic calendar on EXED's website www.citycollege.sheffield.eu/mba

Section D: Fees and funding details

19. Parents ☐ Self-funded ☐ Scholarship ☐ Company ☐ Other (please specify) ☐ _____
20. Is this funding definite or proposed? Definite ☐ Proposed ☐

Section E: Previous education details

21. Please provide details, including results of all higher education or professional qualifications you have already taken, or will be taking (starting with the most recent) and attach copies of transcripts or certificates where possible. Include results of any examinations taken as part of any current studies (eg. year 1 or year 2 result of an ongoing degree course)

From: / /	To: / /	University / College / Institution: _____
Award type: (eg. BA, BSc, MA etc.): _____		Subject: _____
Class / score / grade / GPA: _____		Duration of course: _____
		Date of award: / /
From: / /	To: / /	University / College / Institution: _____
Award type: (eg. BA, BSc, MA etc.): _____		Subject: _____
Class / score / grade / GPA: _____		Duration of course: _____
		Date of award: / /
From: / /	To: / /	University / College / Institution: _____
Award type: (eg. BA, BSc, MA etc.): _____		Subject: _____
Class / score / grade / GPA: _____		Duration of course: _____
		Date of award: / /
From: / /	To: / /	University / College / Institution: _____
Award type: (eg. BA, BSc, MA etc.): _____		Subject: _____
Class / score / grade / GPA: _____		Duration of course: _____
		Date of award: / /

Section F: English language details

This information will be used to determine whether you already meet our minimum English language requirements or whether you will need to take an additional English language test.

22. Was your previous education undertaken in English? Yes ☐ No ☐

23. If No, please state the language in which you were educated: _____

24. Please state your native language: _____

Please list and attach certificates/transcripts of any English language qualifications you possess:

Qualification	Awarding body	Overall grade/score	Date of Award
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

25. Language you use at work (for MBA applicants) _____

Section G: Employment details

26. Please provide details of employment:

From ____/____/____ to ____/____/____ Position held: _____

Name and address of employer: _____

From ____/____/____ to ____/____/____ Position held: _____

Name and address of employer: _____

From ____/____/____ to ____/____/____ Position held: _____

Name and address of employer: _____

Job Function: (for MBA applicants)

Marketing ☐ Finance ☐ Accounting ☐ Sales ☐ Personnel ☐ IT ☐ Engineering ☐ Other ☐ _____

Section H: Disability details

If you have a disability, it is important that you let us know. Information you provide in this section will not be considered in deciding whether or not to make you an offer.

27. Please tick in the list below the statement which is most appropriate to you:

- ☐ You do not have a disability nor are you aware of any additional support requirements
- ☐ You have dyslexia
- ☐ You are blind / partially sighted
- ☐ You are deaf / have a hearing impairment
- ☐ You are a wheelchair user / have mobility difficulties
- ☐ You need personal care support
- ☐ You have mental health difficulties
- ☐ You have an unseen disability (eg. diabetes, epilepsy, asthma)
- ☐ You have two or more of the above disabilities / special needs
- ☐ You have a disability not listed above
- ☐ You have Autistic Spectrum Disorder (eg. Asperger's Syndrome)

28. If you have a disability, do you have any related support needs? Yes ☐ No ☐

29. If yes, please give brief details of your disability and any related support needs:

Section I: Referee details

30. MA & MSc applicants should supply two references whereas MBA applicants should supply one reference. Please provide the name(s) and address(es) of your referee(s) below. Please enclose your references with this application form where possible, or ensure that they are supplied to us at the earliest opportunity. We may not be able to deal with your application until we receive them.

31. Referee 1

Name: _____

Title: Prof. ☐ Dr ☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐

Address: _____

Tel. No.: _____

Fax. No.: _____

Email: _____

Length of time known: _____

Capacity known in: _____

32. Referee 2

Name: _____

Title: Prof. ☐ Dr ☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐

Address: _____

Tel. No.: _____

Fax. No.: _____

Email: _____

Length of time known: _____

Capacity known in: _____

Section J: Family information – MSc & MA applicants ONLY

33. Father's name: _____

Profession: _____

Father's education: _____

Job address: _____

Tel. No.: _____

34. Mother's name: _____

Profession: _____

Mother's education: _____

Job address: _____

Tel. No.: _____

Section K: Marketing Information

35. It would be helpful if you could indicate where you heard about CITY by ticking the appropriate box:

Advertisement ☐ (please specify) _____

Educational Fair ☐ (please specify) _____

Internet search ☐ (please specify) _____

Personal recommendation
by friends / alumni / other ☐ (please specify) _____

I am a CITY College alumnus/a Yes ☐ No ☐

Section L: Supporting statement

36. Please write a statement in support of your application.
We will not be able to make a decision on your application without it.

Among the things you may wish to include are:

- *why you are applying for this course*
- *how your previous education and experience relates to this course of study*
- *how this course fits into your long-term academic or career plans*

37. It would be helpful if you could let us know which other Universities / Colleges /Institutions you have applied to:

University / College / Institution

Course title

Section M: Equal opportunities

*Information supplied in this section is to be used for central statistics and will not be part of the academic selection process.
The information you provide here will be treated confidentially and sensitively.*

38. Please indicate from the list below the statement which most accurately describes your ethnic origin.

- ☐ White
- ☐ Black or Black British - Caribbean
- ☐ Black or Black British - African
- ☐ Black – other background
- ☐ Asian or Asian British – Indian
- ☐ Asian or Asian British – Pakistani
- ☐ Asian or Asian British – Bangladeshi
- ☐ Chinese or other ethnic background – Chinese
- ☐ Asian – other background
- ☐ Mixed – White and Black Caribbean
- ☐ Mixed – White and Black African
- ☐ Mixed – White and Asian
- ☐ Mixed – other background
- ☐ Other ethnic background
- ☐ Information withheld

Section N: Checklist

39. Please indicate which of the following items you have sent with your application or plan to send. If you do not plan to send the items do not tick any box:

First reference	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by:/...../.....
Second reference	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by:/...../.....
English language test scores	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by:/...../.....
Degree transcript	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by:/...../.....
Degree transcript translation	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by:/...../.....
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by:/...../.....
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by:/...../.....
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by:/...../.....
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by:/...../.....
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by:/...../.....

Section O: Declaration

40. All decisions by the College are taken in good faith on the basis of the information you provide in your application form. If we discover that you have made false statement or have failed to provide significant and relevant information, we are entitled to withdraw or amend the offer, according to the circumstances. You may even be required to withdraw from the course if you have already started it. In accordance with data protection regulation, the information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

I certify that the information I have given is complete and accurate.

I have read the regulations and the College's financial policies and I agree to abide by the rules.

I authorise the college to use photographs taken from social or other college activities, in which I might appear, for promotional purposes Yes ☐ No ☐

Signed: Date/...../.....

Please return the completed form to:

CITY College
International Faculty of the University of Sheffield
Admissions Office
3, Leontos Sofou st. (5th floor)
546 26, Thessaloniki
Greece



The
University
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CITY College
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Reference Form for Postgraduate Study.

Confidential

Please photocopy this form as necessary.

Section 1 of this form should be completed by the applicant. The form should then be passed to the referee who is asked to complete the remainder of the form and return it.

Section 1: To be completed by the applicant

It is important that you provide these details as they are shown in your ID card or passport.

- | | |
|---|--|
| 1. Surname / Family name: _____ | 2. Title: Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> |
| 3. Forename(s): _____ | 4. Date of birth: / / |
| 5. Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> | Place of birth: _____ |
| 7. Nationality: _____ | 6. Marital Status: Married <input type="checkbox"/> Single <input type="checkbox"/> |
| 8. Department in which you wish to study: _____ | |
| 9. Proposed programme of study: _____ | |

Please complete the name of the department to which you are applying in the return address below:

CITY College
International Faculty of the University of Sheffield
Admissions Office
3, Leontos Sofou st. (5th floor)
546 26, Thessaloniki
Greece

Section 2: To be completed by the referee

The above-named candidate is applying for graduate study at the University of Sheffield and has named you as a referee. We would be grateful if you could provide us with a reference on the academic and general suitability of the applicant to undertake a programme of postgraduate study, either by completing the form overleaf or by submitting a letter of reference. If you choose to submit a letter, please use headed letter paper and attach it to this form.

Please complete this form as soon as possible, and return it in a sealed envelope, endorsed with your signature over the seal, either to the applicant for return with the application form by mail or, to the return address given in Section 1 above.

Thank you for your assistance.

Name: _____
Title: Prof ☐ Dr ☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other ☐
Relationship to applicant: _____

Tel. No: _____
Email: _____
Length of time known: _____

Section 3: Additional Information

Please give your opinion on the applicant's ability and suitability to undertake postgraduate study in particular his/her previous academic achievements, particularly in comparison to this of his/her peers, as well as any distinct strengths and weaknesses (e.g. motivation, commitment, independence, ability to work under sustained pressure). Where the applicant's first language is not English, please give your opinion on his/her standard of proficiency in written and oral English.

Please mark with an official stamp of your university, college or organisation.

Additional copies of this form are available from www.citycollege.sheffield.eu
or you are welcome to photocopy it.