

To process your application we also require:

- Certified copies of academic transcripts
- Documentary evidence of your English proficiency (i.e. IELTS, TOEFL)
- Two supporting references as attached (at least one academic)
- Two passport-size photographs

Those who apply for more than one specialist Masters Programme will only receive one offer from the Business School, should their application be successful.

**Special Masters Admissions Office**  
Cass Business School, 106 Bunhill Row,  
London, EC1Y 8TZ

Tel: 020 7040 5060 Fax: 020 7040 5070

**1. Proposed Programme of study**

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Programme title:

Specialist Masters Programmes only:

Second choice:

Third choice:

Proposed date of commencement (mm/yyyy):

**Mode of attendance:**

Full-time

Part-time

Modular\*

Distance Learning\*

*\* only where applicable*

Where did you find out about this programme:

**2. Personal Information**

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Surname/Family name:

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First name(s):

Known as:

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Title:

Date of birth (dd/mm/yyyy):

M/F:

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Permanent address:

Correspondence address (if different):

Post code:

Post Code:

Daytime Telephone No:

Evening Telephone No:

Mobile:

Fax No:

Email:

Nationality (please state dual nationality):

Country of Permanent Residence:

Country of Birth:

If holder of a UK entry visa please state conditions of entry:

Date of arrival into the UK (dd/mm/yyyy):

### 3. Finance

How do you propose to finance your studies here? City University requires you to pay any fees charged in connection with your Programme of study.

Self  Other

If you are not self-funded, please give the name and address of the person/body responsible for paying your fees.

Postcode:

Tel:

Fax:

Email:

Please give details of any scholarships or grants for your proposed Programme of study for which you have applied or already obtained.

### 4. Education and Qualifications

#### a. Higher Education (degree held or currently being undertaken)

Degree title obtained or expected including major subjects. Enclose transcripts for overseas qualifications.

Date Awarded	Institution	Subject	Grade

#### b. School Leaving - Please include the following: your grades in English and Mathematics at GCSE or equivalent; Title of Qualification and your subjects and grades at A level or equivalent.

Date Awarded	School College	Subject	Grade

#### c. English Language (applicants whose first language is not English)

If English is not your first language, you must provide documentary evidence of your proficiency. Please indicate which tests you have taken, or have registered to take (see prospectus for details of acceptable qualifications).

Date Awarded	Awarding Body	Qualification	Grade

#### d. If you have taken the **GMAT** please give details below and submit documentary evidence if available.

Test date:

Results:

**e. Professional Qualifications**

Title of Qualification	Date Awarded	Whether by direct exam or exemption

**5. Employment history**

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Please give brief details of previous employment and work experience. List in chronological order, most recent first.

Dates from/to	Name and address of employer	Title of position and nature of duties

**6. Declaration of a Criminal Record**

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Rehabilitation of Offenders Act

You are required to state whether you have any criminal convictions, excluding spent sentences (as defined by the Rehabilitation of Offenders Act 1974) or motoring offences for which a fine and/or three penalty points were imposed, by ticking the 'Yes' box on the application form.

Have you ever had a criminal conviction?      Yes                       No

## 7. Statement in Support of Application

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Please give further information in support of your application including the reasons for your choice of Programme, what you feel you will contribute and your general interests. (Please continue on an extra sheet where required.)

## 8. References

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I confirm that I will forward the two reference forms on to my referees (please tick).

## 9. Declaration

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I certify that the information given above is correct and hereby undertake, if admitted as a student of City University, to observe and comply with all ordinances and regulations of the University.

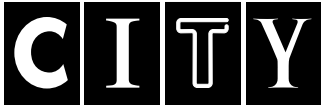
**Information on City University's Ordinances and Regulations is available at: [www.city.ac.uk/ads/oandr/](http://www.city.ac.uk/ads/oandr/)**

I agree that the information given on this form may be processed by the University in accordance with the Data Protection Act 1998 for the purpose of the application and selection process and any subsequent admissions process. The data given is also subject to the Freedom of Information Act 2000. I consent to the storage of this and additional information obtained from myself and other persons in manual and computerised files.

**Information on City University's policy governing the processing of personal data under the Data Protection Act (1998) is available at: [www.city.ac.uk/dataprotection/](http://www.city.ac.uk/dataprotection/)**

Date:

Signature:



Thank you for your interest in Postgraduate study at City University.

These notes are intended to help you complete the University's standard application form. Please complete all sections as fully as possible. We will use the information you provide to assess your suitability for the programme you have chosen. Information relating to gender, age, ethnicity and disability will not be used in the assessment and is collected for statistical purposes only.

Prior to completing the form you should refer to the current Postgraduate Prospectus or programme brochure (if available) in order to ensure that you are familiar with the curriculum and entry requirements.

The application must be in English. Any supporting documents not in English must be accompanied by a certified translation.

For more efficient processing of your application you can apply on-line by visiting the City University website at <http://www.city.ac.uk>

### **1) Proposed Programme of study**

Please enter the exact title of the course. If you are applying for part-time, modular or distance learning you should check in the current prospectus that the course is offered on such a basis. Overseas applicants from non-EU countries should be aware that your terms of entry into the UK may prevent you from taking employment or studying on a part-time basis.

### **2) Personal Details**

**Correspondence Address:** This is the address to which all your correspondence will be sent. If this address changes, or is likely to change between certain dates, you should inform the University as soon as possible.

**Nationality:** The nationality that you enter should be that in your passport.

### **3) Finance**

You are expected to make suitable arrangements before entry for financial support, both for fees and for living expenses, for the whole of your period of study at City University. If you have already made arrangements you should indicate these together with any documentary evidence such as a sponsor's letter or bank statement.

### **4) Education and Qualifications**

Please include transcripts of all of your results. If these are in a language other than English, you must include certified translations and indicate the system of assessment used (e.g. grades, GPA, percentages.) If your results are not yet known at the time of application please indicate when your results will be known and send them to the department as soon as they are published.

If English is not your first language you will have to provide documentary evidence of an acceptable level of English language ability. If you have already taken IELTS/TOEFL/ Cambridge Advanced or Proficiency please attach a photocopy of the results. If you do not have the required level any offer may be subject to your taking such a test. Please refer to the prospectus for the English language requirement of your chosen programme.

### **5) Employment History**

Please include all your work experience and training, paid or unpaid, full or part-time.

### **6) Declaration of a Criminal Record**

If you have been convicted of any criminal offence, excluding a) a motoring offence for which a fine and/or three penalty points were imposed or b) spent sentences (as defined in the Rehabilitation of Offenders Act 1974), you are required to declare this by ticking the 'Yes' box in the criminal conviction section of the form.

If you have not been convicted of a criminal offence you must tick the 'No' box.

If you do not tick either box or refuse the information the University reserves the right to reject your application.

Any information provided will be treated in the strictest confidence.

### **7) Statement in Support of Application**

Use this section to tell us why you wish to pursue your chosen course at City University. Admissions Tutors will be interested in your academic background, relevant experience, career aspirations and social and intellectual pursuits.

### **8) References**

Two references are required from people qualified to comment on your academic ability. These should be supplied on the enclosed sheets or official headed paper.

### **9) Declaration**

In signing the form you agree that the information you have given is complete and accurate. If you are made and accept the offer of a place you agree to abide by the rules and regulations of the university. Personal data in this form may be used in accordance with City University's notification under the Data Protection Act 1998 and in compliance with the Freedom of Information Act 2000. The university will also provide data to the Higher Education Statistics Agency.

### **10) Equal Opportunities**

City University is committed to a policy of equal opportunities. Any data collected will be stored securely and used anonymously for equality monitoring only.

Please forward the application form to the appropriate Department.

### School of Arts

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#### For Arts Policy and Management Courses

Arts Policy and Management Postgraduate Admissions Office,  
City University, Level 7, Frobisher Crescent, Barbican,  
London, EC2Y 8HB

#### For Continuing Education Courses

Continuing Education Postgraduate Admissions Office,  
City University, London, EC1V 0HB

#### For Continuing Professional Development Courses

CPD Postgraduate Admissions Office, City University,  
London, EC1V 0HB

#### For Educational Development Courses

EDC Postgraduate Admissions Office, City University, London,  
EC1V 0HB

#### For Journalism Courses

Journalism Postgraduate Admissions Office, City University,  
London, EC1V 0HB

#### For Music Courses

Music Postgraduate Admissions Office, City University,  
London, EC1V 0HB

### Cass Business School

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#### For the MBA in China

Ms Huang Jing, EMBA China Programme, Bank of China,  
Institute of International Finance, 5 Gui Qing Road, Shanghai,  
200233, China

#### For the MBA at the Cass Business School

MBA Admissions Office, Cass Business School,  
106 Bunhill Row, London, EC1Y 8TZ

#### For the Specialist Masters Programme at the Cass Business School

Specialist Masters Programmes Admissions Office, Cass  
Business School, 106 Bunhill Row, London, EC1Y 8TZ

### School of Engineering and Mathematical Sciences

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#### For Engineering or Mathematics Courses

School of Engineering and Mathematical Sciences  
Postgraduate Courses Office, City University, Northampton Sq,  
London, EC1V 0HB

### Institute of Health Sciences

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#### For Health Management Courses

Department of Health Management and Food Policy  
Postgraduate Admissions Office, City University,  
London, EC1V 0HB

#### For Language and Communication Science Courses

Department of Language and Communication Science  
Postgraduate Admissions Office, City University,  
London, EC1V 0HB

#### For Nursing or Midwifery Courses

St Bartholomew School of Nursing and Midwifery, City  
University, 20 Bartholomew Close, London, EC1A 7QN

#### For Optometry Courses

Department of Optometry Postgraduate Admissions Office,  
City University, London, EC1V 0HB

#### For Radiography Courses

Department of Radiography Postgraduate Admissions Office,  
City University, Rutland Place, Charterhouse Square,  
London, EC1M 6PA

### Institute of Law

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#### For Law Courses at the Inn of Court School of Law

Postgraduate Admissions Office, Inns of Court School of Law,  
4 Gray's Inn Place, Gray's Inn, London, WC1R 5DX

#### For Law Courses at the Department of Law

Law Postgraduate Admissions Office, City University,  
London, EC1V 0HB

### School of Social Sciences

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#### For Economics Courses

Economics Postgraduate Admissions Office, City University,  
London, EC1V 0HB

#### For Psychology Courses

Psychology Postgraduate Admissions Office, City University,  
London, EC1V 0HB

#### For Sociology Courses

Sociology Postgraduate Admissions Office, City University,  
London, EC1V 0HB

## Equal Opportunities Monitoring

### Equal Opportunities

City University, confirms its commitment to equal opportunities in all its activities. The University must not discriminate against an applicant on any of the following grounds: political belief, gender, sexual orientation, age, disability, marital status, race, nationality, ethnic origin, religion or social background.

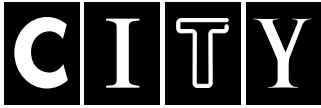
The information you give is in confidence, and will not be seen by, nor made known to, any sector. It will be used only to monitor the operation of the Equal Opportunities Policy and will not be made available to Admissions Tutors.

a. Tick one of the following boxes if you wish to declare a disability or long-term medical condition.

- |   |   |
|---|---|
| <input type="checkbox"/> 00 None  | <input type="checkbox"/> 05 You need personal care support  |
| <input type="checkbox"/> 01 You have a specific learning difficulty (eg dyslexia)   | <input type="checkbox"/> 06 You have mental health difficulties                                     |
| <input type="checkbox"/> 02 You are blind or partially sighted                      | <input type="checkbox"/> 07 You have an unseen disability (e.g. diabetes or epilepsy)               |
| <input type="checkbox"/> 03 You are deaf or have a hearing impairment               | <input type="checkbox"/> 08 You have two or more of the above                                       |
| <input type="checkbox"/> 04 You have mobility difficulties or are a wheelchair user | <input type="checkbox"/> 09 You have a disability or special need not listed above (please specify) |
- 

b. Tick one box from the following list which best describes your ethnic origin.

- |  |   |
|--|---|
| <input type="checkbox"/> 11 White (British)                      | <input type="checkbox"/> 34 Asian or Asian British (Chinese)  |
| <input type="checkbox"/> 12 White (Irish)                        | <input type="checkbox"/> 39 Other Asian background            |
| <input type="checkbox"/> 19 White (other)                        | <input type="checkbox"/> 41 Mixed (White and Black Caribbean) |
| <input type="checkbox"/> 21 Black or Black British (Caribbean)   | <input type="checkbox"/> 42 Mixed (White and Black African)   |
| <input type="checkbox"/> 22 Black or Black British (African)     | <input type="checkbox"/> 43 Mixed (White and Asian)           |
| <input type="checkbox"/> 29 Other Black background               | <input type="checkbox"/> 49 Other Mixed background            |
| <input type="checkbox"/> 31 Asian or Asian British (Indian)      | <input type="checkbox"/> 80 Other ethnic background           |
| <input type="checkbox"/> 32 Asian or Asian British (Pakistani)   | <input type="checkbox"/> 90 Not known                         |
| <input type="checkbox"/> 33 Asian or Asian British (Bangladeshi) | <input type="checkbox"/> 98 Information refused               |



**Cass Business School**  
City of London

**Reference for admission  
to a Specialist Masters  
Programme**

Cass Business School, 106 Bunhill Row,  
London, EC1Y 8TZ

Tel: 020 7040 5060 Fax: 020 7040 5070

**Programme of study:**

**Applicant's name:**

**Instructions for the applicant and referees**

**To the applicant:** Please forward this reference form to your referee. Upon receipt of the completed, sealed references please forward them on to the relevant admissions office in a clearly marked envelope.

**To the referee:** The above named person has applied to be admitted to a postgraduate Programme at City University, London and has given your name as a referee. We would be most grateful if you would provide us with a reference on the applicant's academic and general ability to undertake the proposed Programme of study named above. Please complete the questions on this form or attach a written statement of reference on letter headed paper. Your reply will be treated in confidence by the University.

**Important:** Please place the reference in an envelope which should be sealed, signed across the seal and the signature covered with clear tape to ensure confidentiality. The envelope should then be returned to the applicant who will forward it to the University.

1. How long have you known the applicant and in what capacity?

2. What do you consider to be the applicant's main strengths and weaknesses?

3. Bearing in mind the specialism chosen, what is your opinion of the applicant's suitability for this programme?

4. Is there any information which you feel is relevant? (e.g. expected examination results, if appropriate) Please continue on a separate sheet if necessary.

5. Please rate the applicant with respect to the following categories:

		Outstanding (top 5%)	Above average	Average	Below average	No of students in group
Academic potential						
Analytical ability						
Originality						
Capacity for fluent and logical communication	Oral					
	Written					
Diligence						
Overall rating						

Name and position

Address

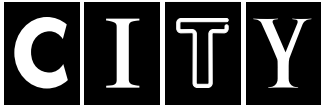
Tel/Fax

Email

Referee's signature

Date

Institution stamp (if unavailable please provide a compliment slip or sample of headed paper).



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Diligence						
Overall rating						

Name and position

Address

Tel/Fax

Email

Referee's signature

Date

Institution stamp (if unavailable please provide a compliment slip or sample of headed paper).