



**1. Proposed Programme of study**

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Proposed start date of programme (mm/yyyy):

**Period of attendance:**

Full year

Autumn/Fall term

Spring semester

Where did you find out about this programme:

**2. Personal Information**

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Surname/Family name: \_\_\_\_\_

First name(s): \_\_\_\_\_

Known as: \_\_\_\_\_

Title: \_\_\_\_\_

Date of birth (dd/mm/yyyy): \_\_\_\_\_

M/F: \_\_\_\_\_

Permanent address:

Correspondence address (*if different*):

Zip/Post code:

Zip/Post Code:

Daytime Telephone No:

Evening Telephone No:

Mobile:

Fax No:

Email:

Nationality (please state dual nationality):

Country of Permanent Residence:

Country of Birth:

Emergency contact/next of kin:

Name:

Relationship:

Address (inc Zip/Post code):

Telephone:

Email:

Will you require university housing: Yes

No

(Housing is limited and allocated in order of application)

### 3. Current Education

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Please enclose a full transcript of all your results to date.

Home Institution:	Expected date of graduation:
	Year of study:
Major:	Current GPA/Grades:
	Last semester/session GPA/grade:
University contact/Study Abroad Co-ordinator:	
E-mail address:	
Current Courses: (which courses are you currently studying?)	
1	
2	
3	
4	
5	
6	

### 4. City University Course Choices

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List eight choices at City University. Please confirm with an \* if any courses are essential to your participation in the programme.

	Course code	Course title
1		
2		
3		
4		
5		
6		
7		
8		

## **5. 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.)

## 6. Reference

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I confirm that I will forward the reference form on to my referee (please tick).

## 7. 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:



**CITY UNIVERSITY  
LONDON**

**Reference for admission to the  
Study Abroad Programme**

International Office  
City University, Northampton Square,  
London, EC1V 0HB

Tel: 020 7040 8019 Fax: 020 7040 8322

**Period of Attendance:**

**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 International Office in a clearly marked envelope.

**To the referee:** The above named person has applied to be admitted to the Study Abroad 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 a study abroad programme. 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 area of study, 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).