









## **GUIDE TO COMPLETING THE INTERNATIONAL STUDENT APPLICATION FORM**

Thank you for applying to Leeds Metropolitan University. This form is divided into four sections (make sure that you complete all sections). This form is available as a pdf on our website: [www.leedsmet.ac.uk/internet/isapply.htm](http://www.leedsmet.ac.uk/internet/isapply.htm).

### **Section 1: PERSONAL DETAILS**

**COURSE TITLE:** Please use the correct name for the course as in our prospectus or on our website. ([www.leedsmet.ac.uk/internat/isapply.htm](http://www.leedsmet.ac.uk/internat/isapply.htm))

**ADDRESS:** We will send all correspondence to your permanent home address unless you have specified an address for correspondence. If you do this, we will send all mail to that address instead.

**YEAR OF ENTRY:** State clearly the calendar year and month when you wish to begin your study. All courses begin in September, and may also start in February (please check our prospectus.)

If you wish to apply for entry directly onto the second or third year of a undergraduate course, please state this here. Remember you must have completed the appropriate qualifications or equivalent in order to do this.

**ALTERNATIVE COURSE:** Please complete this section if you have a genuine alternative to your first choice of course.

### **Section 2: PREVIOUS STUDY QUALIFICATIONS**

**EDUCATION:** Please give details of all secondary education and any further studies completed, and where you have the results, please supply them. If you have taken an examination and are waiting for results, please write 'results pending'.

Please send copies of certificates for all examinations taken, indicate whether full or part-time plus a certified **ENGLISH LANGUAGE TEST:** If English is not your first language, we require you to take a test confirming your level of English. However, if you have completed your education through the medium of English, you may not need to take an additional English Language test.

### **Section 3: PERSONAL STATEMENT IN SUPPORT OF YOUR APPLICATION**

**PERSONAL STATEMENT:** This section is to let us know of anything that you think may help your application and tell us of any information that you think we need to know about you. Please tell us why you would like to do the course you are applying for and how you think it will help you achieve your aims.

**This part must be completed!**

## Section 4: EDUCATIONAL REFERENCE AND FURTHER EDUCATION

We require you to have two referees who can vouch for your academic abilities, personality and suitability for the course you have applied for. Your referee may be a teacher, headteacher, employer or anyone not related to you but in a position of professional authority.

### ENGLISH LANGUAGE ENTRY REQUIREMENTS

**IELTS (6.0 with no skill below 5.0)**

Course	IELTS	TOEFL (paper)	TOEFL (computer)
International Foundation Course - 2 Semesters	4.0	400	97
International Foundation Course - 1 Semester	5.0	450	133
Pre Masters	5.5	550	173
HND	6.0	565	224
Most Undergraduate Degrees	6.0	565	224
Most Postgraduate Degrees	6.0	565	224
MBA	6.0	565	224

OTHER ENGLISH LANGUAGE QUALIFICATIONS MAY BE ACCEPTED - PLEASE CONTACT US FOR MORE DETAILS  
Some undergraduate and postgraduate degrees may have higher English Language entry requirements. Please see the prospectus for further information.

### Important Notes

Certain courses have additional entry criteria which you should be aware of. You should check our prospectus or website for individual course requirements ([www.leedsmet.ac.uk](http://www.leedsmet.ac.uk))

Once the form is completed it should be posted (with copies of all documents) to the address on page 1. It may also be faxed to us. The form will be assessed by the International Office, then will be passed to the course tutor for their review.

It normally takes us 10 working days from our receipt of the application to reach a decision. However, it may take longer during busy times. We will post a decision to you. Please allow extra time for overseas postage.

Although we welcome resumes or C.V.'s, we cannot accept them as an application without a completed application form and transcripts.

### We may send you one of three replies:

**UNCONDITIONAL** - You have been accepted and we enclose an acceptance form which you should return to us to accept your place on the course.

**CONDITIONAL** - You have been accepted provided that you meet certain conditions, for example you achieve an IELTS score of 6.0. Once you meet these conditions, you should contact us immediately with proof of meeting the conditions and we will then send you an unconditional offer letter.

**REJECTION** - We are sorry but we cannot accept you onto the course. Your application will go no further for this course. Occasionally we may reject you on a certain course, but offer you a place on an alternative course if we feel it is appropriate. Please ensure that you would be happy with this before accepting.

If you have any questions regarding the application process, please contact us at the address on page 1.

### Important Notice for Non-UK Citizens

You should be aware that Leeds Metropolitan University co-operates fully with the Immigration and Nationality Directorate in the monitoring and control of non-UK citizens who enter the United Kingdom for the purposes of study. Such cooperation includes the disclosure of information about individual students concerning their status, mode of study, attendance and contact details.