



ENGLISH LANGUAGE PROGRAMMES APPLICATION FORM

Please complete this form in ENGLISH in BLACK INK. If you fail to fully complete ALL sections of this application form the application will be invalid and will not be processed.

1. Applicant details (as shown on your passport):

Passport number: _____

Title: Tick (✓) Mr Mrs Ms Miss Dr

Family name: _____ Other names: _____

Date of Birth:

Day	Month	Year
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 Nationality: _____ Country of Birth: _____

2. Programme details

Tick (✓)

Year of programme start 2011 2012

October - June General English

Term 1a Term 2a Term 3a
Term 1b Term 2b Term 3b

How do you wish to study ?
(General English Programme only)

full-time(all day) part-time (mornings only)

Academic English Pathway

Term 1 Term 2 Term 3

Academic English Graduate

Term 1 Term 2 Term 3

Academic English for Business and Management Programme

Programme A Programme B

July - September General English Programme

Summer Start Date _____ End Date _____

How do you wish to study ?
(General English Programme only)

full-time (all day) part-time (mornings only)

Academic English for Undergraduate Studies pre-sessional 10 Week 6 Week

Academic English for Postgraduate Studies pre-sessional 10 Week 6 Week

InterComm Pre-sessional Programme 6 Week

Academic English for Business & Management pre-sessional 10 Week 6 Week

Special Postgraduate Entry Scheme with Shanghai University 10 Week

Name of Language Centre programmes currently being studied or previously applied for _____
Programme fee(s) do not include accommodation fees.

3. Contact details

Address where you can be contacted: _____

Tel: _____ Fax: _____ Email: _____

Home address: (this is **compulsory** if different from above): _____

Tel: _____ Fax: _____ Email: _____

4. Personal details

First Language: _____ Occupation: _____

Do you suffer from any disability or health problems? (This information is confidential)

Tick (✓) Yes No

If yes, please give details: _____

5. Who will pay your course fees?

If you are accepted on to a Language Centre programme you will not be able to change the details given in this section of the application form. Your application will become invalid if the fee payer named here changes without the prior consent of The Language Centre.

Tick (✓) You Other

Please give details: _____

I accept responsibility for the payment of the course fee if my sponsor fails to make the payment.

6. University accommodation

University accommodation is normally available for Language Centre students in single study bedrooms in self-catering flats. Details and application forms for University accommodation will be sent with acceptance packs.

Do you require information about University accommodation?

Tick (✓)
Yes No

Please note that all accommodation costs must be paid directly to the University Accommodation Office NOT the Language Centre.

9. Where did you hear about the Language Centre?

Tick (✓)

From an agent/representative

From an advert

From your government

From the internet

From a friend

Other

Name of agent/representative's company: _____

Where did you see the advert?

Name of publication: _____

Please state: _____

Website address: _____

Please state: _____

If the option was available, would you have applied online?

Yes No

10. With this form you must send

Tick (✓)

For all students:

• A clear copy of the passport pages showing your name, nationality and passport number

• two passport-sized photographs of yourself

• One photocopy of your English language report or certificate

• one photocopy of your IELTS, TOEFL or PEARSON test results certificate

For all students, if applicable:

• one photocopy of your letter of acceptance from the university/institution at which you will study

• a copy of your visa letter if you are already in the United Kingdom

For sponsored students ONLY:

• Written confirmation from your sponsor to cover payment of Language Centre programme fees if they are to be paid by a sponsor and not by you or your family

For self-financing students:

• Please also ensure you have read and understood the 'Terms and conditions of payment for self-financing students' and signed the 'Declaration' in Section 8 on this application form

Please send your application to:

Admissions Secretary, The Language Centre, University of Leeds, Leeds, LS2 9JT, UK

T: +44 (0) 113 343 3251 F: +44 (0) 113 343 3252 E: langc@leeds.ac.uk

www.leeds.ac.uk/languages/lc_home.html

11. Declaration

In accordance with the Data Protection Act 1998 we are required to ask for your consent for details about your studies to be released. If you do not give consent we are unable to answer any questions about your application to anyone other than yourself.

I do/ do not give my consent for details about my studies to be released to my:
(please tick, as appropriate)

Home university

Sponsor

Agent

Family

I confirm that I have read, understood and fully completed this application form, truthfully and accurately. The Language Centre cannot be held liable for information that is inaccurate, omitted, or withheld by the applicant. If the English language programme offered proves unsatisfactory or unsuitable due to information on this application form being inaccurate, omitted, or withheld, the Language Centre will not be held responsible and will not be obliged to offer an alternative programme. The Language Centre reserves the right to offer a suitable, alternative programme, to any applicant if (s)he fails to meet any of the course requirements before or during their period of study.

Signature: _____ Date: _____