



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](http://www.citycollege.sheffield.eu) and [www.citycollege.sheffield.eu/mba](http://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](mailto: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

24, Proxenou Koromila st.

546 22, Thessaloniki

Greece

Email: [admissions@city.academic.gr](mailto:admissions@city.academic.gr)

[www.citycollege.sheffield.eu](http://www.citycollege.sheffield.eu)



The  
University  
Of  
Sheffield.



**CITY College**  
An International  
Faculty Of  
The University.

**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?<sup>P</sup>

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.edu/mba](http://www.citycollege.sheffield.edu/mba)*

**Section D: Fees and funding details**

19. Parents  Self-funded  Scholarship  Company  Other (please specify)  \_\_\_\_\_

*Unless explicitly requested by the candidate, all parties annotated above are by default authorised to be informed for the candidate's academic record and performance.*

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.): \_\_\_\_\_

**Class / score / grade / GPA:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

\_\_\_\_\_ **Duration of course:** \_\_\_\_\_

**From:** ...../...../..... **To:** ...../...../..... **University / College / Institution:** \_\_\_\_\_

**Award type:** (eg. BA, BSc, MA etc.): \_\_\_\_\_

**Class / score / grade / GPA:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

\_\_\_\_\_ **Duration of course:** \_\_\_\_\_

**From:** ...../...../..... **To:** ...../...../..... **University / College / Institution:** \_\_\_\_\_

**Award type:** (eg. BA, BSc, MA etc.): \_\_\_\_\_

**Class / score / grade / GPA:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

\_\_\_\_\_ **Duration of course:** \_\_\_\_\_

**From:** ...../...../..... **To:** ...../...../..... **University / College / Institution:** \_\_\_\_\_

**Award type:** (eg. BA, BSc, MA etc.): \_\_\_\_\_

**Class / score / grade / GPA:** \_\_\_\_\_ **Subject:** \_\_\_\_\_

\_\_\_\_\_ **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 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  
24, Proxenou Koromila st.  
546 22, Thessaloniki  
Greece



The  
University  
Of  
Sheffield.



**CITY College**  
An International  
Faculty Of  
The University.

# 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  
24, Proxenou Koromila st.  
546 22, 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: _____	Tel. No: _____
Title: Prof <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/>	Email: _____
Relationship to applicant: _____	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](http://www.citycollege.sheffield.eu)  
or you are welcome to photocopy it.