



**Postgraduate Application Form  
(Applied Linguistics and ELT)**

1. Programme Title: Certificate/Diploma/MA in Applied Linguistics and ELT		
Programme Start Date ( <i>insert month and year</i> ):		Full-time/part-time in London/Berlin ( <i>please circle</i> )
2. Title:	Surname:	Forename(s):
Date of Birth: ____/____/____	Previous Surname: ( <i>if applicable</i> )	
3. Nationality:		Country of birth:
Country of permanent residence:		Date of first entry to the United Kingdom, if appropriate: ____/____/____
4. Home or mail address:		Telephone No:
Postcode:		Mobile No:
		Email:
5. Work address: ( <i>if applicable</i> )		Telephone No:
Postcode:		Mobile No:
		Email:

FOR UNIVERSITY COLLEGE USE ONLY		
Date received by programme director: ____/____/____		
Fee Status: Home <input type="checkbox"/>	EU <input type="checkbox"/>	Overseas <input type="checkbox"/>
Department's Decision	Interview <input type="checkbox"/>	Date: ____/____/____ Time: _____
	Accept <input type="checkbox"/>	Reject <input type="checkbox"/>
Signature of Programme Director: _____		Date: ____/____/____

6. Qualifications (post 16)	Institution	Subject	Class/Grade	Date

**N.B. Please include with your application a photocopy of your degree certificate and teaching qualification where relevant**

**7. Current Employment**

a) Teaching	Name of school
	Type of school
	Position on staff
	Date appointed
	Subject(s) taught
b) Non-teaching	Name of employer
	Type of business
	Position
	Date appointed

**8. Previous Employment (Please start with most recent and work backwards)**

Post	Employer	From	To

9. Other Relevant Experience *(please continue on a separate sheet if necessary)*

10. Residential Category (Please tick the appropriate box)

UK/EU National, resident in the European Economic Area (EEA) for last 3 years

UK/EU National, temporarily employed outside the EEA

Non-EU National, exempt from Immigration Controls and resident in UK for last 3 years

Non-EU National, with Refugee Status or Exceptional Leave to Remain

National of Norway, Iceland or Liechtenstein in the UK as Migrant worker

None of the above

If not British or European Union National, date of most recent entry to the UK

11. Name and Address of Sponsoring Authority for Payment of Fees *(if applicable)*

*NB: We shall send the invoice for your course fees to your home/mail address unless you specify otherwise below. Please note that if fees are not paid by the due date you may be asked to leave the course.*

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12. Name and Addresses of two Academic/Professional Referees

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Postcode: \_\_\_\_\_

email \_\_\_\_\_

email \_\_\_\_\_

13. Criminal Convictions: Do you have any criminal convictions?

Yes

No

*(Please see guidance notes on completion)*

14. Reasons for wishing to take the course: *(Please use a separate sheet if necessary)*

15. How did you find out about Applied Linguistics and ELT at St Mary's University College?

16. Data Protection

**I agree to St Mary's University College processing personal data contained in this form or other data which the University College may obtain from me or other people, whilst I am a student. I agree to the processing of such data for any purpose connected with my studies or my health and safety whilst on the premises or for any other legitimate reason.**

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

I confirm that all the information given in this application form is accurate to the best of my knowledge. I have included photocopies of my degree and teaching qualifications where relevant.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

17. Reference: Please print out a copy of section 20 below and give it to each of your referees. They may either send their reference directly to the Programme Director at St Mary's University College, or they may give their sealed letter to you to be enclosed with your application form:

Reference 1 enclosed  to be sent   
Reference 2 enclosed  to be sent

#### 18. Application Process

After completion, this form should be returned to the address below with two references in sealed and signed envelopes (unless these are to be sent later) and a copy of your degree certificate and other relevant qualifications.

Dr Peter Howell  
Programme Director, MA Applied Linguistics & ELT  
St Mary's University College  
Waldegrave Road  
Strawberry Hill  
Twickenham  
TW1 4SX  
UK

Your application will be considered promptly and if it has been accepted we will confirm in writing that you will be offered a place. We will also state when the course you have applied for will commence. This will depend upon the mode of study you have chosen.

St Mary's Registry will in due course invite you to accept the offer by sending you a registration form. This includes details of how fees are paid by you or by your sponsor.

#### 19. Additional Statistical Data

Giving this information is voluntary. It is required for statistical purposes only and will not be made available to staff considering the application for admission. Please check the appropriate options below.

Gender  Male  Female

Ethnic Origin  11 – White: British  12 – White: Irish  
 19 – Other White background  21 – Black or Black British: Caribbean  
 22 – Black or Black British: African  29 – Other Black background  
 31 – Asian or Asian British: Indian  32 – Asian or Asian British: Pakistani  
 33 – Asian or Asian British: Bangladeshi  34 – Chinese  
 39 – Other Asian  41 – Mixed: White and Black Caribbean  
 42 – Mixed: White and Black African  43 – Mixed: White and Asian  
 49 – Other Mixed background  80 – Other Ethnic background  
 90 – Not given (UK Domicile)  99 – Overseas Domicile

20. Please give a copy of this part of the form to each of your referees.

**Master of Arts in Applied Linguistics and English Language Teaching**  
St Mary's University College, Twickenham

To Whom It May Concern:

Thank you very much for agreeing to provide us with a reference for this applicant to our MA Programme in Applied Linguistics and ELT. The MA programme is a course of study which is examined by eight written assignments, plus a 15,000-18,000 word dissertation. Students attend regular seminars, but they need to be able to organise their reading, writing and research with some degree of independence.

Please could you tell us:

- How long you have known the applicant
- In what capacity
- Your assessment of the applicant's ability to study at this level.

You can send your reference directly to:

Dr Peter Howell  
Programme Director, MA Applied Linguistics and ELT  
St Mary's University College  
Waldegrave Road,  
Strawberry Hill,  
Twickenham,  
TW1 4SX  
UK

Or, you can put it in sealed envelope (*with your signature across the seal*) and give it to the applicant who will then submit it with the application form.

Thank you very much for your attention in this matter. It is much appreciated.