

Please read the attached 'Notes for applicants' before completing this form.  
Please complete form in BLOCK CAPITALS and in black text.

## PERSONAL DETAILS

Have you previously studied at GSA? YES  NO  Previous GSA enrolment number

Title (Dr/Mr/Mrs/Miss/Ms)  Date of Birth Day  Month  Year

Surname  First Names

Home address

Address for correspondence (if different)

Code

Code

Telephone no.

Telephone no.

Email

Email

Do you have a disability that may impact on your requirements as a student? YES  NO

If yes, please enter code (see note 1)

Please specify the code that you feel most closely describes your ethnic origin (see note 2)

Do you have any criminal convictions? (see note 3) YES  NO

## RESIDENCY

Country of Birth  Nationality

Passport Number  Passport Country of issue

Will you require a student visa for entry to the UK? YES  NO

International Students who require a visa to study in the UK (see note 4) must provide a copy of their passport with this application form.

Where have you been ordinarily resident for the past three years?

## PROGRAMME OF STUDY

Full Title of Course

Year of Entry (eg 2013)  Level of Study (eg Year 1)

Mode of Attendance? Full Time  Part Time  \* Please refer to programme webpage for available study modes

Have you ever previously studied in the UK? (See note 5 - International applicants only) YES  NO

If yes then please provide details below, please include any short courses or English Language courses:

Did you require a student visa for entry to the UK? YES  NO



# EDUCATION AND QUALIFICATIONS

State the qualifications you hold or expect to hold on admission. Copies of official transcripts should accompany this application or be forwarded as soon as possible as we are unable to process your application without them.

Name of University /College/Awarding body	Country	Dates		Title of qualification and main subject	Degree classification /Grade/Award title
		From	To		

Please indicate any other relevant qualifications, including any professional qualifications, indicating when or where they were obtained.

# EMPLOYMENT AND RELEVANT EXPERIENCE

Give details of your present employment (if any) and of any previous employment, including names and addresses of employer(s), positions held, type of work undertaken and dates.

Job Title	Employers Name (Please state country of employment)	Dates	
		From	To

# ENGLISH LANGUAGE PROFICIENCY

Proof of English Language proficiency must be supplied with this application or forwarded as soon as possible. Please provide details of English Language qualifications you hold or intend to take. (see note 6)

Name of test (eg IELTS)	Results (all components)	Date awarded /to be awarded



# REFERENCES

Please provide the name and contact details of two people who are willing to provide academic references for you, such as your undergraduate tutor, director of studies, programme leader or current employer. Referees should provide a reference on headed paper, giving their opinion on your academic ability and suitability for postgraduate study.

## REFEREE 1

Name
Address
Capacity Known
Institution
Telephone
E-mail

## REFEREE 2

Name
Address
Capacity Known
Institution
Telephone
E-mail

Your references should be included with your complete application.

### PORTFOLIO SUBMISSION AND STATEMENT OF INTENT

For most postgraduate programmes, applicants are required to submit a portfolio of work and statement of intent as part of their application (see note 7).

By signing/electronically submitting your application you are confirming the information you have provided on this form is complete and correct (see note 8).

Signature		Date	
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### APPLICANT CHECKLIST

- Completed Application Form
- Statement of Intent (see note 7)
- Evidence of Academic Qualifications (Certified photocopies/Transcripts)
- Evidence of English Language Proficiency (if appropriate)
- Academic References x 2
- Portfolio (see note 7)
- Copy of Passport (if appropriate)

Please return your complete application via e-mail to [admissions@gsa.ac.uk](mailto:admissions@gsa.ac.uk) or by post to  
Admissions  
The Glasgow School of Art  
167 Renfrew Street  
Glasgow, G3 6QR      Tel: 0141 353 5512

## POST GRADUATE APPLICATION NOTES FOR APPLICANTS

### **1** DISABILITY

The information you provide will not be used for selection purposes. In order for the School to provide the best available support, we need to know about the nature of your disability and how it might affect your performance at interview or during your studies. This data will allow us to monitor the progress of equal opportunities for disabled students and is also required by the Higher Education Statistics Agency. This information will be treated as strictly confidential.

Please select the code which most closely describes the **nature of your disability**

- 00. No known disability
- 08. Two or more impairments and/or disabling medical conditions
- 51. A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- 53. A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- 54. A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- 55. A mental health condition, such as depression, schizophrenia or anxiety disorder
- 56. A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
- 57. Deaf or a serious hearing impairment
- 58. Blind or a serious visual impairment uncorrected by glasses
- 96. A disability, impairment or medical condition that is not listed above

### **2** ETHNIC ORIGIN

The information you provide will not be used for selection purposes. This data will allow us to monitor the School's performance in promoting equal opportunities and is also required by the Higher Education Statistics Agency. This information will be treated as strictly confidential.

Please select the code that most closely describes your **ethnic origin**

- |  |                                       |
|--|---------------------------------------|
| 10. White                                | 34. Chinese                           |
| 11. White Scottish                       | 39. Other Asian background            |
| 14. Irish Traveller                      | 41. Mixed - White and Black Caribbean |
| 15. Gypsy or Traveller                   | 42. Mixed - White and Black African   |
| 19. Other White Background               | 43. Mixed - White and Asian           |
| 21. Black or Black British – Caribbean   | 49. Other Mixed background            |
| 22. Black or Black British - African     | 50. Arab                              |
| 29. Other Black background               | 80. Other Ethnic background           |
| 31. Asian or Asian British – Indian      | 90. Not known                         |
| 32. Asian or Asian British – Pakistani   | 98. Information refused               |
| 33. Asian or Asian British – Bangladeshi |                                       |

## POST GRADUATE APPLICATION NOTES FOR APPLICANTS

### **3** CRIMINAL CONVICTIONS

The Glasgow School of Art has a duty of care to its students, staff and visitors. This includes ensuring that we do not admit students who may pose a significant risk to any of these individuals.

Applicants **must** declare any relevant criminal convictions which include:

- any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm
- offences listed in the Sex Offences Act 2003
- the unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.
- Offences involving firearms.
- Offences involving arson.
- Offences listed in the Terrorism Act 2006.

Applicants should **not** declare any "spent" convictions or any offence for which the penalty was a non-custodial sentence carrying a fine of less than £1000. Under the Rehabilitation of Offenders Act (ROA) 1974, all convictions, except those which resulted in a prison sentence of more than 30 months, are regarded as "spent" after a certain period of time. This period of time depends on the sentence imposed.

**If you tick the box you will not be automatically excluded from the application process.**

In line with best admissions practice, we will consider any criminal convictions separately from your academic and achievement merits. During this consideration, we may ask you to provide further information about your convictions. Failure to declare a relevant criminal conviction may result in expulsion from the Glasgow School of Art.

All information concerning criminal convictions is treated sensitively, confidentially and managed in accordance with the Data Protection Act 1998.

### **4** INTERNATIONAL STUDENTS

All information relevant to International Students is available to view online at <http://www.gsa.ac.uk/life/international-students/>

### **5** ACADEMIC PROGRESSION

On 4 July 2011 the UK Border Agency introduced a new condition which requires all Tier 4 sponsors to assess, when a student has completed a previous course in the UK, that the new course represents 'academic progression' before a CAS can be issued.

To show academic progression the new course should normally be above the level of the previous course for which UKBA gave a student permission to stay in the UK under the Tier 4 General Student or Student visa categories. For example, if a student's previous course was a Bachelor's degree (undergraduate) we would expect their next course to be a Postgraduate such as a Diploma, Masters or PhD.

### **6** ENGLISH LANGUAGE REQUIREMENTS

Please provide details of English Language qualifications you hold or intend to take (e.g. Standard Grade/GCSE/IELTS/TOEFL/Pearson). Please note you will be required to supply evidence of these qualifications.

For further details of which English Language Certificates the School can accept, please see <http://www.ukba.homeoffice.gov.uk/sitecontent/applicationforms/new-approved-english-tests.pdf>

Please note these are minimum scores and some programmes may have a higher English requirement.

## POST GRADUATE APPLICATION NOTES FOR APPLICANTS

### **7** PORTFOLIO SUBMISSION AND STATEMENT OF INTENT

For most postgraduate programmes, applicants are required to submit a portfolio of work and statement of intent as part of their application. Guidelines for portfolio submissions and statements of intent can be found in Section 8.3 of the Programme Specification document. A full list of Programme Specifications is available to view at

<http://www.gsa.ac.uk/about-gsa/key-information/programme-specifications/>

### **8** DISCLAIMER

While every endeavour will be made to ensure that the greatest of care is taken of all work submitted, The Glasgow School of Art cannot accept responsibility for any injury or loss thereto arising from defective arrangements, insufficient packing, from fire, from accident of any kind, from negligence or from any other cause whatsoever while under the control of the School or in transit.

The Glasgow School of Art does not insure works submitted for assessment and it is suggested that applicants may care to do so themselves.

### **9** DEPOSIT

If successful, all international applicants must return a deposit of £1000 in order to secure a place. This fee will be deducted from the overall amount of tuition fee payable (at enrolment) and is non-refundable.

### **10** CLOSING DATES

Applications for taught postgraduate programmes may be submitted at any time during the academic cycle. However, interviews are held, and places offered, from the beginning of the academic year (September); once all places on a programme have been filled, no further applications will be considered by that programme's coordinator. Early application to ensure consideration for a place is therefore encouraged. The deadline for applying to the MFA programme is normally 31 January.

Applications for research postgraduate study ( MPhil and PhD) are normally considered at three points in the calendar: September (for January start), January and March (for September start). Please check the research web page to check the exact dates (<http://www.gsa.ac.uk/study/graduate-degrees/doctoral-study/>). Enquiries about research postgraduate study, to Laura Gonzalez ([L.gonzalez@gsa.ac.uk](mailto:L.gonzalez@gsa.ac.uk)), are welcome at any point during the year.

Where an application for funding (e.g. AHRC, GSA scholarship) is dependent on having secured a place, applicants should apply to their chosen programme of study well in advance.

Please note that we will be unable to process any incomplete applications. All applicants should ensure that all materials requested in the guidelines are submitted on time.

### **11** DATA PROTECTION STATEMENT

For The Glasgow School of Art to undertake its obligations in relation to academic and administrative functions we are obliged to collect and process information, including images, provided by you and other agencies on your behalf (such as UCAS and referees), from application/ admission onwards. It is not possible to remain an enrolled student without your agreement to provide this information. The Glasgow School of Art will process the data according to the Data Protection Act 1998. Information provided may be used for statistical analysis and monitoring by The Glasgow School of Art and, under our obligation to report on and return data to government, funding and other agencies (for example: Scottish Higher Education Funding Council, students' Local Education Authorities or funding bodies, Scottish Office, Student Loans Company, Higher Education Statistics Agency). In addition, in certain circumstances, information may be officially required to be disclosed by The Glasgow School of Art to legal authorities, for example, the police and immigration authorities.

If you require this information in an alternative format, please do not hesitate to contact us.