

**Application pack for postgraduate study  
2010 - 2011**  
(Home/EU applicants only)



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Thank you for requesting an application form for Postgraduate study at London College of Fashion. Please read all information in this application pack and the downloadable guidelines on the course information section of our website before completing your application form. [www.fashion.arts.ac.uk/courses](http://www.fashion.arts.ac.uk/courses)

This application pack contains:

- Application form for postgraduate study
- Postgraduate reference form (to be completed in English)
- Study proposal/personal statement form
- Checklist
- Equal opportunities monitoring form

Please complete the application electronically or in block capitals in black ink. You may continue on a separate sheet and state on the relevant section of the form that you have done so.

You must complete all sections, as we cannot consider an incomplete application. You are advised to keep a copy of your completed form for your own records.

Ensure that you fulfill all the entry requirements in relation to your application. See the individual entry requirements for the course you are applying to on our website: [www.fashion.arts.ac.uk/courses](http://www.fashion.arts.ac.uk/courses)

Each course will also require a study proposal and/or a portfolio. Please ensure you download the course specific guidelines from the course information section of our website.

### **Home/EU Applicants**

If you have a question concerning your application please email or telephone the Enquiries Team: Tel: +44 (0) 20 7514 7344 or [enquiries@fashion.arts.ac.uk](mailto:enquiries@fashion.arts.ac.uk)

If you think that items are missing from this application pack, or you would like to receive this application pack in a large print format please contact the Enquiries Team using the details above.

# London College of Fashion

## Application form for postgraduate study (Home/EU applicants only)



PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS IN BLACK INK OR ELECTRONICALLY

Section A

**Course applied for**

|  |   |  |
|--|---|--|
|  | Full-time <input type="checkbox"/><br>Part-time <input type="checkbox"/><br>(if applicable) | <input type="checkbox"/><br><br><input type="checkbox"/> |
|--|---|--|

Section B

**Personal Details**

|                            |  |
|----------------------------|--|
| Last name / family name:   | Title: Mr <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/><br><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| First names / given names: |  |
| Previous names (if any):   |  |
| Date of birth: (DD/MM/YY)  | Male <input type="checkbox"/> Female <input type="checkbox"/>  |
| Permanent address:         | Correspondence address (if different):<br>Please note that this is the address to which we will send ALL correspondence.   |
| Postcode:                  | Postcode:  |
| Telephone:                 | Telephone:   |
| Mobile telephone:          |  |
| Email:                     |  |

| FOR COLLEGE USE ONLY  |  |  |  |
|---|--|--|--|
| Student ID:   | Date Application Received:   |  |  |
| Confirmation of Fee Status: UK/EU <input type="checkbox"/> ELQ <input type="checkbox"/> International <input type="checkbox"/>  | Invite for interview: Yes <input type="checkbox"/> No <input type="checkbox"/> |  |  |
| English language qualification met: Yes <input type="checkbox"/> No <input type="checkbox"/>                                    |  |  |  |
| Offer: Decline <input type="checkbox"/> Conditional Offer <input type="checkbox"/> Unconditional Offer <input type="checkbox"/> |  |  |  |
| Recommend another course:   |  |  |  |
| Name(s) of interviewer(s)   | Date   |  |  |



Section E

**English language qualifications**

|   |                              |                             |
|---|------------------------------|-----------------------------|
| Is English your first language            | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Was your University education in English? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

If English is not your first language please give details of qualifications you hold. If you are currently studying for an English Language qualification give the dates of any examinations you have arranged.

| Dates (month/year)  | Qualifications (e.g. IELTS, TOEFL or equivalent) | Grades |
|---|--|--------|
| If you have not yet taken an IELTS/TOEFL test please state the date when you intend to take the examination |  |        |

Please supply copies of your English Language qualifications. If you are waiting for the results of a test we will still consider your application, however your offer of a place will be conditional on you producing a valid certificate.

If you are made an offer of admission by the University of the Arts London you must:

- satisfy all English Language requirements
- present your original English Language certificate before or at enrolment. Without this you will not be able to attend the course
- present a certificate no more than 2 years old

Section F

**Relevant qualifications**

Please give details of any short courses or other qualifications relevant to your application.

| Date From | To | Organisation | Qualification if obtained |
|-----------|----|--------------|---------------------------|
|           |    |              |                           |
|           |    |              |                           |
|           |    |              |                           |
|           |    |              |                           |
|           |    |              |                           |

Further details  
Continue on a separate sheet where necessary.

Section G

**Unpaid work experience**

Please give details of any work experience, e.g. internships, voluntary work relevant to your application.

| Date From  | To | Organisation | Role |
|--|----|--------------|------|
|  |    |              |      |
|  |    |              |      |
|  |    |              |      |
|  |    |              |      |
|  |    |              |      |
| Further details<br>Continue on a separate sheet where necessary. |    |              |      |

Section H

**Employment history**

Please give details of current and previous employment

| Date From  | To | Name and address of employer | Position held - brief description of duties |
|--|----|------------------------------|---|
|  |    |                              |   |
|  |    |                              |   |
|  |    |                              |   |
| Further details<br>Continue on a separate sheet where necessary. |    |                              |   |

You may include an additional supporting CV, but all sections of the form must still be completed.

Section I

**References**

Please give the names of two referees who have known you academically or professionally.

| Referee One  | Referee Two  |
|--|--|
| Name:  | Name:  |
| Position:  | Position:  |
| Organisation:  | Organisation:  |
| Address:   | Address:   |
| Postcode   | Postcode   |
| Country:   | Country:   |
| Telephone:   | Telephone:   |
| Fax:   | Fax:   |
| Email:   | Email:   |
| Relationship to you: (e.g. employer, tutor, professor) | Relationship to you: (e.g. employer, tutor, professor) |

# Postgraduate reference form (page 1)

All Sections to be completed in English



## Section 1

To be completed by the applicant

|   |                            |
|---|----------------------------|
| Applicant's last name / family name:                              | First names / given names: |
| Course applied for:   |                            |
| College:  |                            |
| Deadline date for reference to be received by College: (DD/MM/YY) |                            |

It is the applicant's responsibility to send this postgraduate reference form to the two referees

## Section 2

To be completed by referee

|                  |
|------------------|
| Name of referee: |
| Position/Title   |
| Work Address:    |
| Postcode:        |
| Telephone:       |
| Email:           |

|   |
|---|
| How long have you known the applicant?  |
| What has been your relationship to the applicant? (Check as many as apply)  |
| Undergraduate teacher <input type="checkbox"/> Graduate teacher <input type="checkbox"/> Advisor <input type="checkbox"/> |
| Other (please specify)  |

Please describe the applicant's performance in relationship to that of others you have known at a comparable stage of development by checking the appropriate space opposite each characteristic:

|   | Poor                     | Average                  | Above average            | Excellent                | No basis for judgment    |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Academic knowledge in chosen field                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Technical knowledge and skills in chosen field            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to develop and implement new ideas and techniques | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Relating to and working with others                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to express self in writing                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Ability to accept and give criticism                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Commitment to chosen area of study                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

## Postgraduate reference form (page 2)

|                                      |                            |
|--------------------------------------|----------------------------|
| Applicant's last name / family name: | First names / given names: |
|--------------------------------------|----------------------------|

We would appreciate any other information that might aid us in evaluating the applicant's suitability for the Course.

Please comment on:

- the applicant's suitability to undertake this postgraduate course
- the applicant's academic and creative work
- the nature and extent of the experience on which your judgement is based

Please use the space below and continue on another sheet as required.

In summary, please choose one of the following:

- I highly recommend the applicant
- I recommend the applicant
- I recommend the applicant with reservations
- I do not recommend the applicant

Please note that the person this reference applies to has rights of access to it under the UK Data Protection Act 1998

|                                  |              |
|----------------------------------|--------------|
| <b>Signature:</b>                | <b>Date:</b> |
| <b>Name (in block capitals):</b> |              |

Please return the completed form to the following address:  
Postgraduate Courses Student Administration Office  
London College of Fashion  
20 John Princes Street, London, W1G 0BJ

Section J

**Application to:**

**(Please insert name of course)** \_\_\_\_\_

|                                      |                            |
|--------------------------------------|----------------------------|
| Applicant's last name / family name: | First names / given names: |
|--------------------------------------|----------------------------|

To complete this section please refer to the individual course guidelines which are downloadable from [www.fashion.arts.ac.uk/courses](http://www.fashion.arts.ac.uk/courses). Continue on a separate sheet where necessary.

**Signature:**

**Date:**

**Name (in block capitals):**

### Portfolio submission form

Please see the 'apply' section of individual course pages and individual course guidance notes available at [www.fashion.arts.ac.uk/courses](http://www.fashion.arts.ac.uk/courses)

#### Returning your work:

Please note that due to the large number of portfolios we receive it is not possible for us to return portfolios by international courier. Please tick the appropriate box below in regard to what you would like us to do with your portfolio following review.

|   |                          |
|---|--------------------------|
| Please return the work to me when the application process is complete. I will arrange an international courier to collect my portfolio and I will incur the cost for this | <input type="checkbox"/> |
| I do not wish to have my portfolio returned to me   | <input type="checkbox"/> |
| My portfolio will be collected  | <input type="checkbox"/> |
| <i>If someone else will be collecting your portfolio, please give their contact details below:</i>  |                          |
| <b>Name:</b>  |                          |
| <b>Telephone:</b>   | <b>Email:</b>            |

Key requirements if sending your portfolio on CD:

- ensure that your CD works on both PC and Mac
- supply images in PDF format, where possible
- individual JPEG's are not acceptable
- please ensure that all image and movie files are kept to a minimum size
- do not duplicate work on the CD elsewhere in your portfolio

If you wish a personal website to be considered as part of your application please provide the address below

|  |
|--|
|  |
|--|



Section L

### Criminal convictions

Please indicate by ticking this box if you have been convicted of a criminal offence

Section M

### Declaration

I wish to apply to a course at the University of the Arts London and confirm that all information given on this form is true, complete and accurate.

I understand that the information given will be held by the University in accordance with the Data Protection Act 1988, and used for monitoring purposes.

|                                  |              |
|----------------------------------|--------------|
| <b>Signature:</b>                | <b>Date:</b> |
| <b>Name (in block capitals):</b> |              |

Please send your completed application form to the following address:

Postgraduate Courses Student Administration Office  
London College of Fashion  
20 John Princes Street, London  
W1G 0BJ

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### Checklist

Please use this checklist to ensure that you have completed your application correctly. Failure to do so may delay your application. Please complete all forms in block capitals or type.

Your application must include the following items:

- A completed application form
- Copies of your passport
- Copies of certificates or certified transcripts showing your most recent examination results including IELTS/TOEFL language certificates
- A confidential reference form should be sent to the referees named on your application form. Please ask your referees to complete the reference and send it to the College that you are applying to
- Personal statement
- Essay
- Study Proposal
- A completed portfolio submission form (if applicable)
- Documentation of your work (if applicable)
- Equal Opportunities Monitoring Form
- Any separate sheets should be marked and attached to their corresponding section and labelled with your full name

## Equal Opportunities Monitoring

London College of Fashion actively promotes a policy of equal opportunities in respect of race, sex and disability in all aspects of college life. The following information is important in helping us to ensure that this policy is working. This information is confidential to the College and will not be used in any way that is linked to your name.

Please detach this form from your application and place in a separate sealed envelope with your application marked 'Equal Opportunities Monitoring Form'

**Ethnic origin:** please choose one section & tick the appropriate box

|                               |                          |                             |                          |
|-------------------------------|--------------------------|-----------------------------|--------------------------|
| White                         | <input type="checkbox"/> | Black or Black British      | <input type="checkbox"/> |
| 10. White                     | <input type="checkbox"/> | 21. Caribbean               | <input type="checkbox"/> |
| Asian or Asian British        | <input type="checkbox"/> | 22. African                 | <input type="checkbox"/> |
| 31. Indian                    | <input type="checkbox"/> | 29. *Any other              | <input type="checkbox"/> |
| 32. Pakistani                 | <input type="checkbox"/> | Mixed Heritage              | <input type="checkbox"/> |
| 33. Bangladeshi               | <input type="checkbox"/> | 41. White & Black Caribbean | <input type="checkbox"/> |
| 39. *Other Asian background   | <input type="checkbox"/> | 42. White & Black African   | <input type="checkbox"/> |
| Chinese or other ethnic group | <input type="checkbox"/> | 43. White & Asian           | <input type="checkbox"/> |
| 34. Chinese                   | <input type="checkbox"/> | 49. *Other mixed background | <input type="checkbox"/> |
| 80. *Other ethnic background  | <input type="checkbox"/> | *Please give details        | <input type="checkbox"/> |

### Learning Difficulty:

Please circle whether you have a learning difficulty Yes/No  
 If you have answered Yes, please tick the appropriate box

|                                  |                          |  |                          |
|----------------------------------|--------------------------|--|--------------------------|
| 01. Moderate learning difficulty | <input type="checkbox"/> | 11. Dyscalculia                        | <input type="checkbox"/> |
| 02. Severe learning difficulty   | <input type="checkbox"/> | 90. Multiple learning difficulties     | <input type="checkbox"/> |
| 10. Dyslexia                     | <input type="checkbox"/> | 19. Other specific learning difficulty | <input type="checkbox"/> |
| 97. Other (please specify)       | <input type="checkbox"/> |  | <input type="checkbox"/> |

### Disability

Do you consider yourself to be disabled according to the Disability Discrimination Act 1995? Please circle Yes/No

If you have answered Yes, please tick the appropriate box

|  |                          |
|--|--------------------------|
| 02. Blind/Partially sighted                              | <input type="checkbox"/> |
| 03. Deaf/Hearing impairment                              | <input type="checkbox"/> |
| 04. Wheelchair user/Mobility impairment                  | <input type="checkbox"/> |
| 05. Personal care support                                | <input type="checkbox"/> |
| 06. Mental health difficulties                           | <input type="checkbox"/> |
| 07. Unseen disability, e.g. diabetes, asthma, epilepsy   | <input type="checkbox"/> |
| 08. Multiple disabilities                                | <input type="checkbox"/> |
| 10. Autistic Spectrum Disorder, e.g. Asperger's Syndrome | <input type="checkbox"/> |
| 11. Specific Learning Difficulty, e.g. Dyslexia          | <input type="checkbox"/> |
| 96. Disability not listed above                          | <input type="checkbox"/> |

Educational Background – please circle

Do you or any of your parents/step parents or guardian who brought you up have any HE qualifications such as a degree or diploma/certificate of Higher Education?

Yes / No / Don't Know

Please inform us of any arrangements that need to be put in place to assist you with the application process or to support your studies. You are welcome to arrange a visit to check access by contacting the [Disability Coordinator, London College of Fashion, 20 John Princes Street, London, W1G 0BJ.](mailto:a.meacher@fashion.arts.ac.uk) FAX +44 (0) 20 7514 7672, email [a.meacher@fashion.arts.ac.uk](mailto:a.meacher@fashion.arts.ac.uk)