



## Postgraduate Application Form

The University of Nottingham Ningbo, China requires a non-refundable application fee of **RMB 120** or **USD 20**. The application fee must be paid into the following account when the application form is submitted to the university.

**Bank:** Bank of China Ningbo Branch

**Address:** 139 YaoHang Street Ningbo China

**Beneficiary Name:** University of Nottingham Ningbo, China

**Account Number:** 810063493708091001

For more information please log on <http://www.nottingham.edu.cn>

Please complete all question in **BLOCK CAPITAL** in black ink and complete tick boxes as appropriate.

1 Programme Details	
Postgraduate Degree/Course (please state programme for which you are applying)	
(a) First Choice _____	
(b) Second Choice _____	

2 Personal Details	
Surname/Family name	Title (Mr/Mrs/Miss/Ms/Dr) <input type="checkbox"/> Male <input type="checkbox"/> Female (tick one)
First/Given names	Date of Birth (DD/MM/YY) □□□□□□
Correspondence Address Please note: this is the address to which the University will send all correspondence (in Chinese if applicable)  Post code □□□□□□ Correspondence address valid from □□□□□□ to □□□□□□	Telephone number
	Mobile number
	Fax number
	E-mail address
Permanent Home Address (in Chinese if applicable)  Post code □□□□□□	Telephone number
	Mobile number
	Fax number
	E-mail address

3 Nationality and Residence Details	
Nationality (if dual, give both)	ID number (PRC)/Passport No.
How do you intend to finance your studies? (Please tick as many as apply) <input type="checkbox"/> Self <input type="checkbox"/> Family <input type="checkbox"/> Employer <input type="checkbox"/> Sponsor <input type="checkbox"/> Other (please specify) _____	

#### 4 Academic History

Higher education institutions attended and qualifications obtained or entered for (you must supply full dates). Please start with the most recent.

**All applicants should enclose official transcripts of their qualifications.**

Name of institution & country of study	Title of qualification	Main subjects studied	Dates of attendance (from-to)	GPA/degree classification	Date results expected (if applicable)	Language of instruction
<i>For example The University of Nottingham Ningbo, China</i>	<i>BA hons</i>	<i>International Business Management</i>	<i>Oct 2004- July 2008</i>	<i>Upper second class</i>	<i>June 2008</i>	<i>English</i>

**Other information relevant to your academic history:**

**University average score**

**Working experience**  One year  Two years  Three years  Others

**Please specify you relevant employment** \_\_\_\_\_

#### 5 English Language Qualification(s)

**Is English your first language?**

Yes  No

**Is/was English the language of instruction for your first degree?**

Yes  No

If English is not your first language  
Please provide details of your  
English language qualifications  
with results obtained and the date  
you took the test or will be taking  
the test.

	Score	Date Obtained (MM/YY)
IELTS		
TOEFL (computer version)		
TOEFL (ibt)		
Other (please specify)		

**You must provide an original copy of your English language test score report with your application.**



## 9 Disability, dyslexia or long-term medical condition

The University of Nottingham aims to provide an environment in which all of our students are able to participate fully in university life.

In order to assist us in providing suitable support, please indicate if you have a disability. This will not affect judgments concerning your academic suitability for a course, and will be treated confidentially.

- None (dyslexia)  You have a specific learning difficulty (for example dyslexia)
- You are a blind or partially sighted  You are deaf or have impaired hearing
- You use a wheelchair or have mobility difficulties  You have mental health difficulties
- You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition
- You have two or more of the above

Further details/details about a disability not listed above.

## 10 Criminal convictions

Do you have any criminal convictions (excluding motoring offences for which a fine and/or 3 penalty points were imposed)

- Yes  No

11 Please check that your application is complete and that you have enclosed all the relevant documents, or the admissions process could be delayed.

- Full transcript of university studies and grading system  Two references in signed and sealed envelopes
- English language test score report (if English is not your first language)
- Four passport size photos  Awards or certificates
- A copy of ID card/passport

The information provided on this application form will be stored electronically and used for administrative purposes by the University. The documents can not be returned.

### Declaration

I confirm that the information given on this form is true, complete and accurate and no information requested or other material information has been omitted. If I do not fully comply with these requirements, the University of Nottingham Ningbo, China shall have the right to cancel my application and I shall have no claim against the University of Nottingham Ningbo, China, or any higher education institution or college in relation thereto.

Signature

Date  (DD/MM/YY)

When completed please return to:  
The Admissions Office, the University of Nottingham Ningbo, China  
199 Taikang East Road, Ningbo, China 315100

**Admissions Office**

The University of Nottingham Ningbo,  
China  
199 Taikang East Road  
Ningbo 315100



The University  
of Nottingham  
Ningbo, China

## REFERENCE FOR ADMISSION TO POSTGRADUATE STUDY

### **PART I: To be completed by the Applicant**

Please complete Part I at the foot of this form (in block capitals), and send one form to each referee requesting that the reference be sealed in an envelope, signed by your referee across the seal and returned to you. You should then send your two references in the sealed envelopes, with the application form and other materials required, to the Admission Office. We will be unable to process your application without your references.

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### **PART II: To be completed by the Referee**

The person named above has applied for admission for postgraduate study at the University of Nottingham Ningbo, China. I should be most grateful if you would provide us with a reference on the applicant's academic and general suitability to undertake the proposed course of study by completing Part II on the reverse side of this form or by attaching to the form a written statement on letter headed paper. It would be of great assistance if, in addition to any general statement, you would indicate the following in your reference.

- (a) how long you have known the applicant and in what capacity;
- (b) for applicants whose first language is not English, their standard of proficiency in written and oral English;
- (c) the nature and class of degree already obtained or expected to be obtained;
- (d) how the applicant's achievement compare to those of his/her peers;
- (e) the applicant's suitability for postgraduate study, including any distinct strengths or weaknesses

***Please return this form to the applicant in an envelope, signed across the seal to ensure confidentiality.***

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### **PART I – APPLICANT**

YOUR NAME:

YOUR ADDRESS:

PROPOSED COURSE:

PROPOSED DATE OF ADMISSION:

NAME OF REFEREE:

**PART II – REFERENCE**

[Large dashed rectangular box for reference information]

*(Please continue on a separate sheet if necessary)*

NAME OF REFEREE:

TITLE/STATUS:

ADDRESS:

TELEPHONE:

FAX:

E-MAIL ADDRESS:

**SIGNATURE**

[Signature box]

**DATE:** □□□□□□ (DD/MM/YY)

**PLEASE PROVIDE OFFICAL STAMP OF UNIVERSITY/COLLEGE OR OTHER OFFICAL STAMP**

**Admissions Office**

The University of Nottingham Ningbo,  
China  
199 Taikang East Road  
Ningbo 315100



The University  
of Nottingham  
Ningbo, China

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*(Please continue on a separate sheet if necessary)*

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TITLE/STATUS:

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TELEPHONE:

FAX:

E-MAIL ADDRESS:

**SIGNATURE**

[Signature box]

**DATE:** □□□□□□ (DD/MM/YY)

**PLEASE PROVIDE OFFICAL STAMP OF UNIVERSITY/COLLEGE OR OTHER OFFICAL STAMP**