

# Application for Admission as a Postgraduate Student

## *Diploma in Asian Art*



School of Oriental and African Studies (University of London)  
Thornhaugh Street, Russell Square, London WC1H 0XG

For Office Use Only

Date of Receipt

Please read the Notes on Completion of the Application Form before completing this form. Please use BLOCK CAPITALS and BLACK INK.

### A. Personal Details

#### 1. Surname

(this is the name in which your application will be registered)

#### Other Names

#### 2. Sex (please tick)

Male Female

#### 3. Title

#### 4. Date of Birth

Day Month Year

#### 5. Permanent Home Address

Postcode

Telephone

Email

#### 6. Address for Correspondence

(Please indicate dates for which this is valid)

Postcode

Telephone

Email

#### 7. Nationality

#### 8. Country of Permanent Residence

#### 9. Place of Birth

### B. Programme and Course Details

#### 10. Date of Admission

September

January

April

Year

#### 11a) Application for: (please tick one)

Diploma

Certificate

**11b) Course selection:** Please tick a minimum of one course if you are applying for a certificate or tick a minimum of three courses if you are applying for the postgraduate diploma:

Chinese Art (January – March)

Japanese & Korean Art (April – July)

Islamic Art (April – July)

Indian Art (September - December)

South East Asian Art (TBA)

## C. Finance

Please note that the Diploma in Asian Art programme has the same fees for UK, EU and overseas students.  
For details of current fees payable, please see [www.soas.ac.uk/art](http://www.soas.ac.uk/art)

12. Please state how you will meet the full expenses of your course. Please note that no student may begin a course until the appropriate fees have been paid to the School.

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## D. Previous Education and Experience

### 13. University

Please give details of universities or colleges attended and degrees obtained or for which you are studying, with dates and full addresses.

University or College name and address	From	To	Degree/Diploma	Main Field	Class/Date of award

### 14. Employment

If applicable, please give details of employment since completing education with current or most recent first.  
Please continue on a separate sheet if necessary.

Dates	Name of employer	Position and brief description of work

## E. Referees

15. Please give for our records names and addresses of referees.

1

2

## F. Further Information

16a) Is this the first time you have applied for admission to a postgraduate programme at SOAS?  
If no, please give details of any previous application.

16b) Have you been in contact with a SOAS member of staff? If yes, please state name.

17. Please state your first language.

18. Please state languages (other than your first language) which you can read.

a) fluently

b) with difficulty

19. Was your undergraduate degree taught in English? Yes No

20. How did you come to know of the SOAS programme?

21. Have you applied to any other college or university? If yes, please state which and specify department or programme.

## G. Supporting Statement

Please give your reasons for wishing to take the programme indicating how you see it relating to your current and/or future professional development. Please use a separate sheet if necessary.

## H. The following statement must be signed

- a) I certify that the statements made by me on this form are correct.
- b) I confirm that, if admitted to the School, I will conform to School regulations.

### UK Data Protection Act 1998

I agree to SOAS processing personal data contained in this form or other data which SOAS may obtain from me or other people or organisations whilst I am applying for admission. I agree to the processing of such data for any purpose connected with my studies, or my health and safety, whilst on SOAS's premises or for any other legitimate purpose.

Signature of applicant

Date

### When completed please return this form with:

- Your references
- Your Transcript (if required)
- Evidence of proficiency in English language (where applicable)

### When completed please send this form to:

The Administrator  
Postgraduate Diploma in Asian Art  
School of Oriental and African Studies (SOAS)  
University of London  
Thornhaugh Street  
Russell Square  
London WC1H 0XG

# Notes on Completion of the Application Form

## *Diploma in Asian Art*



School of Oriental and African Studies (University of London)  
Thornhaugh Street, Russell Square, London WC1H 0XG

Thank you for your interest in graduate study at SOAS. Please read these notes carefully before completing your application form. For the most up-to-date information on the Diploma in Asian Art, please visit [www.soas.ac.uk/art](http://www.soas.ac.uk/art)

### **Degree Certificates & Transcripts (Section D)**

Please include your degree certificates in your application. Documents must be in English. If it is necessary for documents to be translated, please send a copy of the original document and a certified translation.

If your application is based on degree level studies and/or qualifications from outside the United Kingdom you must also obtain a transcript, and submit it with your application form. A transcript is a detailed marksheet which confirms the award of your qualification and also lists all the subjects studied and grades obtained. If you have not completed your degree programme at the time of applying, you should send a transcript of your marks so far.

Please **DO NOT** send original certificates or diplomas but certified (stamped) copies of transcripts or degree certificates. Photocopies of certified documents are also acceptable.

If your academic study was several years ago and degree certificates or transcripts of degree certificates cannot be obtained, your application can still be considered. However, please inform the Course Administrator why your degree/certificate is not submitted with the application.

### **References (Section E)**

You should give the names and addresses of your referees on your application form for record purposes.

All applicants are required to submit **TWO** references. The referees must be people who are familiar with your academic and/or professional work. We would expect one reference from your current, or most recent, place of study and one from your current, or most recent, workplace.

If your most recent academic study was several years ago, and you feel other experience is more relevant, work-related references only may be sent and one reference instead of two is acceptable.

Referees should provide an opinion on the applicant's suitability for the programme of study. References must be in English. If it is necessary for references to be translated, please send a copy of the original and also a translation.

Your referee should return the reference to you, sealed in an envelope and signed across the seal. Please submit the references together with the application as a complete application greatly speeds up the processing of applications. If, however, you are unable to comply with this request, please ask your referee to enclose the reference in an envelope marked 'Confidential' and send it separately to Dr Heather Elgood, Diploma in Asian Art, SOAS, Thornhaugh Street, Russell Square, London WC1H 0XG, UK. In this case, the referee should inform you when the reference has been sent directly to the School.

References submitted by email are also acceptable. Please email them to: [he2@soas.ac.uk](mailto:he2@soas.ac.uk)

Under the Data Protection Act, applicants have the right to see references supplied as part of their application.

### **English Language (Section F)**

Applicants whose first language is not English will be asked to provide evidence of their proficiency in English language if they are offered a place at SOAS. It will assist the processing of your application, if you can enclose this evidence in your application form. However, consideration of applications will not be held back if evidence is not available at this initial stage.

If you are able to supply evidence, it should be in the form of an IELTS or TOEFL score. The test should be taken within the year preceding the proposed date of your admission. For entry in the academic year 2008/9, this means providing results for a test dated from 1st September 2007 onwards.

You should send an original copy or certified photocopy of your TOEFL results. You can also request the TOEFL test centre to send your original TOEFL results directly to us, by quoting the SOAS code which is 0107. There is no departmental code.

For up-to-date information on the specific IELTS or TOEFL scores required to be admitted to the Diploma in Asian Art, please see [www.soas.ac.uk/art](http://www.soas.ac.uk/art)

### **Closing Date**

All applications for the Diploma in Asian Art should be submitted as early as possible and no later than two weeks before the start of the programme in January. Applications received after that date will however be considered.

### **Submission**

When completed please add to the application form:

- Your references (if possible)
- Your Transcript (if required)
- Evidence of proficiency in English language (where applicable)

Then send it all together to:

The Administrator  
Postgraduate Diploma in Asian Art  
School of Oriental and African Studies (SOAS)  
University of London  
Thornhaugh Street  
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