



The  
University  
Of  
Sheffield.



**CITY College**  
An International  
Faculty Of  
The University.

# Undergraduate Application Form.

# Getting your application right

1. Read this section carefully before you start
2. Fill in all relevant sections of the form. Please write in CAPITALS using BLACK INK.
3. Don't forget to give us your photo in electronic format.
4. Post your completed form and supporting documents to the address below.

## Remember:

- If you need extra copies of the paper form, you can download it from our website.

**Note:** Data Protection Act 1984 - The information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

## Filling in the form

### General

Each section contains brief instructions on how to fill it in. You might also need to refer to the following information on sections A, B, C, D, E, F, H and M.

#### A. Personal details

Please give your name as it appears on your passport, if you have one. If your forename and family name are not clear your application could be delayed.

#### B. Contact details

The College will address all correspondence through the address provided in Section B. It is essential that the College is notified of any change of address at the earliest opportunity.

#### C. Programme of study details

Please indicate the mode of attendance by which you wish to study (eg. 3 years, 4 years).

#### D. Fees and funding details

In order to be informed about tuition fees, you may contact the College directly.

#### E. Previous education

Our minimum entry requirements are listed in our prospectus and on our website. If you are not sure your qualifications are suitable, contact the Admissions team before you apply. Applicants are strongly encouraged to supply additional information to support their application. Please use this section to include this information.

#### F. English language details

We use the information you give us to decide whether or not you meet the English language requirements for your chosen course. A list of the English language qualifications and the minimum grades we accept can be found on our website. If you don't have one of the qualifications listed, we may offer you a place on the condition that you get one.

International and EU applicants should attach copies of the results of any English language examinations undertaken during the previous three years (e.g. TOEFL, IELTS, etc.). Please include results of any examinations undertaken during any on going studies (e.g. year 1 or year 2 results of a current degree course). CITY's reference code for the TOEFL test is 7234. All copies of English language qualifications should be certified.

#### H. Disability details

If you have a disability which may mean you have additional needs in relation to study, please attach a separate sheet (marked Private & Confidential) providing details of your disability and the additional support needs.

#### M. Supporting documents

It's important that you send your supporting documents with your completed form. We may not be able to process your application without them. If for any reason you can't send your documents with your form, use the checklist in section N to let us know when we can expect to receive them. It's especially important to send copies of transcripts and certificates of your qualifications as soon as possible.

You can scan your documents and send them by e-mail to: [admissions@city.academic.gr](mailto:admissions@city.academic.gr)

Make sure you put your full name and the course you're applying for at the top of the e-mail. Remember, if you are offered a place, you will have to bring the original documents with you when you register.

**Deadlines**

Most undergraduate courses have no deadline for applications, unless you're applying for a specific scholarship. However, entry to all courses is competitive. To increase your chance of an offer, you should apply as early as possible. Applying early gives you more chances to be accepted.

**What happens after you receive my application?**

1. As soon as we get your application we send it to the relevant department.
2. When the department makes its decision, we'll notify you.

**How long does it take?**

The department will try to make a decision as quickly as possible. The process usually takes up to two weeks. Remember, if you send supporting documents separately this can delay the decision.

**What can I do to speed things up?**

1. If you are an international prospective student, send all postal correspondence via airmail or courier or submit them to our representative office in your country.
2. If your postal or email address changes, please let us know straight away. Contact us at the address below.

**Admissions contact details**

CITY College

International Faculty of the University of Sheffield

Admissions Office

24, Proxenou Koromila st.

546 22, Thessaloniki

Greece

Email: [admissions@city.academic.gr](mailto:admissions@city.academic.gr)

[www.citycollege.sheffield.eu](http://www.citycollege.sheffield.eu)



The  
University  
Of  
Sheffield.



**CITY College**  
An International  
Faculty Of  
The University.

**For Admissions Office use:**

Registration no: \_\_\_\_\_

Registration status: \_\_\_\_\_

# Undergraduate Application Form.

Affix a current  
photograph and  
provide three more

Use this application form to apply for an Undergraduate Course. All sections should be filled in by all applicants.

## Section A: Personal details

*It is important that you provide these details as they are shown on your ID card / passport.*

1. Surname / Family name: \_\_\_\_\_

2. Forename(s): \_\_\_\_\_

3. Title: Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐

4. Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth: \_\_\_\_\_

5. Sex: Male ☐ Female ☐

6. Nationality: \_\_\_\_\_

7. ID card No (for Greek applicants): \_\_\_\_\_

Date of Issue: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issued by: \_\_\_\_\_

Passport No (for non-Greek applicants): \_\_\_\_\_

Date of Issue: \_\_\_\_/\_\_\_\_/\_\_\_\_ Valid until: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issued by: \_\_\_\_\_

## Section B: Contact details

*Unless dates are specified, CITY College will use this correspondence address for all correspondence.*

8. Permanent (home) address :

\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Mobile phone no. \_\_\_\_\_

Fax no: \_\_\_\_\_

Email: \_\_\_\_\_

Dates when contactable at this address:

From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

9. Correspondence address (if different):

\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Mobile phone no. \_\_\_\_\_

Fax no: \_\_\_\_\_

Email: \_\_\_\_\_

Dates when contactable at this address:

From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

*Please notify CITY College of any change of address as soon as possible, to ensure that any correspondence reaches you.*

### Section C: Programme of study details

10. Title of the course: \_\_\_\_\_
11. Department in which you wish to study: . \_\_\_\_\_
12. Mode of attendance (tick the appropriate box):  
3 years ☐  
4 years ☐ Location of studies: \_\_\_\_\_
13. In which month and year do you wish to start your studies? MM/YYYY  
*Please note that most Undergraduate Programmes start in October. For details, please check the academic calendar on our website.*

### Section D: Fees and funding details

*This information will be used to determine the rate of fee you will be charged if offered a place to study. Please supply documentary evidence in support of this information. We will contact you if we need further information.*

14. Parents ☐ Self-funded ☐ Scholarship ☐ Company ☐ Other (please specify) ☐  
*Unless explicitly requested by the candidate, all parties annotated above are by default authorised to be informed for the candidate's academic record and performance.*
15. Is this funding definite or proposed? Definite ☐ Proposed ☐

### Section E: Previous education details

16. Please provide details, including results, of all higher education or professional qualifications you have already taken, or will be taking (starting with the most recent) and attach copies of transcripts or certificates where possible. Include results of any examinations taken as part of any current studies.

Qualification: \_\_\_\_\_ School / Institution: \_\_\_\_\_

Class / score / grade / GPA: \_\_\_\_\_ Date of award: ..... / ..... / .....

Qualification: \_\_\_\_\_ School / Institution: \_\_\_\_\_

Class / score / grade / GPA: \_\_\_\_\_ Date of award: ..... / ..... / .....

17. Please provide details of any other qualifications you have (i.e. other languages, seminars or courses you have attended, computer skills etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Section F: English language details

*This information will be used to determine whether you already meet our minimum English language requirements or whether you will need to take an additional English language test.*

18. Was your previous education undertaken in English? Yes ☐ No ☐
19. If No, please state the language in which you were educated: \_\_\_\_\_
20. Please state your native language: \_\_\_\_\_

*Please list and attach certificates/transcripts of any English language qualifications you possess:*

Qualification	Awarding body	Overall grade/score	Date of Award
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Please give details of Certificates to be acquired or for which you are awaiting results\*:*

\_\_\_\_\_  
\*CITY College's reference code for the TOEFL test is 7234

## Section G: Employment details

21. Please provide details of employment:

From ...../...../..... To ...../...../.....

Position held: .....

Name and address of employer: .....

.....

From ...../...../..... To ...../...../.....

Position held: .....

Name and address of employer: .....

.....

## Section H: Disability details

*If you have a disability, it is important that you let us know. Information you provide in this section will not be considered in deciding whether or not to make you an offer.*

22. Please tick in the list below the statement which is most appropriate to you:

- ☐ You do not have a disability nor are you aware of any additional support requirements
- ☐ You have dyslexia
- ☐ You are blind / partially sighted
- ☐ You are deaf / have a hearing impairment
- ☐ You are a wheelchair user / have mobility difficulties
- ☐ You need personal care support
- ☐ You have mental health difficulties
- ☐ You have an unseen disability (eg. diabetes, epilepsy, asthma)
- ☐ You have two or more of the above disabilities / special needs
- ☐ You have a disability not listed above
- ☐ You have Autistic Spectrum Disorder (eg. Asperger's Syndrome)

23. If you have a disability, do you have any related support needs? Yes ☐ No ☐

24. If yes, please give brief details of your disability and any related support needs:

## Section I: Equal opportunities

25. Information supplied in this section is to be used for central statistics and will not be part of the academic selections process. The information you provide here will be treated confidentially and sensitively.

Please indicate from the list below the statement which most accurately describes your ethnic origin.

- ☐ White
- ☐ Black or Black British - Caribbean
- ☐ Black or Black British - African
- ☐ Black – other background
- ☐ Asian or Asian British – Indian
- ☐ Asian or Asian British – Pakistani
- ☐ Asian or Asian British – Bangladeshi
- ☐ Chinese or other ethnic background – Chinese
- ☐ Asian – other background
- ☐ Mixed – White and Black Caribbean
- ☐ Mixed – White and Black African
- ☐ Mixed – White and Asian
- ☐ Mixed – other background
- ☐ Other ethnic background
- ☐ Information withheld

## Section J: Interests and hobbies

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## Section K: Family information

26. Father's name: _____	27. Mother's name: _____
Profession: _____	Profession: _____
Father's education: _____	Mother's education: _____
Job address: _____	Job address: _____
Tel. No.: _____	Tel. No.: _____

## Section L: Marketing Information

28. It would be helpful if you could indicate where you heard about CITY by ticking the appropriate box:

Advertisement	<input type="checkbox"/>	(please specify) _____
Educational Fair	<input type="checkbox"/>	(please specify) _____
Internet search	<input type="checkbox"/>	(please specify) _____
Personal recommendation by friends / alumni / other	<input type="checkbox"/>	(please specify) _____
I am a CITY College alumnus/a	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other (please specify) _____		

29. It would be helpful if you could let us know which other Universities / Colleges /Institutions you have applied to:

University / College /Institution	Course title
_____	_____
_____	_____
_____	_____

### Section M: Checklist

30. Please indicate which of the following items you have sent with your application or plan to send. If you do not plan to send the items do not tick any box:

English language test scores	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ...../...../.....
Certified Copy of the High School Leaving Certificate	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ...../...../.....
Certified translation of the High School Leaving Certificate	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ...../...../.....
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ...../...../.....
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ...../...../.....
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ...../...../.....
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks <input type="checkbox"/>	Will be sent by: ...../...../.....

### Section N: Declaration

30. All decisions by the College are taken in good faith on the basis of the information you provide in your application form. If we discover that you have made false statement or have failed to provide significant and relevant information, we are entitled to withdraw or amend the offer, according to the circumstances. You may even be required to withdraw from the course if you have already started it. In accordance with data protection regulation, the information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

**I certify that the information I have given is complete and accurate.**

**I have read the regulations and the College's financial policies and I agree to abide by the rules.**

**I authorise the college to use photographs taken from social or other college activities, in which I might appear, for promotional purposes** Yes ☐ No ☐

Signed: ..... Date...../...../.....

Please return the completed form to:

CITY College  
International Faculty of the University of Sheffield  
Admissions Office  
24, Proxenou Koromila st.  
546 22, Thessaloniki  
Greece