

## **APPLICATION FORM: GUIDANCE NOTES**

These notes are intended to help you complete the Mattersey Hall/Glyndŵr University Application for Graduate or Distance Learning Studies. Please ensure you read these notes and the college's prospectus prior to completing the application form. If you are applying for a research degree (PhD, DMin or MPhil) you should only complete the application form after preliminary discussions with the Graduate School concerning your research proposal.

### **SECTION A – PERSONAL DETAILS**

*Contact details:* if your contact details change after you have sent in your application form, please ensure that the Graduate School at Mattersey Hall is informed as soon as possible. **Please note we do not accept applications from students without a functional email address.**

*Residential information:* This information is required to ensure that you are correctly reported to the British Government as a Home, EU or Overseas student. Please note that the University may send you a 'Fee Status Enquiry Form' if they require any additional information or clarification. For further guidance on how tuition fee status is assessed, please see <http://www.ukcosa.org.uk>. You will be charged fees by Mattersey Hall, at the rates quoted on our website, and will not need to pay the University directly.

### **SECTION C – EDUCATION AND CAREER**

Please include photocopies of your academic transcripts (i.e., degree/professional certificates) with your application if available. Where the certificate/transcript is not in English, an authenticated translation may be required. You will be required to provide original certificates if you are made an offer of admission.

*University/Institution attended:* please put in the full name of the university/institution and the country in which it is located.

*Degree/Qualification title:* indicate here the type of award you studied/are studying for (e.g. BA, MA, Licenciado, Xueshi, Diploma, etc).

*Main Subject:* please give your main subject (e.g. Law, Psychology, Forestry, Health Studies etc).

*Classification or grade:* give the final grade awarded.

*Date of award:* if you have not yet received your award please indicate when you expect to receive the results.

## **SECTION D – FINANCIAL SUPPORT**

The University wishes to ensure that all applicants have accurately estimated the sum necessary to pay fees and support themselves for their period of study. Increases in the cost of university postgraduate study and further increases in fees in line with the rate of inflation are likely to occur in subsequent sessions.

With this in mind, the University is not able to admit students who have not given a written assurance that they have examined fully the implication of financing full-time postgraduate study for the full duration of their course and that they understand that responsibility for payment of any costs incurred whilst registered as a student rests with them.

If an employer or an organisation (known as a 'third party') will be financing your studies for you and to which an invoice for the tuition fees should be sent, then formal written confirmation of this is required from the third party concerned specifying exactly the amount to be invoiced.

## **SECTION E – ADDITIONAL INFORMATION**

*Criminal Convictions:* Under the provisions of the Rehabilitation of Offenders Act 1974, certain convictions may become 'spent'. Whilst information about spent convictions must be given it will not be taken into account in the admissions process except where satisfactory completion of the programme of study would give automatic right to practice a profession exempted by the Act, or where the course involves unsupervised contact with vulnerable persons.

*Ethnic Origin:* (Applicants resident in the UK and Channel Islands only). This information is collected for equal opportunities purposes only and plays no part in the decision making process.

*Health:* We have asked about the nature of any disability for planning purposes and in order that we can provide the best available support.

## **SECTION F – ENGLISH LANGUAGE ABILITY**

If English is not your first language you are required to provide evidence of your English language ability. An IELTS score of not less than 6.0 or a TOEFL score of not less than 560 (with a TWE score of 4.0) is normally acceptable. This information is required to enable us to provide you with information regarding any additional language support, which may be of assistance.

## **SECTION G – DECLARATION**

If any information included in this application is found to be false or misleading, then the University has the right to cancel the application and withdraw any offer(s) already made. International students are advised that where the University has made an unconditional offer of a place on a programme of study and the student has accepted that offer, but subsequently fails to register without satisfactory explanation, the Immigration and Nationality Directorate at the Home Office may be informed.

## **SECTION H – CHURCH AND MINISTRY BACKGROUND AND REFERENCES**

If you are applying to study for the MTh at a study centre other than Mattersey Hall itself, note this here. If you leave this blank we will presume you are applying to study at Mattersey Hall.

Please do not forget to attach to this application a brief account of your Christian experience, on up to two sides of A4 paper. This should include your conversion, baptism, experience of the work of the Holy Spirit, etc., including dates, and should explain why you are applying to Mattersey Hall, and, if possible, what sphere of Christian service you anticipate entering upon graduation. This is a vital part of your application. Whilst Mattersey Hall and Glyndŵr University operate an equal opportunities admission procedure, Mattersey Hall is a ministerial training college and expects its students will have some ongoing involvement in Christian service.

We require both a pastoral and an academic reference for all applicants. To facilitate this, please complete the grey boxes on the following two reference forms and pass them to your referees. Your pastoral referee should ordinarily be the minister of the church you regularly attend, and the academic referee should be someone who is able to comment on your study skills and academic ability – ideally a teacher or lecturer.

The referees should return the form to you in sealed envelopes. Do not open the envelopes but send them, along with:

- The application form
- A cheque for the application fee (£25.00 payable in sterling to Mattersey Hall)
- Two passport size photographs with your name clearly printed on the back of both

to your local learning centre where applicable or to:

The Graduate School (Admissions)  
Mattersey Hall  
Retford Road  
Mattersey  
DN10 5HD  
England, UK

You can ordinarily expect to hear from us within 28 days from receipt of your completed application. We will not be able to process incomplete applications, so please ensure you have enclosed everything we need.

If you need any further help or guidance through the application process, please do not hesitate to contact us by email to [graduateschool@matterseyhall.co.uk](mailto:graduateschool@matterseyhall.co.uk) and we will be pleased to assist you.