



UNIVERSITY
of York

Europe Campus

CITY College

Postgraduate 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. Email your completed form and supporting documents to admissions@york.citycollege.eu or upload them using the on-line application form in our website. Remember that you may be required to submit the hard copies of your documents.

Remember:

- If you need extra copies of the paper form, you can download them from our website.
Note: General Data Protection Regulation (GDPR) - 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 Instructions

You may find here instructions on how to fill in the various sections of the application form. Not all sections have specific instructions, as most of them are self-explanatory. Please find below the ones that need your attention.

A. Personal details

Please give your name as it appears on your passport or ID Card. 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/email at the earliest opportunity.

C. Programme of study details

Please indicate the mode of attendance by which you wish to study (e.g. full-time, part-time, executive mode).

D. 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 Office before you apply. Applicants are strongly encouraged to supply additional information to support their application. Please use this section to include this information, and continue on a separate sheet if necessary.

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 submit an acceptable language certificate before the commencement of the course.

All applicants should attach copies of the results of any English language examinations undertaken (please check our admissions requirements). 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.

G. Your references

You can ask your referees to provide a signed and sealed reference (on headed paper from their academic institutions-for MA and MSc applicants) or you can ask them to complete the PG Reference Form, available at the end of this document. Your referees can then either send the references to you to attach to your application, or they can send them directly to us.

H. Supporting statement

In case you need more space, please attach a separate sheet providing information on the reasons for selecting the course you wish to study.

L. Checklist

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 L to let us know when we can expect 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@york.citycollege.eu

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 may be required to bring the original documents with you when you register.

Deadlines

Most postgraduate 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 we receive your application?

1. As soon as we get your application, it is processed and assessed by the Admissions Office and the relevant academic department.
2. When the assessment is complete and a recommendation is made, we notify you through email.

How long does it take?

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

What can I do to speed things up?

1. Applicants are required to send all documents (application form, supporting documents etc.) through email or upload them using the on-line application form on our website. You may be required to submit hard copies of the above documents and this may be done 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, University of York Europe Campus

Admissions Office

24, Proxenou Koromila st.

546 22, Thessaloniki

Greece

Email: admissions@york.citycollege.eu

www.york.citycollege.eu

For Admissions Office use:

Registration no: _____

Registration status: _____

MSc, MA ☐

PG Cert. ☐

PG Dipl. ☐

Postgraduate Application Form.

Affix a current
photograph and
provide three more

Use this application form to apply for a Postgraduate 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. Father's name: _____
Mother's name: _____
5. Date of birth: ____/____/____ Place of birth: _____
6. Gender: Male ☐ Female ☐
7. Marital Status: Married ☐ Single ☐
8. Nationality: _____
9. 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.

10. Permanent (home) address: _____

Post Code: _____
Tel. No.: _____
Mobile phone no. _____
Email: _____
Dates when contactable at this address: _____
From ____/____/____ to ____/____/____
11. Correspondence address (if different): _____

Post Code: _____
Tel. No.: _____
Mobile phone 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 - MA, MSc, PG Diploma, PG Certificate

12. Title of the course: _____
13. Department in which you wish to study: _____
14. How do you wish to study? _____
- Full-time ☐
- Part-time ☐
- Executive mode ☐
- Location of studies: _____
- Please note that different modes of study may not be available for all courses.
15. In which month and year do you wish to start your studies? (MM/YYYY) _____
- Please note that most Postgraduate Programmes start in October. For details check the academic calendar on our website.

Section D: Funding details

Please indicate how you intend to finance your studies.

16. 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 about the candidate's academic record and performance.
17. Is this funding definite or proposed? Definite ☐ Proposed ☐

Section E: Previous education details

18. Please provide details, including results of all higher education or professional qualifications you have already received, or will be receiving (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 (eg. year 1 or year 2 result of an ongoing degree course)

From: ____ / ____ / ____ To: ____ / ____ / ____	University / College / Institution: _____
Award type: (eg. BA, BSc, MA etc.): _____	Subject: _____
_____	Duration of course: _____
Class / score / grade / GPA: _____	Date of award: ____ / ____ / ____
.....	
From: ____ / ____ / ____ To: ____ / ____ / ____	University / College / Institution: _____
Award type: (eg. BA, BSc, MA etc.): _____	Subject: _____
_____	Duration of course: _____
Class / score / grade / GPA: _____	Date of award: ____ / ____ / ____
.....	
From: ____ / ____ / ____ To: ____ / ____ / ____	University / College / Institution: _____
Award type: (eg. BA, BSc, MA etc.): _____	Subject: _____
_____	Duration of course: _____
Class / score / grade / GPA: _____	Date of award: ____ / ____ / ____
.....	
From: ____ / ____ / ____ To: ____ / ____ / ____	University / College / Institution: _____
Award type: (eg. BA, BSc, MA etc.): _____	Subject: _____
_____	Duration of course: _____
Class / score / grade / GPA: _____	Date of award: ____ / ____ / ____

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.

19a. Is English your first language? Yes ☐ No ☐

19b. Was your previous education undertaken in English? Yes ☐ No ☐

20. If No, please state the language in which you were educated: _____

21. 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
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Section G: Employment details (if applicable)

22. Please provide details of employment:

From ____ / ____ / ____ to ____ / ____ / ____ Position held: _____

Name and address of employer: _____

Key Responsibilities: _____

.....
Please provide details of employment:

From ____ / ____ / ____ to ____ / ____ / ____ Position held: _____

Name and address of employer: _____

Key Responsibilities: _____

.....
Please provide details of employment:

From ____ / ____ / ____ to ____ / ____ / ____ Position held: _____

Name and address of employer: _____

Key Responsibilities: _____

Section H: Referee details

23. MA & MSc applicants should supply two references. Please provide the name(s) and address(es) of your referee(s) below. Please enclose your references with this application form where possible, or ensure that they are supplied to us at the earliest opportunity. We may not be able to deal with your application until we receive them.

24. Referee

Name: _____

Title: Prof. ☐ Dr ☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐

Address: _____

Tel. No.: _____

Email: _____

Length of time known: _____

Capacity known to you: _____

25. Referee

Name: _____

Title: Prof. ☐ Dr ☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐

Address: _____

Tel. No.: _____

Email: _____

Length of time known: _____

Capacity known to you: _____

Section I: Family information

26. Father's name: _____

Profession: _____

Father's education: _____

Job address: _____

Tel. No.: _____

27. Mother's name: _____

Profession: _____

Mother's education: _____

Job address: _____

Tel. No.: _____

Section J: Marketing Information

28. It would be helpful if you could indicate where you heard about CITY College, University of York Europe Campus by ticking the appropriate box:

Advertisement ☐ (please specify) _____

Educational Fair ☐ (please specify) _____

Internet search ☐ (please specify) _____

Personal recommendation _____

by friends/alumni /other ☐ (please specify) _____

I am a CITY College alumnus/a Yes ☐ No ☐ _____

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 K: Supporting statement

30. Please write a statement in support of your application.

We will not be able to make a decision on your application without it.

Among the things you may wish to include are:

- why you are applying for this course
- how your previous education and experience relates to this course of study
- how this course fits into your long-term academic or career plans

[illegible]

Section L: Checklist

31. Please indicate which of the following items you have sent with your application or plan to send.

Certified Copy of the University Degree	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ____ / ____ / ____
Certified Translation of the University Degree	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ____ / ____ / ____
Certified Copy of the Transcript	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ____ / ____ / ____
Certified Translation of the Transcript	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ____ / ____ / ____
Supporting Statement	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ____ / ____ / ____
(if not included in the Application Form)			
English Language Test Scores OR Certificate	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ____ / ____ / ____
Recommendation Letter 1	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ____ / ____ / ____
Recommendation Letter 2	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ____ / ____ / ____
Copy of passport or ID	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ____ / ____ / ____
Photograph	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ____ / ____ / ____
Registration Fee Payment Slip	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ____ / ____ / ____
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ____ / ____ / ____
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ____ / ____ / ____
_____	Enclosed <input type="checkbox"/>	Will be sent within 2 weeks	Will be sent by: ____ / ____ / ____

Section M: Declaration

32. All decisions by the College are made in good faith on the basis of the information you provide in your application form. If we discover that you have made a 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 General Data Protection Regulation (GDPR), 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 confirm to the best of my knowledge that the information I have provided in this application is complete and accurate.

I understand that any offer of admission as a postgraduate student that I may receive will be based upon the information given in this form, and that if I am found to have given false information, the offer may be withdrawn.

I understand that the information supplied on this form will be retained by CITY College, University of York Europe Campus and will be used for the purpose of processing my application and collecting feedback on the admissions process. In addition, application data may be used for research purposes to better understand general recruitment and admissions administration including the analysis of applicant numbers and trends to improve the student experience and for strategic planning purposes.

Data will not be used in a way that identifies any individual and will be managed in accordance with the General Data Protection Regulation (GDPR). In the event that my application is successful, I understand that the information will form part of my student record. If admitted to the College, I agree to abide by the Regulations of CITY College being in force at the moment.

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, University of York Europe Campus

Admissions Office

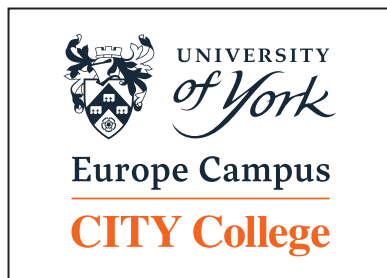
24, Proxenou Koromila st.

546 22, Thessaloniki

Greece

Email: admissions@york.citycollege.eu

www.york.citycollege.eu



Reference Form for Postgraduate Study

Please photocopy this form as necessary.

Section 1 of this form should be completed by the applicant. The form should then be passed to the referee who is asked to complete the remainder of the form and return it.

Section 1: To be completed by the applicant

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

1. Surname / Family name: _____
2. Title: Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Dr ☐
3. Forename(s): _____
4. Date of birth: ____ / ____ / ____
5. Gender: Male ☐ Female ☐
6. Place of birth: _____
7. Nationality: _____
8. Marital Status: Married ☐ Single ☐
9. Department in which you wish to study: _____
10. Proposed programme of study: _____

Section 2: To be completed by the referee

The above-named candidate is applying for graduate study at the University of York Europe Campus, CITY College and has named you as a referee. We would be grateful if you could provide us with a reference on the academic and general suitability of the applicant to undertake a programme of postgraduate study, either by completing the form overleaf or by submitting a letter of reference. If you choose to submit a letter, please use headed letter paper and attach it to this form.

Please complete this form as soon as possible, and return it in a sealed envelope, endorsed with your signature over the seal, either to the applicant for return with the application form by mail or, to the return address given in Section 1 above.

Thank you for your assistance.

Name: _____ Tel. No: _____

Title: Prof ☐ Dr ☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Email: _____

Relationship to applicant: _____ Length of time known: _____

The reference form should be send by post or email to:

CITY College, University of York Europe Campus

Admissions Office

24, Proxenou Koromila st.

546 22, Thessaloniki

Greece

Email: admissions@york.citycollege.eu

www.york.citycollege.eu

Section 3: Additional Information

Please give your opinion on the applicant's ability and suitability to undertake postgraduate study in particular his/her previous academic achievements, particularly in comparison to this of his/her peers, as well as any distinct strengths and weaknesses (e.g. motivation, commitment, independence, ability to work under sustained pressure).

Where the applicant's first language is not English, please give your opinion on his/her standard of proficiency in written and oral English.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Please mark with an official stamp of your university, college or organisation.

Additional copies of this form are available from www.york.citycollege.eu or you are welcome to photocopy it.