

Application for Undergraduate Transfer

India and the Gulf States

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University of St Andrews
Scotland's First University



THE UNIVERSITY AND HOW TO APPLY

ST ANDREWS, Scotland's first university, was founded in 1413. Situated beside the sea in an attractive small town known equally for its famous golf courses, the University is one of the most selective in the UK. It has around 6,500 students, about 20% of whom come from overseas.

THE UNIVERSITY is organized into four Faculties: Arts, Divinity, Science and Medicine. Students are admitted into one of these four Faculties according to their qualifications and area of study in which they wish to specialize. The academic year runs from September until May with vacations at Christmas and in Spring. The courses are organized on a semester basis, with students normally choosing three courses in each 15 week semester. It is possible to graduate after three years with a general degree, but most students study for four years to achieve an 'Honours' degree based upon more specialised study in the Junior and Senior years. Many 'double major' options are possible. A St Andrews degree is widely accepted throughout the USA and the rest of the world as qualifying entry into postgraduate degree programmes.

Detailed information about the University and the courses offered is given in the PROSPECTUS and COURSE CATALOGUE (obtainable from M/s Komark Education Services- see below - or on our own website at www.st-and.ac.uk) which you are advised to consult before applying. It will help us to evaluate your application more speedily if you can state which subject areas you wish to study. Please note that a few of our freshman courses e.g. French, Mathematics, Physics and Chemistry require you to have studied these subjects up to at least +2 level at school.

ENTRY QUALIFICATIONS. Since entry to the University is highly selective, applicants should have a strong academic record. Candidates who have attained a first class (in Science subjects) or an upper second class (in Arts subjects) in their Bachelors and more than 75% in Class 12 may expect to be successful, but students with somewhat lower scores will be considered if they have been achieving consistently good marks from class 12, first, second and third year in college and have been active in co-curricular activities. They will also have to produce confidential references from two teachers, each of whom has personally taught them an academic subject in college and in senior school. All test and school performance data will be considered in reaching a decision. In addition, applicants will need to demonstrate that they have sufficient command of the English language, both written and spoken, to be able to cope with, and profit from, the experience of studying in another country. A TOEFL or IELTS score-sheet will be preferred.

APPLICATION PROCEDURE. This form has been introduced to allow Indian students to **apply directly** to the University of St Andrews. Please remember you are only permitted to use this form if you are both:

- (i) classified as an OVERSEAS student for fees purposes
- (ii) **NOT** applying to any other UK university

Candidates who wish to apply to other UK universities in addition to St Andrews **should not use this form** but write instead to the Universities and Colleges Admissions Service (UCAS): www.ucas.com

How to Complete This Form

Please complete your part of the form (the inner section, beginning with Personal Details and ending with your Personal Statement) in black ink or type and send it to the address below. Enter your own name on the 'Academic Evaluation Form' (page 7), make photocopies and give it to two teachers who have personally taught you in any subject in college and in senior school. After each has completed the form, signed it and sealed it, enclose the sealed envelopes along with your application form. Alternatively, your referees may, if they wish, mail it directly to the address given below. All information submitted will be treated as strictly confidential. It is possible, however, that we may refer back to the "referees" for further information; and hence it is important that their contact details are given clearly.

Please return the completed application form, along with the above sealed enclosures and attested photocopies of your school leaving and other certificates, by courier to the following address. Any enquiries should also be sent to this address.

Komark Education Services

Exclusive Admissions Managers to the University of St Andrews
1st & 2nd Floor, 38 Mohammedpur, Off Africa Avenue, New Delhi 110 066 (India).
Tel: (+91-11) 26164950, 26165051, 26165152 E-mail: info@komark.net Web: www.komark.net

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(For office use only)

Application for Undergraduate Transfer University of St Andrews

PERSONAL DETAILS

Last Name Title (eg. Dr/Mr/Ms)

First Name

Marital Status (Married/Single).....

Date of Birth Day Month Year

Nationality.....Country of Birth

Ethnic Origin: *Please refer to the table at the end of the application form, and enter the appropriate code*

Home Address

Number and Street.....

City or Town.....

State..... Pin Code

Telephone (including STD code)

e-mail address

Mailing Address (if different from above)

Number and Street

City or Town

State..... Pin Code

Telephone (including STD code)

Fax (including STD code)

Parent or Guardian

Name.....

Relationship to you (e.g. father).....

Address.....

Occupation..... Nationality

Telephone (including STD code).....

Choice of Subject Areas *(Please note that the responses in this section do not commit you to a particular course but are to guide us in valuating your application)*

Which subject areas would you prefer
to study?

What kind of programme are you aiming at? *(Please check appropriate box.)*

Single Honours: Arts Science Divinity

Joint Honours: Arts Science Divinity

EDUCATIONAL DATA

Name of present or most recent University/college

Full Address of college

State.....

Pin Code

Telephone (including STD code)

Principal/Head Teacher

Years of attendance: *From:* Month Year *To:* Month Year

Name of most recent secondary school

Full Address of school

State.....

Pin Code

Telephone (including STD code)

Principal/Head Teacher

Years of attendance: *From:* Month Year *To:* Month Year

Previous institutions (list them in reverse chronological order, starting with the most recent institution):

Institution / University details - name, address, telephone numbers, email address, website (if available)	Subjects	Score	Period of attendance	
			from (date)	to (date)

English Language Competence

Give details of any tests of English proficiency you have taken (e.g. TOEFL/IELTS)

TOEFL Month Year Score out of IELTS Month Year Score

Explain briefly your degree of comfort with spoken and written English. Mention when you started speaking the language, since when it has been your medium of instruction, how frequently it was spoken in private conversation at school, and so on.

Career Plan

What career would you hope to follow after graduating?

.....

References

Names and address of the teachers from whom you have sought references

1. Academic Referee	2 Academic Referee	3. Co-curricular Referee (optional)
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.....
.....

Financial Means

Who will be responsible for the payment of?

- a) Your tuition fees
- b) Your living expenses?

Note: If your application is successful, you will be asked to certify that your financial resources are sufficient to meet tuition costs and other necessary expenses.

Do you suffer any disability, specific learning difficulty, allergies or medical condition that might necessitate special arrangements, facilities or treatment? If so, give details.

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Scotland provides services for students with disabilities, specific learning difficulties and medical conditions. However, it is essential that you notify us on this form of any condition which exists at the time of application and, rest assured, any information provided will be treated in the strictest confidence. Unless this is declared on this form, the University of St Andrews cannot guarantee to provide the services required to meet your special needs, although every effort will be made to assist you.

Do you have any criminal convictions? If answer is yes, please give details (on a separate sheet if preferred).

Which other universities or colleges, in the UK or elsewhere, are you applying to?

(Please see 'Application Procedure' paragraph on page 2 of this form)

What made you to choose to study at St. Andrews? Please check appropriate box(es)

- Visit of St Andrews or Komark representative to your school Month Year
- Visit to Komark office
- Visit to St Andrews or the UK
- Recommendation of a St. Andrews alumnus
- Recommendation of a UK/US university alumnus
- An advertisement
- An article in the press
- Visit to the University or Komark website
- Range of courses offered
- Any other reason (please specify)

DOCUMENTATION

Attach the following documents along with this application form (at this point of time, attested photocopies will suffice; however, any "offer of admission" made by the University will be conditional on your physically producing the originals):

- ▷ Your "Personal Statement" - a brief account of your reasons for wishing to study at the University of St. Andrews.
- ▷ A brief CV in reverse chronological order (i.e. latest activities/achievements first, and earlier ones thereafter)
- ▷ Attested photocopies of your first, second and third year marksheets
- ▷ A brief profile of your college and school
- ▷ Transcripts of your marks from Class 10 through 12
- ▷ Attested photocopies of all other certificates, academic and other, that you may wish to present.
- ▷ Teachers' evaluations - in sealed envelopes. [As explained in the notes at the start of this form, you may arrange for the Teachers' Evaluations to be sent separately if this is more convenient.]
- ▷ Description/ syllabi of all courses taken and those currently being studied and about to take

List out your enclosures here:

Check the boxes below as applicable.

- I declare that the information I have provided is accurate to the best of my knowledge.
- I also certify that I have not applied for admission to any other UK university for the forthcoming academic year. [Note: If you have, you must fill in the U.C.A.S. form - see page 2.]
- I have no objection to your intimating M/s Komark Education Services about any progress on my application and about any requirements that I may still need to fulfill in this connection.

Signature of Applicant..... Date.....

IMPORTANT

1. All correspondence should be sent by email and all documents by courier.
2. Candidates who wish to apply to other UK universities in addition to St Andrews should not use this form but the U.C.A.S. form. Under no circumstances should this application form be used in addition to the U.C.A.S. form
3. Please return to: **Komark Education Services** at the address given on page 2 of this form. Please do not send it directly to the University of St Andrews as it will then need to be re-directed to Komark Education Services for evaluation and verification.

(Confidential)

It is essential that at least two teachers give you references in this format.

ACADEMIC EVALUATION FORM

(Fill in your full name and then give a photocopy of this proforma to a faculty member who has taught you at some time during the last 3 years of study. This faculty member must fill it up, and then EITHER send it directly to Komark Education Services OR hand it to you sealed in an envelope for you to attach to this application form.)

Applicant's Full Name

Referee's Name Designation.....

Institution's name and address
.....
.....

Telephones (including STD code): Official:.....Personal

Fax (including STD code)..... E-mail.....

How long have you known the applicant.....

What subject(s) have you taught the applicant.....

Please enclose a short evaluation of the applicant , highlighting any specific qualities or achievements that you believe indicate the right level of ability and the attitude for him/her to pursue higher studies in a world-class university like St Andrews. You can use additional paper and/or your letterhead.

The University of St. Andrews prefers that all referees incorporate the following in their letters of recommendations:

1. Number of years you have known the student
2. Specific academic qualities that you found in the student
3. The extent of the student's involvement in class teaching and assignments
4. Any specific achievements (practical, academic, etc.) of the student
5. Comments on the student's overall capabilities and performances
6. Comments on the overall attitude and behavior of the student in college
7. Teachers view of the student's commitment to studying at St Andrews

Note – The letter should be about a page and a half in length. It is not necessary to use the above as subtitles.

Ethnic Origin Codes

(See page 3)

Please give the code from the table below which most closely describes your ethnic origin. We use this information to monitor applications and equal opportunities.

<i>White</i>		<i>Asian, Asian Black, Asian English Asian Scottish or Asian Welsh</i>		<i>Mixed</i>	
English	11	Indian	31	White and Black Caribbean	41
Irish	12	Pakistani	32	White and Black African	42
Scottish	13	Bangladeshi	33	White and Asian	43
Welsh	15				
Other white	19	Other Asian background	39	Other mixed background	49
<i>Black, Black British, Black English Black Scottish or Black Welsh</i>		<i>Chinese, Chinese British, Chinese English, Chinese Scottish or Chinese Welsh</i>		<i>Other ethnic background</i>	
Caribbean	21	Chinese	34	Other ethnic background	80
African	22			Information refused	98
Other black background	29				