

Application for Undergraduate Admission

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 1411. 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 six thousand students, about 22% of whom come from overseas.

THE UNIVERSITY is organized into three Faculties: Arts, Divinity Medicine and Science. Students are admitted into one of these four Faculties according to their qualifications and area of study in which they wish to specialize. However, some cross-registration for courses in other Faculties is possible. 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 3 years with a general degree, but most students study for 4 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 +12 level at school.

ENTRY QUALIFICATIONS. Since entry to the University is highly selective, applicants should have a strong academic record. Candidates whose Class 12 passing-out marks are in excess of 70% may expect to be successful, but students with lower scores will be considered if they have been achieving consistently good marks from classes 9 through 12 in school and have been active in co-curricular activities. They will also have to produce confidential references from two teachers, each of whom have personally taught them an academic subject in senior school and (*optional*) one who has personally supervised them in a major co-curricular activity (sports, cultural activities, organisational activities, etc.). 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. Since the Scottish and Indian systems of education share many attributes besides a common language, successful candidates should adjust without difficulty.

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 **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 Services (postal address: U.C.A.S., P.O. Box 67, Cheltenham, Glos. GL50 3SF, UK) requesting an application form. Alternatively, you can e-mail: app.req@ucas.ac.uk

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 Classes 9, 10, 11 or 12 (or 9, 10 and "Junior College" in States that have this system). You may also, IF YOU WISH, make a photocopy of the 'Evaluation Form (co-curricular activities) and hand it to a teacher who has personally supervised your co-curricular activities. 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

Application Deadline: 1 March

Applications received by the 1 March deadline will be notified latest by 1 June. Candidates can normally expect a decision within a month of receipt of the completed application. Late applications can be accepted until 1 August but places at the University fill up quickly and it is in the candidate's best interest to apply as early as possible.

Application for Undergraduate Admission University of St Andrews

PERSONAL DETAILS

Last Name(Male/Female)
First Name
Marital Status (Married/ Single).....
Date of Birth >>>>>> Day 3 Month Year
Nationality.....Country of Birth

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 subjects areas would you prefer
to study in your first year?

What kind of programme are you aiming at? *(Please check appropriate box.)*
4 Year 1 Year

CAREER PLAN

What career would you hope to follow after graduating?
.....
.....

EDUCATIONAL DATA

Name of present or most recent secondary school

Full Address of school

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.....

State..... Pin Code

Telephone (including STD code)

Principal/Head Teacher

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

If you have already left school, list below your activities (academic/co-circular) since leaving, with dates. Details may be supplied on a separate sheet if you wish

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Previous schools (*list them in reverse chronological order, starting with the most recent school*):

School details - name, address, telephone numbers, email address, website (if available)	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.

References

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

<p><i>1. Academic Referee</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p><i>2 Academic Referee</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p><i>3. Co-curricular Referee (optional)</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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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 the 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 photocopy of your Class 12 Board examination certificate (If you have not completed your Class 12 Board examination, or if your results are still awaited, attach attested photocopies of your Class 10 Board examination certificate and attested transcripts of your school results from then till now.
- ▷ A brief profile of your school(s) (*if available*)
- ▷ Transcripts of your marks from Class 9 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.*]

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 by a faculty member who has taught you at some time during the last 3 years of your schooling. 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.....

School name and address

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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 may use additional paper and/or your letterhead if you wish.

(Confidential)

This evaluation is optional - you may obtain it if you feel it will help your application.

EVALUATION FORM (Co-curricular activities)

*(Fill in your full name and then give a photocopy of this proforma to by a faculty member who has directly supervised you in some co-curricular activity during the last 5 years of your schooling. 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.....

School name and address

.....

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

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

How long have you known the applicant?

In what co-curricular activity have you personally supervised 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 contribute to the quality of life of a world-class university like St Andrews. You may use additional paper and/or your letterhead if you wish.