

Prior to completing this form please:

- Refer to the Prospectus and the programme brochure.
- Confirm the application procedure with the MTP Administrator or the IEB Manager by email on: islamiceducation@world-federation.org to ensure you provide all necessary information in support of your application.
- Carefully read the notes for guidance supplied with this form, together with those within the body of the form.

Please complete this form in typescript or black ink.



COURSE TITLE: **Postgraduate Course in Islamic Studies**
 DATE OF ADMISSION: **September 2007**
 COURSE DURATION: **Four Years Full Time**

1. Personal details

SURNAME: _____

FIRST NAME: _____

FATHER'S NAME: _____

MOTHER'S NAME: _____

DATE OF BIRTH: (dd/mm/yyyy) _____

NATIONALITY: _____

PASSPORT NUMBER: _____

PLACE OF ISSUE: _____

DATE OF EXPIRY: (dd/mm/yyyy) _____

CONTACT ADDRESS: _____

PERMANENT ADDRESS: _____

DAYTIME TELEPHONE: _____

Please note – only provide a mobile telephone number if you do not have a telephone installed at your home or place of work.

EMAIL: _____

2. Spouse details:

SURNAME: _____

FIRST NAME: _____

FATHER'S NAME: _____

MOTHER'S NAME: _____

DATE OF BIRTH: (dd/mm/yyyy) _____

PLACE OF BIRTH: _____

NATIONALITY: _____

PASSPORT NUMBER: _____

PLACE OF ISSUE: _____

DATE OF EXPIRY: (dd/mm/yyyy) _____

3. Children Details:

SURNAME: (1) _____

FIRST NAME: _____ SEX: _____

DATE OF BIRTH: (dd/mm/yyyy) _____

PLACE OF BIRTH: _____

NATIONALITY: _____

PASSPORT NUMBER: _____

PLACE OF ISSUE: _____

DATE OF EXPIRY: (dd/mm/yyyy) _____

SURNAME: (2) _____

FIRST NAME: _____ SEX: _____

DATE OF BIRTH: (dd/mm/yyyy) _____

PLACE OF BIRTH: _____

NATIONALITY: _____

PASSPORT NUMBER: _____

PLACE OF ISSUE: _____

DATE OF EXPIRY: (dd/mm/yyyy) _____

If you have more than two children please provide their details on a separate sheet.

4. Availability for Interview:

You may be asked to attend an interview. To help us with interview arrangements please indicate:

UK residents only:

Dates on which you would not be available for interview: _____

Non-UK residents:

Will you be in the UK prior to commencing postgraduate study? yes no

If yes please give dates _____

If no, can you travel to the UK specifically for an interview? yes no

5. Education:

Please give details of those qualifications obtained since age 16+ and those you expect to obtain before beginning the programme for which you are applying. If you have a non-UK qualification, please state the full original title of the course.

Secondary/High School Education:

Qualification <i>(GCSE, Access, IB, EB etc)</i>	Subject	Result	Date obtained	Name of institution
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University/College Education: first degree/diploma and higher degree/diploma

- If you have not yet obtained the qualification, please give a summary of marks achieved so far and result expected.
- If your qualification is other than a university/college degree or diploma, please state the following on a separate sheet to include entry qualifications, length of course, syllabus, details of final examinations.

Qualification <i>(BA, BSc, MA, MSc, MPhil)</i>	Title of programme/field of study	Name of Institution	Country of Institution
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Summary of marks achieved so far <i>(if you have not yet obtained this qualification)</i>	Result expected/obtained <i>(delete as appropriate)</i>	Date (start and end)
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Additional Skills/Qualifications:

Title of Qualification	Name of Awarding Body	Date from/to	Grade/level	Type of membership <i>(if appropriate)</i>
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6. Language:

What is your first language? _____

If English is not your first language and you have taken an English language examination, please give details.

Date: _____ Title: _____ Score: _____

7. Employment Details:

Name and address of current and most recent employers(s)	Position held	Date from/to
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Referees:

You must obtain two references to support your application. Both referees must be familiar with your academic work, preferably from the institution at which you have recently studied/currently study.

Provide each of your referees with one of the Postgraduate reference sheets provided with this form (having first completed Section A) together with one of the envelopes.

The reference must be written on official headed paper and will be returned to you in the envelopes.

The references are confidential, therefore the envelopes must be sealed and signed across the seal by the appropriate referee before they are returned to you. You should then send them to us together with your completed application form.

NAME: _____ ADDRESS: _____

POSITION: _____

NAME: _____ ADDRESS: _____

POSITION: _____

9. Personal Statement:

Please state why you wish to follow your chosen programme and how it relates to your previous experience. Please attach a separate sheet if necessary.

10. Fee Status:

To assist us in assessing your fee status, please provide the following information.

Country of Birth: _____

Country of Permanent Residence: _____

Nationality: _____

If you are not an EU national, but one of your parents is please tick here

In which country are you currently living? _____

If the country you now live in is different to your country of permanent residence, please state when you entered it and for what purpose:

Date: _____ Purpose: _____

If you are not a UK national and are permanently resident in the UK, have you been granted any of the following by the Home Office: (please tick as appropriate)

- | | |
|---|--|
| <input type="radio"/> Right of abode | <input type="radio"/> Indefinite leave to remain/enter |
| <input type="radio"/> Exceptional leave to remain/enter | <input type="radio"/> Refugee status |

If you are a national of the EU (including the UK) or have the right to live in an EU country but have lived outside the EU for any period over the last five years (other than holidays), please list your periods of residence outside the EU and the purpose of the stay, eg work, education.

From (date)	To (date)	Country	Purpose
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. Payment of Tuition Fees:

Please tell us how you are planning to fund your tuition fees and living expenses for the duration of your study by indicating which of the following sources you expect will provide your funds:

- Your own means
- Your Jamaat Scholarship
- Your Regional Federation Scholarship

12. Disabilities:

The Institute welcomes applications from students with disabilities and considers them on the same academic grounds as those from other students. It is helpful for us to know about the nature of any disability in order to ascertain whether facilities are available at the Institute to meet students' special needs.

If you are registered disabled with the UK Department of Education & Employment please tick here
Please tick the circle(s) below which apply to you:

- You do not have a disability nor are you aware of any additional support requirements in study or accommodation.
 - You are blind/partially sighted
 - You are a wheelchair user/have mobility difficulties
 - You need personal care support
 - You have mental health difficulties
 - You have dyslexia
 - You are deaf/have hearing impairment needs
 - You have an unseen disability eg diabetes/epilepsy/asthma
 - You have a disability not listed above (please specify)
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13. Declaration by the Applicant:

I confirm that the information given on this form is true, complete and accurate, and no information requested or other relevant information has been omitted. I further confirm that, if admitted to the Institute, I will conform to Institute regulations.

UK Data Protection Act 1998 - I agree to IIPS processing personal data contained on this form or other data which IIPS may obtain from me or other people or organisations whilst I am applying for admission. I agree to the processing of such data for any purpose connected with my studies, or my health and safety, whilst on IIPS's premises or for any other legitimate purpose.

Applicant's Signature: _____

NAME IN CAPITALS: _____ DATE: _____

14. Declaration by the Jamaat President:

I am satisfied that the applicant, _____, a member of _____ Jamaat, meets the criteria laid down by the World Federation of KSIMC to attend the Postgraduate Course in Islamic Studies at The Islamic Institute for Postgraduate Studies, Sayyida Zaynab.

I confirm that the tuition fees for the four year studies will/will not (cross out as appropriate) be paid under my Jamaat scholarship.

Remarks: _____

Jamaat President's Signature: _____

NAME IN CAPITALS: _____ DATE: _____

15. Declaration by the Regional Federation President:

I am satisfied that the nomination of the applicant, _____, meets the criteria of my Federation to attend the Postgraduate Course in Islamic Studies at The Islamic Institute for Postgraduate Studies, Sayyida Zaynab.

I confirm that the tuition fees for the four year studies will/will not (cross out as appropriate) be paid under my Federation scholarship.

Remarks: _____

Regional Federation President's Signature: _____

NAME IN CAPITALS: _____ DATE: _____

Please send the completed form to:

Postgraduate Admissions,
Dar al Tableegh,
Jackets Lane,
Harefield,
Middlesex, UB9 6PZ,
England.

Documents to be provided with the Application Form:

Please ensure all supporting documentation is submitted with your application form:

- Transcripts of each degree, (ie an authorised statement from your university of the courses you took leading to the qualification achieved together with the grades obtained). Please provide photocopies certified by an official of the awarding institution (EU/overseas applicants must provide IN ADDITION, a certain translation of transcripts written in a language other than English.)
- Two references
- English language certificate, where appropriate, a certified photocopy of your English language test result.

Any documentation which you submit in support of your application and which you wish to be returned to you should be clearly marked.

You should note that although the Institute normally returns such documents, it cannot guarantee to do so, nor can it accept responsibility for any loss or damage to them. You should therefore send certified photocopies rather than original documents.

For Official Use Only

This section is to be completed by the Admission Tutor.

Admit to: **Postgraduate Course in Islamic Studies**

Start Date: **September 2007**

Unconditional/Conditional (delete as necessary)

Other comments/instructions: _____

Is the student to be exempted for any modules from the programme? yes no

Is the student to be credited for any modules from another programme? yes no

If yes, please note modules here: _____

Signed: _____

NAME IN CAPITALS: _____ DATE: _____

To be completed by the applicant prior to forwarding to their referee.

Surname: _____

First name(s): _____

Programme Applied for: **Postgraduate Course in Islamic Studies**

The student named above is applying to The Islamic Institute for Postgraduate Studies, Sayyida Zaynab. We would be grateful to receive your opinion of the candidate's qualities and suitability for admission to the programme proposed.

Please supply your reference using the headings given below. please ensure that your reference is written on an official letterhead and authenticated by an official seal or stamp. Attach this form to your reference and place both in a sealed envelope. Pass this envelope to the candidate, who will forward your reference unopened to the Institute.

1. Full name of applicant

2. Intellectual qualities

- a. Present Performance
- b. Future Potential
- c. Do you consider the applicant's degree classification a true reflection of his/her abilities? Please comment on or forecast any examination results.

3. Suitability for chosen programme in terms of:

- a. Personal factors application, independence of mind, creative ability.
- b. Motivation

4. Powers of expression

- a. Please comment on the candidate's ability to express himself/herself orally and in writing.

5. Interests

- a. Please refer to the candidate's contribution to the life of the community of your institution.

6. Other relevant information Please state

- a. The length of time and the capacity in which the applicant has been known to you.
- b. If you are the applicant's present or former employer, please include an outline of responsibilities and an appraisal of competence and initiative.

7. Other information relevant to the candidate's application not covered by the above.

8. Your signature

9. Your title, name and position

Thank you very much for the reference.