

**UNIVERSITY OF ABERDEEN**  
**NOTES FOR APPLICANTS FOR COUNSELLING SKILLS**

These Notes will assist you in completing an Application Form for our Counselling Skills courses.

**IMPORTANT NOTES**

- If using a paper copy of the form, please write clearly in **BLOCK CAPITALS** using **black ink**.
- Please note the deadline date for your application is **Monday 8<sup>th</sup> August 2022**
- Applicants should be aware that they are required to attend 85% of the course so it is important that they are able to start in the first week of teaching.
- If you have any questions or need to make an enquiry about an application you have made, please email: [counsellingskills@abdn.ac.uk](mailto:counsellingskills@abdn.ac.uk)

**APPLICATION FORM**

**PAGE 1**

**Section 1**

Date of Birth: Enter day, month, and year. Dates should be written in this format: 20-Jan-1981

Previous Name: If you have changed your name for any reason (e.g. marriage) please enter your former name(s).

**Section 2**

Course(s) to which Application is being made: Place a cross against the course(s) you wish to register for.

**Details of the admission requirements and the minimum and maximum study period requirements are prescribed in the relevant regulations in the link below:**

[www.abdn.ac.uk/staffnet/teaching/regulations-and-guidelines-417.php](http://www.abdn.ac.uk/staffnet/teaching/regulations-and-guidelines-417.php)

Intended Source of Funding: Please enter whether or not you are self-funding or otherwise, and whether you are applying to SAAS [www.saas.gov.uk](http://www.saas.gov.uk) for a **part-time fee grant**.  
[www.abdn.ac.uk/students/finance/parttime-students.php](http://www.abdn.ac.uk/students/finance/parttime-students.php)

You can find further details on part time funding at [www.abdn.ac.uk/students/finance/index.php](http://www.abdn.ac.uk/students/finance/index.php)

**Section 3**

Contact Address: Write the address to which you want the University to send any hard-copy correspondence. Please let us know if your contact details change.

Permanent Home Address: Please supply your home address if applicable.

Email Address: Please supply an e-mail address which the School can contact you on regarding your application. **Please note that once a registered student of the University of Aberdeen all correspondence will be sent to your University e-mail account. Please make sure you check this account regularly.**

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**PAGE 2**

**Section 4**

Educational and Other Relevant Qualifications: Please list your qualifications in the format given below. If you have not yet finished your current studies or received your final results, you should indicate the date on which you expect to be awarded the qualification. Please just include School, College and University programmes.

Example:

<i>Qualification Title, Subject and Level</i>	<i>Examining Board or University/College/School</i>	<i>Result or Grade</i>	<i>Date of Award or Anticipated Award</i>
Standard Grades/Highers/HNC/HND			
BSc Honours Biochemistry	Delhi University, India	1 <sup>st</sup> Class	7/2007
MSc Pharmacology	Strathclyde University		11/2009

**PAGE 2**

**Section 5**

Employment History: Indicate whether the work was part-time (PT) or full-time (FT). Weekend and vacation work may be included.

Example:

<i>Date From</i>	<i>Date To</i>	<i>Employer</i>	<i>Title and Description of Post (s) held</i>
2/2009	Now	Tesco Supermarket	PT Shop Assistant – checkout and shelf stacking
6/2005	8/2008	Surrey County Council Play scheme	FT Play Supervisor – organising play activities for 35 under 12s for summer play scheme.

**PAGE 2**

**Section 6**

English Language Proficiency: Applicants whose native language is not English need an IELTS (International English Language Testing System, located at [www.ielts.org](http://www.ielts.org)) or TOEFL (Test of English as a Foreign Language, located at [www.ets.org/toefl](http://www.ets.org/toefl)) English Language qualification taken **within 2 years of the programme start date**. Please insert your test score (written and overall scores) and the date of your test. Applicants who have been taught in English for substantial parts of their education may request exemption from providing a language certificate. You should give details in this section. For details of acceptable English Language qualifications, contact the Student Recruitment and Admissions Service [www.abdn.ac.uk/study/](http://www.abdn.ac.uk/study/) or visit: [www.abdn.ac.uk/study/international/english-requirements.php](http://www.abdn.ac.uk/study/international/english-requirements.php)

**PAGE 2**

**Section 7**

HESA Student Identifier: Applies to applicants who have previously studied in a UK Higher Education Institution. This can often be found on your university transcript. If you do not have a record of it, contact your previous Higher Education Institution.

Have you previously been refused admission to study, or continuation of study, other than on academic grounds? Refers only to a refusal from the University of Aberdeen.

**PAGE 3**

**Section 8**

Permanent Domicile: This should be the country that you consider to be your **permanent** home.

Residential Category: Most UK and EU applicants will tick the first box. Non-EU nationals who are claiming UK-fees status must enclose documentary evidence of their residential category in the form of a letter from the

Home Office confirming right to permanent residence in the UK or a copy of the relevant page from their passport.

### **Page 3**

#### **Section 9**

Disabilities: The University needs to know if you have a disability, special need or medical condition which may affect your ability to follow the programme of study, or which may require additional support or specific facilities. The information you provide will not affect any decision about your academic suitability for the programme and is treated confidentially. [www.abdn.ac.uk/students/support/disability-services-3395.php](http://www.abdn.ac.uk/students/support/disability-services-3395.php)

### **PAGE 4**

#### **Section 10**

Referee details:

Please provide **one reference** with your application form. Your referee cannot be a family member but someone who can comment on your suitability to study on this course. Please make the reference relevant and current for this course. Applicants are responsible for ensuring that the references are provided.

***Failure to do so will result in the School being unable to process your application.*** A referee form is included for you to send to your potential referees.

### **PAGE 5**

#### **Section 11**

How did you hear about this Programme? Tick just **ONE** box to indicate how you first heard about the programme.

### **PAGE 6**

#### **Section 12**

Personal Statement: This space provides you with an invaluable opportunity to influence the admissions selectors and explain your motivation in applying for your chosen programme of study. Make sure your statement is clear and relevant.

Declaration: **Please do not forget to sign and date your application form!!**

### **PAGE 7**

Additional Statistical Data Questionnaire (Optional)

**The information on this page is required for statistical purposes only and will not be made available to staff considering the application for admission. Please tick the appropriate boxes.**

Are you a first-generation student: If you are the first person in your household to go to University please insert a cross in the Yes box?