



# Application for Postgraduate Certificate

## Special Skill Senior 申込書



Institute of International Education in London

英国国際教育研究所

Postgraduate Admission Office, Institute of International Education in London, Charlton House, Charlton Road, Charlton, London SE7 8RE, England, UK

Please read the instructions before completing this form.

記入する前に、必ず記入方法についての説明(この用紙の4ページ目にあります)をよく読んでください。

### I Personal Details

1. Surname/Family Name  First Name

Japanese orthography

kanji

katakana

2. Sex  Male  Female (please tick)

3. Date of Birth Day  Month  Year

4. Nationality

5. Place of Birth

6. Present Address

Postcode

Telephone

Fax

E-mail

7. Address for Correspondence (if different from 6. Present Address)

Postcode

Telephone

Fax

E-mail

8. Education and Qualifications

① School : Please give details of secondary school last attended, with address and dates.

Name & Address

from

to

② University/College : Please give details of Universities or Colleges attended and degrees/diplomas obtained or for which you have studied/are studying, with dates and addresses. (This includes any courses/qualifications that you have failed.)

<p>Name &amp; Address</p>  <p>from _____ to _____</p> <p>Degree/Diploma [ _____ ]</p> <p>Main Field [ _____ ]</p> <p>Date of Award [ _____ ]</p>
<p>Name &amp; Address</p>  <p>from _____ to _____</p> <p>Degree/Diploma [ _____ ]</p> <p>Main Field [ _____ ]</p> <p>Date of Award [ _____ ]</p>
<p>Name &amp; Address</p>  <p>from _____ to _____</p> <p>Degree/Diploma [ _____ ]</p> <p>Main Field [ _____ ]</p> <p>Date of Award [ _____ ]</p>

9. Employment: Details of Employment

<p>Company/Organisation Name</p> <p>Occupation</p> <p>from _____ to _____</p>
<p>Company/Organisation Name</p> <p>Occupation</p> <p>from _____ to _____</p>
<p>Company/Organisation Name</p> <p>Occupation</p> <p>from _____ to _____</p>
<p>Company/Organisation Name</p> <p>Occupation</p> <p>from _____ to _____</p>
<p>Company/Organisation Name</p> <p>Occupation</p> <p>from _____ to _____</p>

10. English Language Proficiency

If English is not your native language, have you taken an English Language Test? Yes  No

If yes, please give details:

	Date		Result
IELTS	[	]	[ ]
TOEFL	[	]	[ ]
Eiken (英検)	[	]	[ ]
Other (please state) [	]	[	]

11. Criminal Convictions

Institute of International Education in London has a legal responsibility for the safety of its staff and students. You are therefore required to state below whether or not you have any criminal convictions, excluding minor motoring offences. Please tick either the 'Yes' or the 'No' box to indicate your situation. If you tick the 'Yes' box, you may be required to provide details of any convictions. Previous criminal convictions will not automatically affect your admission to the Institute.

Yes  No

II Programme Details

12. Application for: Postgraduate Certificate – Special Skill Senior PGC-SSS (start from Month:  Year:  )

13. When would you like to take Unit 2? In 2010  In 2011

III Declaration

14. The following certificate must be signed

- a) I certify that statements made by me on this form are correct.
- b) I confirm that, if admitted to the Institute, I will conform to the Institute regulations.

UK Data Protection Act 1998:

I agree to Institute of International Education in London processing personal data contained on this form or other data which Institute of International Education in London 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 premises of Institute of International Education in London or any other legitimate purpose.

Signature of applicant

Date

## The Instructions

### 記入方法

1. Surname/Family Name = アルファベットで姓を記入. 証書等の表記になるので要注意.  
First Name = アルファベットで名を記入. 証書等の表記になるので要注意.  
Japanese orthography = 日本語表記で氏名を記入. その読みをカタカナで記入.
2. 男性(male)か女性(female)かのいずれかをチェック(✓).
3. 誕生日を日/月/年の順に記入. 年は1973年生まれなら73と記入. 必ず西暦で記入すること.
4. 国籍 例) Japanese
5. 生まれたところ. 例) 京都
6. 現住所. 日本在住者は日本語で記入. 漢字には読み仮名をカタカナで記入. 日本国外在住者はアルファベットで記入.
7. 連絡先(もしも 6. 現住所と異なる場合). 日本国内の住所は日本語で記入. 漢字には読み仮名をカタカナで記入. 日本国外の住所はアルファベットで記入.
8. 学歴および資格. 日本語で記入. 日本国外の教育機関卒業者はアルファベットで記入.
  - ① 出身高等学校(あるいは中学校)の学校名と住所(都道府県名のみ)および在学期間
  - ② 出身大学(あるいは短期大学や専門学校)の学校名と住所(都道府県名のみ)および在学期間. 該当しない場合は記入の必要なし. 中途退学(中退)等の場合はその旨を記入.  
Degree/Diploma = 学位や資格等. 例) BA(学士), MA(修士), PhD(博士)  
Main Field = 学部・学科・専攻  
Date of Award = 卒業年月日
9. 職歴. 機関名・会社名と職務および在職期間を記入. 日本語で記入.
10. 英語力  
英語が母語でない場合で、英語の能力試験を受けたことがある場合は Yes をチェック(✓)、受けたことがない場合は No をチェック(✓).  
Yes をチェック(✓)した人は、その詳細(試験の名称/期日/その結果)を記入.
11. 犯罪歴  
もし何らかの犯罪歴がある場合は、Yes をチェック(✓)、ない場合は No をチェック(✓). 些細な交通違反等は含まない. 詳細については出願書類に添付し、提出すること.
12. 入学を希望する時期. 入学(Unit 1 受講開始)を希望する年月を記入.
13. Unit 2 受講時期. Unit 2 受講を希望する時期をチェック(✓).
14. 下記の二点について確認し、署名および期日を記入.
  - a) 出願書類には偽りがないこと
  - b) 入学が許可された場合は、研究所の規定に従うこと

以上