



UNIVERSITY  
*of York*

Europe Campus

**CITY College**



**Undergraduate  
Application Form**

# Getting your application right

1. Read this section carefully before you start.
2. Fill in all relevant sections of the form. Please write in CAPITALS using BLACK INK.
3. Don't forget to give us your photo in electronic format.
4. Email your completed form and supporting documents to [admissions@york.citycollege.eu](mailto:admissions@york.citycollege.eu) or upload them using the on-line application form in our website. Remember that you may be required to submit the hard copies of your documents.

## Remember:

- If you need extra copies of the paper form, you can download them from our website.  
Note: General Data Protection Regulation (GDPR) - The information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

## Filling in the form

### General Instructions

You may find here instructions on how to fill in the various sections of the application form. Not all sections have specific instructions, as most of them are self-explanatory. Please find below the ones that need your attention.

#### A. Personal details

Please give your name as it appears on your passport or ID Card. If your forename and family name are not clear, your application could be delayed.

#### B. Contact details

The College will address all correspondence through the address provided in Section B. It is essential that the College is notified of any change of address/email at the earliest opportunity.

#### C. Programme of study details

Please indicate the mode of attendance by which you wish to study (e.g. 3 years, 4 years).

#### D. Funding details

In order to be informed about tuition fees, you may contact the College directly.

#### E. Previous education

Our minimum entry requirements are listed in our prospectus and on our website. If you are not sure your qualifications are suitable, contact the Admissions Office before you apply. Applicants are strongly encouraged to supply additional information to support their application. Please use this section to include this information, and continue on a separate sheet if necessary.

#### F. English language details

We use the information you give us to decide whether or not you meet the English language requirements for your chosen course. A list of the English language qualifications and the minimum grades we accept can be found on our website. If you don't have one of the qualifications listed, we may offer you a place on the condition that you submit an acceptable language certificate before the commencement of the course.

All applicants should attach copies of the results of any English language examinations undertaken (please check our admissions requirements). Please include results of any examinations undertaken during any on going studies (e.g. year 1 or year 2 results of a current degree course). CITY's reference code for the TOEFL test is 7234. All copies of English language qualifications should be certified.

#### K. Checklist

It's important that you send your supporting documents with your completed form. We may not be able to process your application without them. If for any reason you can't send your documents with your form, use the checklist in section K to let us know when we can expect them. It's especially important to send copies of transcripts and certificates of your qualifications as soon as possible.

You can scan your documents and send them by e-mail to: [admissions@york.citycollege.eu](mailto:admissions@york.citycollege.eu)

Make sure you put your full name and the course you're applying for at the top of the e-mail. Remember, if you are offered a place, you may be required to bring the original documents with you when you register.

#### Deadlines

Most undergraduate courses have no deadline for applications, unless you're applying for a specific scholarship. However, entry to all courses is competitive. To increase your chance of an offer, you should apply as early as possible. Applying early gives you more chances to be accepted.

## What happens after we receive your application?

1. As soon as we get your application, it is processed and assessed by the Admissions Office and the relevant academic department.
2. When the assessment is complete and a recommendation is made, we notify you through email.

### **How long does it take?**

The Admissions Office will try to send you a decision as quickly as possible. The process usually takes up to two weeks. Remember, if you send/email supporting documents separately, this can delay the decision.

### **What can I do to speed things up?**

1. Applicants are required to send all documents (application form, supporting documents etc.) through email or upload them using the on-line application form on our website. You may be required to submit hard copies of the above documents and this may be done via airmail or courier or submit them to our representative office in your country.
2. If your postal or email address changes, please let us know straight away. Contact us at the address below.

## Admissions contact details

### **CITY College, University of York Europe Campus**

Admissions Office

24, Proxenou Koromila st.

546 22, Thessaloniki

Greece

Email: [admissions@york.citycollege.eu](mailto:admissions@york.citycollege.eu)

[www.york.citycollege.eu](http://www.york.citycollege.eu)



**For Admissions Office use:**

Registration no:

Registration status:

# Undergraduate Application Form.

Affix a current photograph and provide three more

Use this application form to apply for a Undergraduate Course. All sections should be filled in by all applicants.

## Section A: Personal details

It is important that you provide these details as they are shown on your ID card / passport.

1. Surname / Family name: \_\_\_\_\_
2. Forename(s): \_\_\_\_\_
3. Title: Mr  Ms  Miss  Mrs
4. Father's name: \_\_\_\_\_  
Mother's name: \_\_\_\_\_
5. Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Place of birth: \_\_\_\_\_
6. Gender: Male  Female
7. Marital Status: Married  Single
8. Nationality: \_\_\_\_\_
9. ID card No (for Greek applicants):  
Date of Issue: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issued by: \_\_\_\_\_  
Passport No (for non - Greek applicants):  
Date of Issue: \_\_\_\_/\_\_\_\_/\_\_\_\_ Valid until: \_\_\_\_/\_\_\_\_/\_\_\_\_ Issued by: \_\_\_\_\_

## Section B: Contact details

Unless dates are specified, CITY College will use this correspondence address for all correspondence.

- |  |   |
|--|---|
| 10. Permanent (home) address: _____<br>_____<br>_____<br>Post Code: _____<br>Tel. No.: _____<br>Mobile phone no. _____<br>Email: _____<br>Dates when contactable at this address:<br>From ____/____/____ to ____/____/____ | 11. Correspondence address (if different): _____<br>_____<br>_____<br>Post Code: _____<br>Tel. No.: _____<br>Mobile phone no. _____<br>Email: _____<br>Dates when contactable at this address:<br>From ____/____/____ to ____/____/____ |
|--|---|

Please notify CITY College of any change of address as soon as possible, to ensure that any correspondence reaches you.



## Section F: English language details

This information will be used to determine whether you already meet our minimum English language requirements or whether you will need to take an additional English language test.

20a. Is English your first language? Yes  No

20b. Was your previous education undertaken in English? Yes  No

21. If No, please state the language in which you were educated: \_\_\_\_\_

22. Please state your native language: \_\_\_\_\_

Please list and attach certificates/transcripts of any English language qualifications you possess:

| Qualification | Awarding body | Overall grade/score | Date of Award |
|---------------|---------------|---------------------|---------------|
| _____         | _____         | _____               | _____         |
| _____         | _____         | _____               | _____         |
| _____         | _____         | _____               | _____         |
| _____         | _____         | _____               | _____         |
| _____         | _____         | _____               | _____         |
| _____         | _____         | _____               | _____         |

Please give details of Certificates to be acquired or for which you are awaiting results\*:

\*CITY College's reference code for the TOEFL test is 7234

## Section G: Employment details (if applicable)

23. Please provide details of employment:

From \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Position held: \_\_\_\_\_

Name and address of employer: \_\_\_\_\_

Key Responsibilities: \_\_\_\_\_

From \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Position held: \_\_\_\_\_

Name and address of employer: \_\_\_\_\_

Key Responsibilities: \_\_\_\_\_

## Section H: Interests and Hobbies

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Section I: Family information

24. Father's name: \_\_\_\_\_

\_\_\_\_\_

Profession: \_\_\_\_\_

\_\_\_\_\_

Father's education: \_\_\_\_\_

\_\_\_\_\_

Job address: \_\_\_\_\_

\_\_\_\_\_

Tel. No.: \_\_\_\_\_

25. Mother's name: \_\_\_\_\_

\_\_\_\_\_

Profession: \_\_\_\_\_

\_\_\_\_\_

Mother's education: \_\_\_\_\_

\_\_\_\_\_

Job address: \_\_\_\_\_

\_\_\_\_\_

Tel. No.: \_\_\_\_\_

**Section J: Marketing Information**

26. It would be helpful if you could indicate where you heard about CITY College, University of York Europe Campus by ticking the appropriate box:

|                               |                          |  |       |
|-------------------------------|--------------------------|--|-------|
| Advertisement                 | <input type="checkbox"/> | (please specify)   | _____ |
| Educational Fair              | <input type="checkbox"/> | (please specify)   | _____ |
| Internet search               | <input type="checkbox"/> | (please specify)   | _____ |
| Personal recommendation       |                          |  | _____ |
| by friends/alumni /other      | <input type="checkbox"/> | (please specify)   | _____ |
| I am a CITY College alumnus/a |                          | Yes <input type="checkbox"/> No <input type="checkbox"/> | _____ |
| Other                         | <input type="checkbox"/> | (please specify)   | _____ |

27. It would be helpful if you could let us know which other Universities/ Colleges /Institutions you have applied to:

| University / College /Institution | Course title |
|-----------------------------------|--------------|
| _____                             | _____        |
| _____                             | _____        |
| _____                             | _____        |

**Section K: Checklist**

28. Please indicate which of the following items you have sent with your application or plan to send.

|  |                                   |                             |                                  |
|--|-----------------------------------|-----------------------------|----------------------------------|
| Certified Copy of the High School Leaving Certificate        | Enclosed <input type="checkbox"/> | Will be sent within 2 weeks | Will be sent by: ___ / ___ / ___ |
| Certified Translation of the High School Leaving Certificate |                                   |                             |                                  |
| English Language Test Scores /Certificate                    | Enclosed <input type="checkbox"/> | Will be sent within 2 weeks | Will be sent by: ___ / ___ / ___ |
| Copy of passport or ID                                       | Enclosed <input type="checkbox"/> | Will be sent within 2 weeks | Will be sent by: ___ / ___ / ___ |
| Photograph   | Enclosed <input type="checkbox"/> | Will be sent within 2 weeks | Will be sent by: ___ / ___ / ___ |
| Registration Fee Payment Slip                                | Enclosed <input type="checkbox"/> | Will be sent within 2 weeks | Will be sent by: ___ / ___ / ___ |
| _____  | Enclosed <input type="checkbox"/> | Will be sent within 2 weeks | Will be sent by: ___ / ___ / ___ |
| _____  | Enclosed <input type="checkbox"/> | Will be sent within 2 weeks | Will be sent by: ___ / ___ / ___ |
| _____  | Enclosed <input type="checkbox"/> | Will be sent within 2 weeks | Will be sent by: ___ / ___ / ___ |

## Section L: Declaration

29. All decisions by the College are made in good faith on the basis of the information you provide in your application form. If we discover that you have made a false statement or have failed to provide significant and relevant information, we are entitled to withdraw or amend the offer, according to the circumstances. You may even be required to withdraw from the course if you have already started it. In accordance with General Data Protection Regulation (GDPR), the information contained in this application will be used for the purpose of processing your application and, if you are admitted, will form the basis of your student record.

**I confirm to the best of my knowledge that the information I have provided in this application is complete and accurate. I understand that any offer of admission as an undergraduate student that I may receive, will be based upon the information given in this form, and that if I am found to have given false information, the offer may be withdrawn.**

**I understand that the information supplied on this form will be retained by CITY College, University of York Europe Campus and will be used for the purpose of processing my application and collecting feedback on the admissions process. In addition, application data may be used for research purposes to better understand general recruitment and admissions administration including the analysis of applicant numbers and trends to improve the student experience and for strategic planning purposes.**

**Data will not be used in a way that identifies any individual and will be managed in accordance with the General Data Protection Regulation (GDPR). In the event that my application is successful, I understand that the information will form part of my student record. If admitted to the College, I agree to abide by the Regulations of CITY College being in force at the moment.**

I authorise the college to use photographs taken from social or other college activities, in which I might appear, for promotional purposes Yes    No

Signed: \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please return the completed form to:

**CITY College, University of York Europe Campus**

Admissions Office

24, Proxenou Koromila st.

546 22, Thessaloniki

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[www.york.citycollege.eu](http://www.york.citycollege.eu)