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Director:

Dr Christine Humfrey BA MEd PhD ACIS
FRSA

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Dear

I am writing to you as Director of the International Office at The University of Nottingham to say that we would welcome your application for postgraduate study at this University and will do all we can to help to progress and finally to assist you in gaining one of the 20 University of Nottingham full tuition fee scholarships for postgraduate study in **Education, Economics, Business Studies, Law and Computer Science** at the University beginning in September 2007.

You may already know that we have 14 students from Serbia currently studying with us and I am attaching a copy, not only of the scholarship flyer, but of their photograph taken when I last met with them earlier this year. You may believe that the application process to a university in the UK is a complex one but I am writing to tell you that this is not the case and if you follow the guidelines written below your application should be handled efficiently and a response made to you quickly. Much depends on the way in which you complete the application form – a fully completed application will stand far more chance of success.

You should apply on the University postgraduate application form to be found at <https://pgapps.nottingham.ac.uk/> for a place on the course in question. I remind you again that scholarships are *only* available in the five subject areas listed above. If you want to apply to other programmes offered by the University of Nottingham you may do so but they will not be funded by a scholarship. If you have difficulty accessing the electronic application form, or downloading it, I will send hard copy applications and, indeed, have put several of these in the post to the Palace and to the British Council. It is not a complicated form but you will see that not only do we need evidence of your academic attainment or likely academic attainment, but also your success in an English Language Test. In order to prove this success you must gain the required level on the IELTS or the TOEFL programme. The British Council in Serbia is working closely with us over the provision of the English Language Test and has already published dates telling students when the test can be sat and when the results of the test will be available. We may offer you a conditional place if you do not have your English Language Test score ready by the time you fill in the application form. You must have evidence of the right level of English before you come to the UK.



As I understand it you may feel some reluctance to complete an academic postgraduate application before you know about the results of the scholarship. Please don't worry about this as this is the normal procedure. As soon as your completed academic application has been logged on our application database and you have been made an offer, then you will find that you can apply for the scholarship.

I know that the closing date for the scholarships is, as you can see, 5th May 2007 and in order to help you through this process, this year, I am prepared to move this back by two weeks until 19th May 2007 in order that those of you who have not yet completed application forms can do so. This new closing date of 19th May should give you plenty of time to send in your postgraduate academic application, to get the result and then to apply online for the scholarship.

The International Office has a colleague with responsibility for Serbia and Serbian relationships and her name is Alexandra Broekema, email: Alexandra.broekema@nottingham.ac.uk You will have heard that she has been unable to visit Serbia on the dates already arranged and in the meanwhile I will be looking after email correspondence relating to the Serbian scholarships at Nottingham. When Alexandra returns she will, of course, take this over.

As well as the Serbian students who are already registered here we have received applications from another 20 students for 2007 and hope that others of you may chose to apply for both a place and a scholarship.

With good wishes



Dr Christine Humfrey
Director
International Office