



GUIDANCE NOTES

Documents to be attached with the Application Form

- Two academic references and Personal Statement (200 words or more)
- Copies of all academic transcripts and/or certificates degrees
- Copy of Passport
- Two recent passport size photographs
- If you need a student visa, a security deposit of AED 7,000 which will be refunded if your visa is not granted or on completion of your studies

How to write a 'Personal Statement'

A personal statement is your chance to tell the university why you are applying for this programme, and why they should want you as a student. The admissions officer will want to know why you are interested in the programme you have applied for and what you hope to do after your studies. A good personal statement is important and should help to persuade an admissions officer to offer a place. In many cases, applicants are not interviewed, so this may be your only chance to make a cause for your admission.

There is no set format for a personal statement. Consider carefully the information you given to support your application and the best way to present it effectively. Remember, you must be truthful and accurate in what you write. It is up to you how you write your statement but we suggest you include some or all of the following points:

- Why you have chosen the programme(s) you have listed?
- What interests you about your chosen subject? Include details of what you have read about the subject.
- Why do you want the British learning experience and British qualification?
- Why do you want to study in Dubai?
- What career plans do you have for when you complete your course?
- Any job, work experience, placement or voluntary work you have done or applied for particularly if it is relevant to your subject. You may want to describe the skills and experience you have gained from these activities.
- Any subject studied for which you do not have formal assessment.
- Your social, sports or leisure interests.

If the space provided is insufficient, you can attach extra pages. Just ensure your statement is precise and clear. If you wish to send more information, a CV is a good way to submit this. Please attach your CV to the application form if you feel it is appropriate.

How to write a 'Reference'

You should write the reference? The person who writes a reference for you should know you well enough to write about you and to judge if you are suitable for higher education. We will not accept references from family, other relatives or friends. You must have a full written reference: the name and address of the referee are not enough. If you are at school or college, or you have only left recently, you should ask your Head Teacher, Principle or an appropriate teacher or tutor to write your reference.

If you are a mature student, you should ask a responsible person who knows you. This could be an employer, training officer, career officer, a teacher on a recent relevant further education course, or a senior colleague in employment or in voluntary work.

Guidance for referees: We would appreciate if you could use your letterhead paper. Please give an assessment of the suitability of the applicant for the higher education programme(s) they have applied for, and where possible, include the following points:

- Existing achievement, with particular reference to subject relating to the programme(s) for which they have applied.
- Potential, including predicted results or performance.
- Motivation and commitment towards the chosen course(s).
- Any relevant skills and/or achievement, whether certified or not.
- Powers of analysis and independent thought.
- Any factors which may have affected, or will affect in the future, their performance, for example personal circumstances, performance under pressure, etc...
- Information about any special needs and other requirements.

Documents required for application for student visa (to be submitted to the Dubai authorities by Middlesex University Dubai on behalf of students who need a student visa after admission has been confirmed):

1. Student enrollment contract copy (Provided by Middlesex University Dubai).
2. Proof of funds (AED 30,000).
3. Visa fee of AED 1,000 for a visa which is valid for one year (The fee for extension of student visa is AED 700 for every additional year).
4. Approval from Knowledge Village office (Provided by Middlesex University Dubai).
5. Two passport copies including the personal details page.
6. Eight passport size photographs.

If you have any queries or concerns with regards to your application please email us at: info@mdx.ac

For Dubai Campus use only

Please complete this form in BLACK INK & BLOCK LETTERS

Return to:
Middlesex University Dubai
Block 16, Knowledge Village
P.O. Box 500697
Dubai - United Arab Emirates
Tel: +971 4 367 8100
Fax: +971 4 367 2956
Email: info@mdx.ac
www.mdx.ac

Regional Office No. If applicable	
Middlesex University Ref. No.	

Surname/Family name	Do you need a student visa to study in Dubai? (Full - Time Only) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Title: Mr/Mrs/Miss/Ms/Other	Payment of fees: Who will pay your fees?		
First Name(s)	<input type="checkbox"/> Family Member		
Previous surname (if changed)	<input type="checkbox"/> Self		
Date of birth (dd/ mm/ yy)	<input type="checkbox"/> Employer (Please give full name of the company)		
Gender (please tick) <input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Other (please give details)		
Telephone (home) Telephone (work)	Postal Address for correspondence		
Fax: Cell phone/Mobile	Permanent Address (if different from above)		
Nationality			
Country of Birth			
Country of Permanent residence	Email		
Special needs (Please state briefly if you have any disability or condition which requires special facilities) / health problems			
How did you find out about us? (Please specify)		Which school did you graduate from?	

Programme applied for: (If applying for more than one programme, please list in order of preference)			
Programme title	Mode of study (Full time / Part time)	Proposed start date	Study year

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