

FOR OFFICE USE ONLY

Fee paid: _____ App No: _____
 NSE: _____ Ack: _____



Please staple
two recent
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sized photos
here

You can also apply online at www.gsmd.ac.uk/apply

APPLICATION FORM – SEPTEMBER 2010 ENTRY

Instructions: You should read all the enclosed Explanatory Notes before completing your application. They are an essential guide to completing your form accurately and correctly. If your application form is not completed correctly there may be some delay in processing your application. Please complete in CAPITAL LETTERS and in black or blue ink.

1 Personal Details

Title (e.g. Mr, Mrs, Miss, Ms) _____	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Age at start of programme _____	Date of Birth (Day/Month/Yr) _____
First Name _____	Middle name(s) _____
Surname _____	Professional or Other Name(s) _____
Home Address (Permanent Address) _____	Correspondence Address (if different) _____
_____	_____
_____	_____
Country _____	Country _____
Home Postcode / Zip code _____	Correspondence Postcode / Zip code _____
Home Telephone Number _____	Mobile Number _____
Email (please write clearly) _____	_____

2 Programme

Full-time Undergraduate

BA (Hons) Acting

BMus (Hons) Music Classical Jazz Principal Study/Voice type: _____

BA (Hons) Technical Theatre Arts (previously referred to as BA (Hons) Stage Management and Technical Theatre)

Postgraduate Please note that MMA/DMA applicants should apply through City University (www.city.ac.uk)

Drama MA Acting MA Training Actors (Part-time) Movement Voice

This programme is designed to train voice and movement teachers to work in the acting profession and is not a Postgraduate Acting Programme.

Music All PG music applicants: Please indicate your instrument/voice type _____

All PG music applicants: Please indicate your preferred mode of attendance Full-time Part-time

MA Music Therapy Collaborative MMus for New Audiences and Innovative Practice

Guildhall Artist Programme Composition Leadership Performance (please select a syllabus below)

Syllabus: Chamber Music Jazz Advanced Instrumental Studies Orchestral Studies

Vocal Studies Vocal Studies/Opera Opera Historical Performance Repertoire Accompanist

DMus Composition

3 Other Personal Details

a) Nationality/Country of Domicile

Nationality _____

Dual Nationality (optional) _____

Main Country of Domicile for the last 3 Years _____

Date of most recent entry into the EU (if applicable) _____

If not EU national, date of original entry into EU _____

If not EU national, have you been granted permanent EU residence? Yes No

b) Disability

If you have any special requirements due to a disability or a long term medical condition we would like to know about this so we can try to offer facilities which meet your needs for your audition/interview and for studying at the school. The interview/audition panel may wish to discuss the information you provide here to ensure we understand what adjustments the School may need to make if you are successful. Please note that this information will not affect the academic decision made during your audition/interview.

If you prefer to discuss this in confidence you can contact the Student Services Office on +44 (0)20 7382 7219.

Please provide information below about your disability or long term medical condition and any special arrangements you would need for your audition/interview or for studying at the School.

c) Emergency Contact Details

Emergency contact name _____ Emergency contact number _____

Emergency contact relationship to applicant _____

d) Other Applications

Have you applied to the Guildhall School before, or studied here? No Yes (Please give details below)

When (Date: Month/Year)? _____ What Programme(s)? _____

Have you applied to other music or drama schools or universities for entry in September 2010? No Yes (Please give details below)

Institution Name (s)	Programme(s)
_____	_____
_____	_____
_____	_____

e) Other

Acting only: Please indicate any dates you are unavailable for audition. _____

Music only: Name, town, country of current principal study teacher _____

Audition: Please indicate if you would like to be considered for audition outside London USA: New York (Music/Acting) USA: Los Angeles (Acting) UK: Newcastle (Acting)

4 Qualifications

4a Places of Education

Please list schools and places of further and higher education attended from age 11

Institution Name and Country	Date started (Month/Yr)	Date Completed (Month/Yr)

4b GCSEs (Undergraduate UK Applicants Only)

Please summarise your GCSEs in the format Subject1/Grade1/Date achieved1, Subject2/Grade2/Date achieved2 etc

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4c School and Further Education

Highest school leaving or further education qualifications such as AS level, A levels, International Baccalaureate, BTEC. Include qualifications you are currently working towards (with predicted grades if available) as well as qualifications you have already completed.

If you hold an international qualification please list the full title – do not try to translate it.

Qualification Type (e.g. A level)	Subject	Grade	Actual (A) or Predicted (P)	Date Achieved (Month/Yr)

4d Higher Education

Highest university/conservatoire level qualifications such as Degrees, Postgraduate Diplomas, Masters etc. Include qualifications you are currently working towards as well as qualifications you have already completed. If you will only complete part of a qualification by the time you enter the Guildhall School (e.g. year one of a three year degree) please list in section 4e with any additional information that may be of use. If you hold an international qualification please list the full title – do not try to translate this.

Qualification Type	Subject	Grade	Actual (A) or Predicted (P)	Date Achieved (Month/Yr)

4e Other Qualifications

Please use this section to provide information about any other qualifications and certificates that you hold eg highest graded instrumental exams

4f English Language

Is English your first language?

No

Yes (please go to Section 5)

If English is not your first language, please provide any other information about your English Language ability here

If no, do you have any English Language qualifications (e.g. IELTS, TOEFL)?

No

Yes (Please give details and scores

5 Employment/Work Experience

Employer and Nature of Work (e.g. paid, voluntary)	Date Started (Month/Yr)	Date Finished (Month/Yr)	Job Title	Details

6 References

All applicants should provide the contact details of two referees here. Applicants for the BA Stage Management & Technical Theatre, MA Training Actors, and Composition programmes are also required to submit references with their application (see supplementary sheet), one of which should be academic.

	Referee 1	Referee 2
Name	_____	_____
Professional Status	_____	_____
Capacity in which referee knows you	_____	_____
Telephone No	_____	_____
Address Line 1	_____	_____
Address Line 2	_____	_____
Address Line 3	_____	_____
Address Line 4 (Postcode/Country)	_____	_____

7 Personal Statement

7a Personal Statement Part A (Part A is not applicable to Acting applicants)

Please refer to explanatory notes for programme-specific guidance

BOX 1

BOX 2

7b Personal Statement Part B (This is applicable to all applicants)

Please use a maximum of 250 words to support your application. Please refer to the explanatory notes for programme-specific guidance

Declaration

I agree to the Guildhall School of Music & Drama processing personal data contained in this form, or other data which the School may obtain from me or other people, for purposes connected with my studies, my health and safety or for any other legitimate reason. To comply with statutory and Government requirements, data may be disclosed to external agencies such as: City University, Conference of Drama Schools, Council Tax Registration Officers, Higher Education Funding Council for England, Higher Education Statistical Agency, Home Office, National Council for Drama Training, Student Loans Company, Transport for London, UK Border Agency.

The Guildhall School of Music & Drama is a department of the City of London Corporation. The management of data is informed by the City of London's Data Protection Policy which is available through the Chamberlain's Department, Guildhall, London.

I confirm that the statements made by me on this form are correct. The Guildhall School reserves the right to withdraw or amend any offer made or terminate any subsequent registration should the statements be found to be incorrect.

Signature _____ **Date** _____

EQUAL OPPORTUNITIES FORM

Completing this part of the application is compulsory, however the information you provide here is confidential and **will not be used as part of the audition/interview process.**

To comply with statutory and Government requirements, data may be disclosed to external agencies such as: City University, Conference of Drama Schools, Council Tax Registration Officers, Higher Education Funding Council for England, Higher Education Statistical Agency, Home Office, National Council for Drama Training, Student Loans Company, Transport for London.

First Name _____ Date of Birth _____
Surname(s) _____ Programme _____

1 Ethnicity Monitoring

Please tick one of the following boxes to identify your ethnicity. This data will be used to help us evaluate our services and plan for future provision:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> White (10) | <input type="checkbox"/> Black or Black British – Caribbean (21) | <input type="checkbox"/> Asian or Asian British – Indian (31) | <input type="checkbox"/> Mixed - White and Black Caribbean (41) |
| <input type="checkbox"/> Irish Traveller (14) | <input type="checkbox"/> Black or Black British – African (22) | <input type="checkbox"/> Asian or Asian British – Pakistani (32) | <input type="checkbox"/> Mixed - White and Black African (42) |
| <input type="checkbox"/> Chinese (34) | <input type="checkbox"/> Other Black background (29) | <input type="checkbox"/> Asian or Asian British – Bangladeshi (33) | <input type="checkbox"/> Mixed - White and Asian (43) |
| <input type="checkbox"/> Information refused (98) | <input type="checkbox"/> Other Ethnic Background (80) | <input type="checkbox"/> Other Asian Background (39) | <input type="checkbox"/> Other Mixed background (49) |

2 Disability Monitoring

If you have any special requirements due to a disability or long term medical condition please let us know full details **on the application form** so we can try to offer facilities which meet your needs. If you prefer to discuss this in confidence you can contact the Student Services Office on +44 (0)20 7382 7219. Data on this page will be used to help us evaluate our services and plan for future provision and also to prompt Student Services to contact you with advice and support if you are offered a place.

Do you consider you have a disability or long-term medical condition? If so, please specify which using the tick boxes and further details box below: Yes No

Please tick one of the following boxes if you wish to declare a disability or long term medical condition

- | | | |
|--|--|---|
| <input type="checkbox"/> Dyslexia (1) | <input type="checkbox"/> Blind/partially sighted (2) | <input type="checkbox"/> Deaf/hearing impairment (3) |
| <input type="checkbox"/> Wheelchair user/mobility difficulties (4) | <input type="checkbox"/> Personal care support (5) | <input type="checkbox"/> Mental health difficulty (6) |
| <input type="checkbox"/> Unseen disability (7) | <input type="checkbox"/> Multiple disability (8) | <input type="checkbox"/> Other disabilities (9) |
| <input type="checkbox"/> Autistic spectrum disorder (10) | | |

Are you in receipt of a disability allowance? Yes No

3 Criminal Convictions Declaration

To help the Guildhall School reduce the risk of harm or injury to their students all applicants must let us know if they have any unspent criminal convictions. Please see Explanatory Notes.

For the Music Therapy and Leadership programmes all successful applicants are required to undergo a Criminal Records Bureau check and register with the Independent Safeguarding Authority. Applicants should be aware that due to the nature of the programme this will also disclose spent criminal convictions.

Do you have an unspent criminal conviction? Yes No

Signature _____ Date _____

APPLICATION PAYMENT FORM

Before completing this form please read the Explanatory notes. This form is for audition/interview payments by credit/debit card or by cheque/bank draft/postal order.

Your application will not be processed unless payment is received.

First name _____ Date of Birth _____
 Surname(s) _____ Programme _____

1 Payment Amount

Please tick the payment amount you have enclosed

£20 BA Stage Management and Technical Theatre
 £45 BA/MA Acting MA Training Actors
 £70 Music programmes
 £125 Music - New York auditions only

2 Payment Method

Please tick which method of payment you are using to pay the application fee.

- Credit/debit card (Please complete **all** the details below)
- Sterling cheque/bank draft/postal order (Please write your name, programme and date of birth on the reverse and staple to this form)

3 Payment by credit/debit card

The Guildhall School of Music & Drama accepts payment by the following credit/debit cards: Maestro, Mastercard, Solo, Switch, Visa, Visa Delta, Visa Electron.

Card number

Start date / Expiry date /

Issue number (Solo and Switch only)

Cardholder's name _____

Cardholder's house number _____

Cardholder's postcode/Zip code _____

Cardholder's contact number _____

Amount payable (in sterling) £

I authorise the Guildhall School of Music & Drama to debit my *Maestro/Mastercard/Solo/Switch/Visa/Visa Delta/Visa Electron *credit/debit card (*please delete as applicable) by the amount payable above.

Signature _____ Date _____

Please enclose this form with your application.
Applications received without an application payment will not be processed.

REFERENCE FORM

Only required for applicants for the BA Stage Management & Technical Theatre, MA Training Actors and Composition programmes. Please give this form to your referees to complete and enclose with your application. One reference should be academic. (Applicants for other programmes should list their referees contact details on the Application Form and do not need to supply references with their application.)

Dear Referee

The Guildhall School of Music & Drama would be pleased to receive your opinion of this applicant's suitability for a place at this School. The practical nature of the programmes means that students will be involved in long and intensive preparation, practice and rehearsal periods. They will have to work as members of a team or in groups but also be able to organise their own time and work without supervision.

Details of the programmes and their entry requirements are available on our website www.gsmd.ac.uk

Referee's Name _____	Professional Status _____
Capacity in which referee is known to the Applicant _____	
Referee telephone no _____	Referee email address _____
Applicant's name _____	Programme: _____
Referee Statement:	

Signature: _____ **Date:** _____

We would prefer that references are included with the application form, however if this is not possible, please post directly to Registry (Admissions), Guildhall School of Music & Drama, Silk Street, Barbican, London, EC2Y 8DT

Additional requirements for Collaborative MMus for New Audiences and Innovative Practice

Please find below addendum to application form instructions for **Collaborative MMus for New Audiences and Innovative Practice for applicants only**. Please include all supplementary material with your application form since your application will not be processed without it.

The selection procedure will be as follows:

- a first round of selection based on the Motivation Letter, Study Plan, Curriculum Vitae and CD/DVD Presentation.
- a second round, consisting of a workshop, musical presentation, and interview.

1 Motivation Letter

This replaces section 8 of the application form

Please write a letter (maximum 3 A4 pages) to explain your motivation for applying for the programme. Include:

- your musical experiences to date and how these have led to your decision to apply for the programme,
- the skills you would bring to the programme,
- what you imagine your contribution would be to the programme,
- how your life as a professional musician might look in five years time and the role the programme would play in reaching this goal.

2 Study Plan

In the brochure you will find information about the curriculum, with links to the websites of the programme and the various institutions. Based on this information, please write a study plan (maximum 3 A4 pages), including information about:

- the main focus of your activities in the programme (ensemble, collaborative practice, cross-sector settings),
- your current thoughts about where you want to study during the period abroad and why,
- which electives you plan to take during the programme, and why you want to take those electives,
- on which developmental aspects you would particularly like to receive coaching and guiding,
- the direction in which you envisage your final project taking.

3 Curriculum Vitae

Please put together a curriculum vitae on 2 pages:

- page 1 contains the usual most important facts about yourself: name et cetera, studies, work experience,
- page 2 describes the activities you have undertaken in your life (musical as well as non-musical) which are in some way connected to the goals of the programme Collaborative MMus in New Audiences and Innovative Practice.

4 Presentation on CD/DVD

Please create a CD/DVD containing work of yourself, enabling us to judge your capabilities as a musician. The CD/DVD should at least contain a recording of music making at your highest artistic level on your main instrument(s) (or, for composers, a recording of recent original work to supplement the portfolio). The CD/DVD may also contain other musical activities, such as leading workshops, ensemble work etc.

Explanatory Notes – Application Form

Introduction

Getting Information: The website and the Prospectus: The website version of the prospectus contains full programme and audition/interview details which you will need in order to complete your application form. The printed prospectus may be ordered through the School's website, www.gsmd.ac.uk/Prospectus or by phoning +44(0)20 7628 2571.

Audition or Interview Requirements: Information about audition/interview requirements can be found on www.gsmd.ac.uk by following the relevant links. Overseas applicants for Music, resident in a non-EEA country, may audition by means of a recording (non returnable). **Entry with advanced standing:** Applicants for direct entry to the second or third year of the BMus programme should enclose a covering letter with their application explaining their reasons for transferring.

Closing dates for Applications: The application closing dates are listed on the School's website www.gsmd.ac.uk/apply and in the current prospectus. After the given application deadline for a programme, information about whether late applications for particular programmes are accepted will be available on our website or by contacting the relevant department.

Supplementary Material

Composition: In addition to making an application by the deadline, Composition candidates are required to send photocopies of three compositions to arrive no later than 1 October 2009. This material should be securely bound and marked clearly with the candidate's name. If possible a recording of the scores submitted should also be enclosed. In no circumstances will a recording be accepted without scores. Candidates are invited to bring to audition scores of works in progress. Scores will be returned to the applicant.

Electronic Music: In addition to making an application by the deadline, Electronic Music candidates are required to submit a recording of their own studio work and a résumé of their own electronic experience at least one week in advance of their audition. Both the recording and its case should be clearly labelled with the candidate's name.

All recorded material: The preferred format for a recorded audition is CD. Audio cassettes are acceptable but candidates are discouraged from submitting performances on video cassette, DVD, minidisc or in MP3 format. In all cases the recording must be unedited and must be accompanied by:

- a certified statement that it is the applicant's own performance
 - a list of all repertoire studied in the last two years.
- Candidates submitting recorded material should label both the actual material and the CD/cassette case with their name and instrument.

Unfortunately recorded material is non-returnable. In no circumstances should candidates send recorded materials or applications directly to individual professors. They should be sent to Registry (Admissions), Guildhall School of Music & Drama, Silk Street, Barbican, London, EC2Y 8DT

Collaborative MMus: Please see additional sheet with requirements for Collaborative MMus for New Audiences and Innovative Practice.

Application form

1 Personal Details:

Photograph: Please only send passport style photos. Larger sized photographs will not assist your application.

First name/Surname: Please use your full name as it is spelt on your passport/birth certificate/marriage certificate.

Professional or Other Names: Enter here any professional name/s (other than your family name) that you may have registered with Musicians' Union, Equity or any similar organisation. Also, if you have legally changed your name, enter your previous surname here.

Home Address: Enter here your permanent home address, (including country if non-UK, UK post code and zip code) and telephone number. Please also enter your mobile telephone number and e-mail address.

Correspondence Address: If your correspondence address is the same as your home address please enter 'Not applicable' here. Otherwise, please enter any alternative address which you wish the School to use for correspondence purposes during the application process.

2 Programme Applied For

In order to complete this part of the application form correctly, you must first read the information on the website or in the prospectus and find the title of your programme. Use the tick boxes to specify your programme.

Music only: BMus applicants must ensure they specify the option of Classical or Jazz, as well as their Principal Study (main instrument/voice). Postgraduate applicants should specify their Instrument/Voice, preferred Mode of Attendance (Full-time/Part-time), Programme of Study and syllabus choice. Please note that postgraduate applicants for Opera may only attend full-time, and Leadership is only part-time.

3 Other Personal Details

a) Nationality: Please state your main nationality and joint or dual nationality if applicable. UK nationals can just indicate UK nationality.

Country of Domicile: Enter here the country where you have lived for the three years prior to the start of the programme for which you are applying. Please note that if you have been in a country for the purposes of full-time education only, then this does not qualify as your main 'country of domicile'. UK nationals should indicate here whether they live in England, Scotland, Northern Ireland or Wales.

EU Residency: To help us assess your fee status please provide the dates of your most recent entry into an EU member state, your initial date of entry into an EU member state (if applicable) and whether you have been granted permanent residence within an EU member state.

Successful applicants will be asked to complete a more detailed Fee Assessment Form to confirm our initial fee assessment. Further information about Fee Assessment of international students is available on the website www.ukcisa.org.uk

b) Disability: Information provided in this section will be used to prepare appropriate facilities for your audition/interview and to consider what may be needed to study at the School. For example, if you have epilepsy and are attending a production as part of your BA Stage Management & Technical Theatre interview, we would need to ensure strobe lighting was not used. Information in this section will be available to the audition/interview panel. If you would like to find out if the School's support and environment are appropriate for you, you can contact the Student Services department in confidence since they are not involved in the application process. The School's Disability Statement is available on our website or from the Student Services Department.

c) Emergency Contact Details: Please enter here the name and contact number of someone who we can contact in case of an emergency during your audition/interview. Please also indicate their relationship (i.e. friend)

d) Other applications: Please provide information on other applications.

e) Other: Acting only: Dates unavailable for audition: Please enter here any dates you are unavailable for audition, for example due to exams, shows etc. We will try to arrange preliminary audition at convenient times, but cannot guarantee this will be possible. Successful applicants at the preliminary auditions must be available for the recall auditions in May.

Music only: Principal Study Teacher: Please enter here the name and address of your current principal study (instrument/voice) teacher.

Music/Acting: Audition venue: Please indicate if you would like to be considered for audition outside London.

4 Education & Qualifications

4a Places of Education: Please list schools and places of further and higher education that you have attended from age 11 with the date you started there and the date you left.

4b GCSEs: Undergraduate applicants from the UK with GCSEs should summarise their GCSEs in this space in the format Subject1/Grade1/Date achieved1, Subject2/Grade2/Date achieved2 etc.

4c School and Further Education: Please enter your school and further education qualifications with the earliest qualifications first. If you are continuing an AS-level to A2 level, just list the A2 with its predicted A2 grade. Please indicate whether grades are Actual (confirmed) or Predicted (an estimate) for each qualification and leave the date blank if you have not yet completed the qualification. The 'Qualification Type' is the name of the award e.g. Certificate, A Level, International Baccalaureate, Diploma, Degree. Please do not translate the Qualification Type. The 'Subject' is the discipline e.g. Music, Dance, Art. You do not need to provide your certificates or transcripts with your application, however you will need to supply the original certificates or transcripts (with a certified English translation if appropriate) by the start of the programme.

4d Higher Education: Please enter your higher education (university/conservatoire) qualifications with the earliest qualifications first. The 'Qualification Type' is the name of the award e.g. Bachelors Degree, Masters Degree. Please do not translate the Qualification Type.

4e Other Qualifications: Please include any awards or qualifications not gained through your school/educational institution.

You may use a supplementary sheet if you need extra space.

4f English Language: Music students for whom English is not their first language, must achieve a mark of at least 6.5 (7.0 for DMus Composition) in the Academic IELTS test for written and spoken English by the time they start their programme at the Guildhall School. The spoken and written English ability of Acting and Stage Management students is assessed through the audition/interview process; however please provide

Explanatory Notes – Application Form

information about your ability here. Please provide any relevant information about your English Language including any qualifications already achieved (e.g. IELTS. Details of IELTS testing can be obtained from their website www.ielts.org or your nearest British Council Office.)

5 Employment/Work Experience

Music Applicants: Include here periods of employment that have any relevance to your programme of study at Guildhall; for example performing/ recording/touring with orchestras, ensembles and groups.

Music Therapy Applicants: Music Therapy applicants must include the following detailed information where applicable: Any work in special schools, work in hospitals, experience of social work, any other position of responsibility, any other relevant posts held.

Acting Applicants: If you are a mature student please give a brief history of your work experience.

Stage Management & Technical Theatre Applicants: Please tell us of your backstage experience, giving details of venue and whether it was school, college, amateur, work experience or paid work.

6 References

Applicants for the BA Stage Management & Technical Theatre, MA Training Actors and all Composition programmes are required to submit two references with their application and provide the names and addresses of their referees on the application form. One BA Stage Management & Technical Theatre reference should be academic, but this is not required for other references. All other applicants should provide the contact details of two referees and we will contact them when/if we require a reference.

You need to choose a suitable person to act as your referee and you should have discussed this with them before supplying their contact details. Please provide your referee with information about the programme you are applying for and make sure they are aware of the application deadline.

7a Personal Statement Part A

Part A of the Personal Statement consists of 2 text boxes. Depending on the programme you are applying for, you may be required to complete some or all of these boxes. Please read the following instructions carefully and note that each box in Part A allows a maximum of 100 words.

Acting Applicants: Applicants for Acting do not complete Part A of the Personal Statement but do complete Part B.

Music Applicants: Box 1: If you are applying for Chamber Music, please state here the names of the other members of your group/ensemble.

Box 2: If you have a preference for a particular teacher at the Guildhall School, please state their name here. Please note however, that while any teacher preference stated here will be taken into account, allocation of a particular teacher cannot be guaranteed. **Collaborative MMus applicants: are not required to complete this section.**

Stage Management & Technical Theatre Applicants Box 1: Please tell us briefly of ways that you have pursued your interest in backstage theatre work (i.e. backstage visits, books read, advice from practitioners) and tell us about your hobbies and any positions of responsibility that you have held. Box 2: The School is in the process of developing a pathway approach to the programme. Please state your area of proposed specialism (if known) and add which pathway you are interested in – (i) Stage Management; (ii) Technical – Lighting, Sound and Technical Management; and (iii) Design Realisation – Construction, Props and Scenic Art. Please also state your career aims and ambitions.

7b Personal Statement - Part B

Acting Applicants: In a maximum of 250 words please use this section to support your application.

Music Applicants: In a maximum of 250 words please tell us why you are particularly interested in studying on this programme at the Guildhall School of Music & Drama; what your ambitions are, both during your study period and for your long-term career; any areas of specialisation in which you have a particular interest; other interests and hobbies apart from music. Music Therapy Students should include why they are interested in music therapy as a career, what they know about music therapy. **This section is not required for Collaborative MMus applicants**

Stage Management & Technical Theatre Applicants: In a maximum of 250 words please state your reasons for applying for this programme.

Equal Opportunities Form

Completing this part of the application is compulsory, but this section will be detached from your application form before audition/interview. There are options to refuse some information if you do not wish to provide it,

however the information you provide will help us to monitor and develop our provision for students so we would appreciate your assistance.

1 Ethnicity: Please tick the box that best describes your ethnic origin.

2 Disability Monitoring: The School encourages applications from students with a disability or a specific learning requirement. Information in this section will not be available to the audition/interview panel.

3 Criminal Convictions

The Guildhall School has a policy about Safeguarding the Welfare of Children which includes a process relating to 'Admission of students with previous relevant criminal convictions'. A previous criminal conviction will not normally debar the offer of a place unless issues relating to the nature of the programme or the security of the School community apply. If you wish to receive more information about this policy it is available on our website www.gsmd.ac.uk or on request from the Assistant Registrar on +44 (0)20 7382 7183. If you disclose that you have a criminal conviction you will be contacted in confidence by the Assistant Registrar and the implications and subsequent process will be explained in full. Offers of a place may be made but would be subject to engaging in the Criminal Records Bureau disclosure process and registering with the Independent Safeguarding Authority. Spent convictions are defined by the Rehabilitation of Offenders Act 1974 and further information can be found on www.crb.gov.uk or from the Assistant Registrar on request.

Application Payment Form

1 Application Payments: The application fees are listed on the form.

Application fees are non-refundable unless an applicant is prevented from attending an audition/interview due to serious illness (supported by a medical certificate) or bereavement.

Your application will not be processed unless payment is received.

2 How to Pay : Application fee payment is by credit or debit card, postal order, a sterling cheque or bank draft drawn on a UK bank account. We regret that the School cannot accept cash through the post, payment by eurocheque or payment over the telephone.

By Credit/Debit Card: Cards which the School accepts are: Maestro, MasterCard, Solo, Switch, Visa, Visa delta, Visa Electron.

Complete the Application Fee Payment Form with your credit/debit card details. Please make sure you provide all the details requested and that you have signed the form or we will not be able to take the payment and your application will be delayed. Enclose this form with your Application Form. Your payment will be automatically processed.

By Sterling Cheque/bank draft/postal order: The School accepts only sterling currency by cheque or bank draft drawn on a UK bank. All cheques and bank drafts are payable to: The Guildhall School of Music & Drama. Please put the applicant's name, applicant's address, and the programme on the back of the cheque/draft. Complete the Application Fee Payment Form and attach the cheque/bank draft/postal order. Enclose this form with your Application Form

Checklist before sending your application

1. You have completed all required sections of the application form including the Equal Opportunities Monitoring form;
2. Applicants for the BA Stage Management & Technical Theatre, and MA Training Actors and all Composition programmes have included completed references or provided instructions to their referees.
3. You have completed the Application Payment Form
4. Cheques, bank drafts or postal orders have applicant's name, address and programme applied for on the back and are stapled to the Audition/Interview Form
5. You have included the following:
 - a. The Application form
 - b. The Equal Opportunities Monitoring Form
 - c. The Reference Forms if applicable
 - d. The Application Payment Form with cheque, bank draft or postal order (if not paying by debit/credit card).
 - e. Supplementary material

Please return to:

Registry (Application Form)
Guildhall School of Music & Drama
Barbican, Silk Street, London EC2Y 8DT

UK Postage: Please note that large envelopes with unfolded A4 paper will require a Large Letter stamp. Please check postage at the Post Office.

Contact: Questions about any part of the application form can be made to Registry at registry@gsmd.ac.uk +44 (0)20 7382 7183 or to the relevant Department (see prospectus for contact details).