



# APPLICATION FORM FOR DAN GRADING

Please attach 2 separate passport photos. Print your name on the back of each photo and fix them here with a paper clip.

Complete all the details below in CAPITALS.

Date of grading	
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## CANDIDATE'S PERSONAL DETAILS

Surname			
Forename(s)	First		Middle
Nationality			
Date of Birth	Day	Month	Year
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	(Click in the correct box.)
Address			
Postcode		Tel. N°	
Age on the day of the test		Email (compulsory)	
BT Membership N°	M	Expiry date	

## CANDIDATE'S CERTIFICATION & GRADE DETAILS

- (1) Give details of your most recent Kukkiwon certificates.
- (2) Your 'Current Grade' is that which you achieved at your most recent dan or poom grading. This may not be the same as your Kukkiwon-registered grade.
- (3) Candidates who are 14 years old or younger on the day of the Grading should apply for a Poom grade. Candidates who are 15 years old and above on the day of the Grading should apply for a Dan grade.

Grade on Kukkiwon Certificate		Cert N°		Date	
Your Current Grade		Date of most recent grading			
Grade applied for					
Medical note attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

I confirm that I have read and understood the enclosed notes. I agree to abide by the rules and regulations of Taekwondo Scotland and British Taekwondo, and I will accept the decision of the Grading Panel. The parent or guardian, where the applicant is below 18 years of age, should sign this form.

Signature		Date	
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## RECOMMENDATION

'Rules for a Dan Promotion Test' are on pages 3 and 4. Please read them carefully. Give the recommender's details below

Candidate recommended by			Grade	
	BT Member N°	M	Exp Date	
Recommender's Signature				

**INSTRUCTOR'S DETAILS**

<b>Name</b>			<b>Grade</b>	
	<b>BT Membership N°</b>	<b>M</b>	<b>Exp Date</b>	
<b>Address</b>				
<b>Postcode</b>			<b>Tel. N°</b>	
<b>Email (compulsory)</b>				
<b>Name of Club</b>				
<b>Club Membership N°</b>			<b>Exp Date</b>	

*I confirm I have read and understood the enclosed notes.*

*I agree to abide by the rules and regulations of Taekwondo Scotland and I will accept the decision of the Grading Panel.*

<b>Instructor's signature</b> (No photocopies of signatures.)		<b>Date</b>	
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**CHECK LIST**

- Complete the latest Taekwondo Scotland application form (this is the latest version). Older versions will not be accepted.
- Copy of a medical certificate or GP's letter *and* a note from the instructor/coach with details of any pre-existing conditions or disabilities that may affect your performance in the promotion test.
- For foreign nationals, a document of proof that the candidate has lived in the UK for more than 6 months, e.g., school letter, UK driving licence, Home Office letter.
- If your name has changed, a document of proof is required.
- Photocopy of all ETU/BTCB/British Taekwondo Kup certificates for 1st Kup applicants
- Photocopy of BTCB/British Taekwondo/Taekwondo Scotland Dan/Poom certificates & Kukkiwon certificates for 1<sup>st</sup> Dan/Poom and above
- Photocopy of British Taekwondo licence slip, or copy of membership certificate attached to the Taekwondo Scotland application form
- Two passport size photos. Please separate each photo and write the name of the applicant on the back of each photo. Attach each photo to the Taekwondo Scotland application form with a paper clip
- Cheque made payable to **BTCB Scotland**.
- E-mail addresses for both candidate and instructor

Please attach your cheque in this corner with a paper clip.

*The following pages are for information only.  
Please submit only pages 1 and 2 with your application.*

I enclose a cheque/postal order made payable to **BTCB Scotland**, to the sum of  
(See schedule below for details. Do not send cash.)

£ \_\_\_\_\_

Grade	Grading Fee	Amount refunded
1 <sup>st</sup> Dan/Poom	£120	£44
2 <sup>nd</sup> Dan/Poom	£140	£56
3 <sup>rd</sup> Dan/Poom	£160	£75
4 <sup>th</sup> Dan/Poom	£220	£94
5 <sup>th</sup> Dan	£320	£188
6 <sup>th</sup> Dan	£420	£219
7 <sup>th</sup> Dan	£520	£250

Unsuccessful candidates will receive a refund (see above).

The grading fee includes an application to the Kukkiwon for the next Kukkiwon certificate you are due.

### **CERTIFICATION DETAILS**

The items listed below need to be included in all applications before 12 noon on the stated closing date.

If however any of the items are not included or have been incorrectly filled in, your application will be returned and a £30 administration fee will be charged for *each* applicant.

To ensure that all the necessary details are included and to avoid disappointment, click on the boxes to indicate each item enclosed.

<input type="checkbox"/>	<b>1st Kup applicants only</b>	Only photocopies of Taekwondo Scotland/British Taekwondo/ETU Certificates will be accepted. No other form of Kup certificate is acceptable for 9th to 1st Kup inclusive.
<input type="checkbox"/>	<b>1st Dan/Poom &amp; above only</b>	Photocopy of Taekwondo Scotland/British Taekwondo Dan Certificates & Kukkiwon certificates (or proof of grade).
<input type="checkbox"/>	<b>E-mail addresses</b>	Must be confirmed for both candidate and instructor.
<input type="checkbox"/>	<b>Proof of grade</b>	If you are currently time-barred (for Kukkiwon Certification) for 2 <sup>nd</sup> Dan or higher-grade please tick box and include proof of grade.
<input type="checkbox"/>	<b>Copy of Kukkiwon letter, if received</b>	

***The following items must be fixed in the spaces provided on the application form.***

<input type="checkbox"/>	<b>Cheque/postal order</b>	Payable to <b>BTCB Scotland</b> . Cash will <i>not</i> be accepted.
<input type="checkbox"/>	<b>Two passport photos</b>	Please separate each photo and write the name of the applicant on the back of each photo, and attach each photo to the Taekwondo Scotland application form with a paper clip.

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## RULES FOR A DAN PROMOTION TEST

- (1) All candidates must be submitted by a club with a current club affiliation certificate.
- (2) **Recommendation**
  - (a) All candidates up to 4th Dan/Poom must be recommended by a British Taekwondo-recognised 4th Dan or above.
  - (b) For 5th Dan, you can be recommended by any British Taekwondo-recognised 5th Dan or above.
  - (c) For 6th Dan, you can be recommended by any British Taekwondo-recognised 6th Dan or above.
  - (d) For 7th Dan, you must be recommended by the British Taekwondo Chief Instructor.
  - (e) Candidates for any dan or poom grade can be recommended by the British Taekwondo Chief Instructor.
- (3) Please check all information carefully, including spelling.
  - (a) The information for your Kukkiwon certificate will be taken directly from the British Taekwondo database
  - (b) Check that the details in your membership booklet ('licence') are correct. If they are not, please inform Membership Services immediately.
- (4) If any paperwork arrives after 5.00 pm on the closing date (*30 days before the grading*), the application will not be accepted under any circumstances.
- (5) You will not be informed directly that your application has been received and registered for the promotion test.
- (6) No video or photography equipment, parents or family will be allowed into the examination room.
  - (a) Only one Instructor of each candidate on the floor will be allowed into the examination room.
  - (b) Instructors who accompany candidates must abide by a dress code. Sportswear (e.g., track suit) is permitted but suit and tie are also acceptable. Shorts are not appropriate.
  - (c) 5th Dans and above do not have automatic access to the examination room. Any 6th Dan or above is allowed to observe all candidates. They must abide by a smart (suit and tie) dress code.
- (7) A Taekwondo Scotland badge must be worn on the front of the uniform on the left-hand side.
- (8) All candidates must wear the following protection for all sparring: Head guard, trunk protector, groin guard, forearm guards, shin guards, mouth guard and foot protectors.
  - (a) All equipment must be of approved brands. A list of acceptable brands is available on the BT website.
  - (b) Forearm guards can be removed during self-defence.
- (9) All foreign nationals must submit a document of proof that they have lived in the UK for more than 6 months.
- (10) **Medical problems & disabilities**
  - (a) **Short-term injuries and health issues**  
If a candidate suffers from a short-term injury or health issue, the Promotion Panel respectfully suggest that the candidate waits until the condition is no longer an issue to them and applies for promotion at a later test date. This will allow the panel to give a fair test and a fair result.
  - (b) **Long-term health problems or life-time issues**  
In the case a candidate suffers from a long-term injury or a life-time health issue (physical or mental) then the candidate must submit:
    - (i) a Doctor's letter or medical certificate confirming the medical issue and its effect on the candidate's ability to be tested in a Taekwondo promotion test  
*and*
    - (ii) a note from their Instructor/Coach explaining the issue in layman's terms and how they overcome these issues in training.
 The Promotional Panel will then take these stated issues into consideration in order to provide a fair test and a fair result.
  - (c) **Wearing of spectacles during promotion testing**  
If a candidate must wear spectacles and cannot manage without them during all parts of the Promotion Test, then they *must* wear approved and prescribed safety spectacles to protect both themselves and their partners in sparring and self-defence.
- (11) If you withdraw from the grading you *must* notify us. If no notification is given, a £30 administration fee will be charged.
- (12) If any cheques are not honoured (i.e., 'bounce'), a £20 administration fee will be charged for each cheque.
- (13) Applications will only be accepted through Secretary-General, Taekwondo Scotland, 23 Ashlar Avenue, Cumbernauld, G68 0GL. No applications will be accepted by hand.

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## Please note that BT will complete the Kukkiwon application form.

When sending your form please be sure to:

- Weigh your mail before sending:
- Send applications only by post or courier. Do not attempt to deliver applications by hand. *No applications will be accepted by hand.*

Applications will **only** be accepted (by post or courier) at:

Secretary-General,  
Taekwondo Scotland,  
23 Ashlar Avenue,  
Cumbernauld, G68 0GL

### NOTES

The closing date is 5.00 pm at the latest, *30 days before the grading.*

- (1) If any paperwork arrives after 5.00 pm on the closing date (*30 days before the grading*), the application will not be accepted under any circumstances.
- (2) Please aim to get your forms in well in advance of the closing date.
- (3) It is recommended that all applications are in *34 days before the grading.*
- (4) If forms have been incorrectly filled in, or lost in the post, this will allow good time to rectify the mistakes *before* the closing date avoiding the £30 administration fee.
- (5) If a mistake has been made on the form, we will not accept the rectification after the closing date without the £30 administration fee.
- (6) The application forms are constantly being updated. Please use these forms provided; they are the most up to date.
- (7) The names of the applicants will be shown on the Taekwondo Scotland website as soon as they are registered. Please continually check that your details are on there before you make any other arrangements. If the details are not shown on the website this means we have not received your application and we need to be notified *immediately*. If your name is not on the list at the end of the closing date you will not be grading.