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1001

APPLICATION FORM FOR THE BSC DEGREES IN THE FIELDS OF Economics, Management, Finance and the Social Sciences and the Access route to the above degrees

Surname/family name

First/given name(s)

Title

Mr

Mrs

Ms

Other

Programme for which you are applying

NOTES FOR GUIDANCE

Please read carefully *before* you complete this application form.

- A. Complete the questions on the following pages in BLOCK CAPITALS, using either a typewriter or a pen with black ink. If you have any problems please look for advice in the following notes **and** in the accompanying prospectus.
- If there are any questions which do not affect you, write N/A ('Not applicable') – do not leave the question blank.
 - Questions 8 to 13 concern the University's entrance requirements, as listed in the relevant section of the accompanying prospectus. Even if you do not satisfy these we can still consider your application, although we will take into account your answer to questions 17 and 18, and may ask you to complete another course of study first, **before** we admit you to the External Programme.
- B. All applicants must pay an application handling fee which **is not refundable**. The fee must be submitted with the application form. **Do not send the fee separately.**
- C. It is **your** responsibility to ensure that the application is submitted to the University before the closing date. **The University cannot be held responsible if you, or a third party, submit the application after the closing date has passed.**
- D. Remember, if you choose to enrol with a college or other institution for a course of tuition it **does not** constitute registration as an External student of the University of London. You are strongly advised to wait for confirmation from the University that you have been given an offer of registration **before** you enrol for a particular qualification.
- E. If you are required to submit any information in support of your application it is **your** responsibility to obtain it. The University cannot undertake to obtain information/evidence on your behalf.

DEADLINE FOR RECEIPT OF APPLICATIONS

Applicants who live **outside** the European Union – **17 September**

Applicants who live **in** a member country of
the European Union – **17 October**

Questionnaire on enquiry source

Please tell us more about how you heard about the University of London External System

The answers to the questions below will enable us to establish a better picture of our students. None of the information that you provide will impact on your application

How did you first hear about the University of London External System? *(Please ✓ as many as apply)*

- I found it in an online educational directory (e.g. Studylink, Hotcourses, Gradschools)
- I found out at an exhibition
- I found out from my school
- I found out from my university
- I knew about it from reputation
- I saw an advertisement/article about the University of London in a newspaper/magazine
- I searched the internet
- From an education agent **1001**
- A family member or friend
- Through a local college that teaches for University of London External System degrees
- Through the British Council
- My employer told me
- LSE referred me

How do you intend to study?

- Independently, by myself
- Attend a local college full time
- Attend a local college part time
- Undecided

If you would be willing to take part in further surveys on behalf of the University of London, please ✓ here.



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1–5. Personal details (PLEASE WRITE CLEARLY AND IN BLOCK CAPITALS)

1. Surname/family name	First/given name(s)
2. Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input style="width: 50px;" type="text"/>	3. Date of birth <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> 4. Gender Male <input type="checkbox"/> Female <input type="checkbox"/> <small style="margin-left: 100px;">Date/Month/Year</small>
5. Home address (PLEASE WRITE IN BLOCK CAPITALS)	
<p>.....</p> <p style="text-align: right;">Postal/Zip code</p> <p>Country..... Telephone</p> <p>Email address.....</p>	

6. Degree for which you are applying (Please ✓ the appropriate box)

<input type="checkbox"/> BSc Accounting and Finance	<input type="checkbox"/> BSc Information Systems and Management
<input type="checkbox"/> BSc Accounting with Law	<input type="checkbox"/> BSc International Relations
<input type="checkbox"/> BSc Banking and Finance	<input type="checkbox"/> BSc Management
<input type="checkbox"/> BSc Business	<input type="checkbox"/> BSc Management with Law
<input type="checkbox"/> BSc Development and Economics	<input type="checkbox"/> BSc Mathematics and Economics*
<input type="checkbox"/> BSc Economics	<input type="checkbox"/> BSc Politics
<input type="checkbox"/> BSc Economics and Finance	<input type="checkbox"/> BSc Politics and International Relations
<input type="checkbox"/> BSc Economics and Management	<input type="checkbox"/> BSc Sociology
<input type="checkbox"/> BSc Geography and Environment	<input type="checkbox"/> BSc Sociology with Law

Do you wish to be considered for the Graduate Entry route? (Please ✓ the appropriate box)

Yes No (*Please note: there is no Graduate Entry route available for these programmes)

7. Access route: If you wish to be considered for the Access route **instead of one of the above degrees**, state the **two** subjects for which you wish to register, if your application is successful:

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Please do not fill in anything below this line – for office use only

EXEMPTIONS

A. APPLICATION MADE

B. DECISION (✓ as appropriate)

Request not valid, cannot be considered

Exemption given (for the subject/s listed)

First check

Second check

STENCIL/S	DATE
REFERRAL DETAILS AND DECISION	

A H Fee	
Fee paid	£ <input style="width: 100px;" type="text"/>
Date received	<input style="width: 150px;" type="text"/>
Method of payment	<input style="width: 150px;" type="text"/>
Postage paid	Yes (circle if appropriate)
Amount paid	£ <input style="width: 100px;" type="text"/>

OFFER ISSUED FOR.....
DATE OF ISSUE.....
DATE VALID.....
EXEMPTION/S.....
.....
.....

13. English Language proficiency

A. Is English your first language/mother tongue? Yes No If 'No' which language do you normally speak
 – at home
 – at work
 – what was your language of secondary education?

B. Have you passed an examination in English language (for example GCSE/GCE 'O'level, TOEFL or IELTS)?

No (Go to Question 14) Yes If 'yes' please give full details below.

Examination or test	Grade or score	Subject	Date
.....
.....
.....

14. Examinations for which you are awaiting results

A. All examinations taken for which you are awaiting results (including date of examinations).....

B. Any examinations you intend to take before registering (including date).....

15. Previous applications/registrations

A. Have you ever submitted an application/registration to the External System before?

No Yes
 (insert year)

B. Have you received an Offer letter from the University of London before?

No Go to question 16. Yes Complete the questions below.

Were you an Internal or External student? (please ✓)

Internal

External

Write your name as it appears on the Offer letter

– your student number (if known).....

Date of Offer
 (insert year)

– the programme to which it applies

– which school of the University of London were you an Internal student? (if applicable).....

Did you subsequently register as a student of the University of London? (please ✓)

no

yes

(insert year)

16. Work experience (if applicable)

What is your current/previous occupation? (Include length of service. Please tell us if you are not working or are retired, and give details of your previous employment.)

.....

.....

.....

.....

.....

19. Exemptions

Read the section on exemption applications in the prospectus carefully **before** completing this question.

Notes:

- A fee is charged for consideration to be given to exemption requests received by the University of London. The **only** exception is when a qualification gives 'automatic' exemption – these are listed in the Prospectus and *Regulations* for each degree. **Do not send the fee with your application form.** You will be sent an Exemption Request Pack when your application has been received by the Admissions Office. You will be asked to return the form, together with the necessary fee, if required. **Please note that the exemption fee is not refundable even if the exemption is not subsequently awarded.**
- No exemption will be awarded unless **specific** application has been made for the exemption to be considered (even if the exemption is listed as 'automatic').
- Include full details of any qualifications with which you are seeking exemption as given in questions 10 and 11.
- All exemption requests are considered on an individual basis and are awarded at the discretion of the University of London. Do you wish to apply for an exemption?

No Go to question 20.

Yes Complete the box below.

A. List the paper/s for which you are seeking exemption:

.....
.....
.....
.....

B. On the basis of which qualification/s (detailed in questions 10 or 11) are you making this request?

.....
.....
.....
.....

20. Check list (Please read the following carefully before posting your application to us.)

This completed application form must be submitted to the Admissions Office, (address below) together with the following (please read the 'Documentary Evidence' section in the prospectus or on the website for full details):

- the application handling fee and fee slip
- photocopied** evidence of your full name and date of birth (e.g. a birth certificate, marriage certificate, statutory declaration or passport) **Do not** send the original document.
- the **ORIGINALS** of all your academic certificate(s) **OR**
 - a photocopy of the original **verified by the British Council OR**
 - you must arrange for an **ORIGINAL** statement of your academic record/transcript certified by the institution at which your qualification was obtained to be sent by the awarding/examining authority **DIRECT** to the Admissions Office, (address below)
- your completed **Document enclosure form** (see overleaf).

Return all the above to:

Admissions Office, University of London External System, Ground floor, Stewart House, 32 Russell Square, London WC1B 5DN, UK.

Declaration(s) to be signed by all applicants

- I declare that the information I have given and the statements made by me on this form are, to the best of my knowledge and belief, true and correct.
- I agree to the University of London processing my personal data contained in this form and other personal data that the University may obtain from me or other people connected with my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes in accordance with the principles set out in the 1998 Data Protection Act.
- I confirm that I have (or will have) regular access to the internet by the time I register for this programme.

Signature _____

Date _____

Document enclosure form Use BLOCK CAPITALS to complete this form.

Surname/family name <input style="width: 95%;" type="text"/>	First/given name(s) <input style="width: 95%;" type="text"/>
Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input style="width: 50px;" type="text"/>	

A. The following documents are enclosed

Photocopied evidence (in English) of full name and date of birth. (Please enter a ✓ in the space provided.)
Note: **Do not** send the original of this document.

Birth certificate <input type="checkbox"/>	Passport <input type="checkbox"/>	Marriage certificate <input type="checkbox"/>	Deed poll <input type="checkbox"/>
Naturalisation certificate <input type="checkbox"/>	Alien's registration certificate <input type="checkbox"/>	National identity card <input type="checkbox"/>	Statutory declaration <input type="checkbox"/>

B. Certificates

a. Refer to the 'Application and registration – Documentary evidence' section of the accompanying prospectus for information about the acceptable documentary evidence that must be submitted with your application.

b. Enter the **number** of certificates **enclosed** in the space provided (**not** the number of examinations you have taken/passed).

School certificates:	Other educational certificates (give details)
CSE..... <input type="checkbox"/> <input type="checkbox"/>
GCE..... <input type="checkbox"/> <input type="checkbox"/>
GCSE..... <input type="checkbox"/> <input type="checkbox"/>
School certificate..... <input type="checkbox"/> <input type="checkbox"/>
Higher school certificate..... <input type="checkbox"/> <input type="checkbox"/>

Degree certificate (Give precise details of documentary evidence enclosed.)
.....
.....

Certificates relating to professional qualifications (Give precise details of documentary evidence enclosed.)
.....
.....

Please indicate with a ✓ whether these certificates/documents are:
originals **OR, copies verified by the British Council** (where applicable).

For office use only

Date / /

Ordinary
 Recorded
 Special

Return of documents

(Indicate, by ticking the appropriate box, how you wish your documents to be returned.)

Note: documents will not be returned by recorded or Special delivery unless the necessary postage has been prepaid. The sum of £5 is usually sufficient for this purpose. Documents will not be returned by courier unless the necessary arrangements have been made by the applicant.

Ordinary 2nd class post/Air mail Recorded delivery (international) Special delivery (UK only)

Value of postage enclosed £

Signed Date