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1001

Application Form for the BSc Geography and Environment

Surname/family name

First/given name(s)

Title Mr Mrs Ms Other

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').
 - Questions 8 to 12 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 16 and 17, 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 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**

10. English Language proficiency

A. What was your language of secondary education?

B. What language do you normally speak at home and work?

C. If the answer to either A or B is **not** English please list below details of any course completed or examinations passed in the use of English (e.g. the British Council IELTS or TOEFL, including relevant dates and the grades you obtained).

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.....

.....

11. 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)

.....

12. Previous applications/registrations

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

No

Yes

(insert year)

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

No

Go to question 13.

Yes

Complete the box below.

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

Internal

External

Write your name as it appears on the Offer letter/Statement

– your student number (if known) Date of Offer/Statement
(insert year)

– the programme to which it applies

– the name of the school of the University at which you were an Internal student (if applicable)

Did you subsequently register as a student of the University of London? (please ✓) no yes
(insert year)

13. 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.)

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16. Exemptions

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

Notes:

- A fee of £50 per full unit/£25 per half unit is charged for consideration to be given to exemption requests received by the University of London. The **only** exception is when a qualification gives you '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 7 and 8.
- 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 17.* **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 7 or 8) are you making this request?

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

17. 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:

- 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)
- 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, Stewart House, 32 Russell Square, London WC1B 5DN.

Declaration to be signed by the applicant

- I declare that 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.

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: send a photocopy **not** the original.*

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' 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 space provided (**not** the number of examinations taken/passed).

	<i>Other educational certificates (give details)</i>
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 sent.)*
.....
.....

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

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 cost is prepaid or the necessary arrangements have been made by the applicant.

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

Value of postage enclosed £

Signed Date