

**University of London**

**External System**

**GUIDANCE NOTES FOR  
ONLINE APPLICATIONS  
(POSTGRADUATE PROGRAMMES)**

These guidance notes outline what you need to do in order to submit an online application. Please read all of the detail carefully. The sections comprise:

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## **Section 1 - Making your application**

There are two to three ways to make your application, depending on the programme. You can *either* complete and return the application form which you will find in the centre of the prospectus *or* is available for you to download from the website, *or* you can now apply online.

Whichever way you choose to apply, you are strongly advised to submit your application *as early as possible*. Please do not wait until the final deadline date, especially for a programme which has a limited number of registrations that can be accepted each year.

In order to ensure your application is processed and a decision taken on your application as quickly as possible you are asked to ensure that you:

a) *read the notes accompanying each application form and/or these 'Guidance notes for online applications'* and that you follow all the instructions given before you answer each question.

b) *take your time completing the application.* It is important that you provide all the information we require in order that full consideration can be given to your application.

c) *answer each of the questions asked.* Please do not leave a question blank. If the question does not apply to you, please enter 'N/A' (ie not applicable).

d) *submit all the necessary documentation required in support of your application.* Please note that failure to provide this documentation will inevitably delay the final decision being made on your application. If *any* item of supporting documentation is unavailable, you must inform the Postgraduate Admissions Office explaining the reason(s) why. They will then write advising you of the steps you need to take in order for your application to be processed and a final decision taken.

## **Section 2 - When to apply**

You can submit your application at any time of the year. However, as the number of registrations which can be accepted are limited for some programmes, you are strongly advised to apply *as early as possible*.

If you wish to register in this current intake of students, the latest date by which your application must be received by the Postgraduate Admissions Office is given in the relevant programme details. Please note that, whilst it is sometimes possible to consider an application received after the published deadline date, there can be no guarantee that your application will be accepted. You may be required to wait until the following year before you are able to register.

## **Section 3 - Online applications**

It is now possible to make your application online for this programme as an External student of the University of London.

The External System has developed a secure online application system which can be used from anywhere in the world at a time to suit you.

You do not need to complete the application in one go. You can exit and re-access your application at any time. You will also be able to return to any of the questions you have answered - either to amend or to add to the information you have given, before you submit your application.

## **Section 4 - Need Help?**

If you need any advice or assistance on how to complete your application, which is not covered by these notes, please email the Postgraduate Admissions office at: [postgraduate\\_admissions@london.ac.uk](mailto:postgraduate_admissions@london.ac.uk)

## **Section 5 - How to use the online application process:**

- 1 Click on the link for [online application](#)
2. Login by using your email address
3. Enter the password you wish to use each time you login to your application
4. Confirm your password and register your online application
5. Complete the application
6. Read the declaration and conditions of the application and tick the box to confirm your agreement
7. *Before you submit your application* please ensure you have included details of all your qualifications which are relevant to this application *and* that you have provided all the information you want to bring to our attention in support of your application
8. Submit the application
9. Complete and submit the Marketing Form if you wish. Please note that this does not form part of the application process for admission, but does help us to determine how to plan for future marketing. If you can take the time to complete the form, then we would be very grateful.

## **Section 6 - Acknowledgement**

When you have submitted your application you will receive confirmation, by email, that your application has been received by the External System *and* notification of your student number.

If you do not receive this email please contact the Postgraduate Admissions office at: [postgraduate\\_admissions@london.ac.uk](mailto:postgraduate_admissions@london.ac.uk)

Please note that we allocate a student number to everyone who applies and it does not mean that you have been accepted onto the programme for which you have applied. That decision will be taken after we have received all the necessary documentation in support of your application (see Section 7 below).

Please use your full name, student number and the name of the programme for which you are applying, in any correspondence you have with the Postgraduate Admissions Office.

## **Section 7 - What you should do next**

Your application will not be processed until the Postgraduate Admissions Office has received all the necessary documentation in support of your application.

*All applications submitted online will be retained for a period of two years from the date of submission. If you do not submit your documents in support of your application within that period, your application will be deleted and you will need to submit a second application.*

**If you wish to proceed with your application** you should take the following action, *without delay*:

**A. Contact your two chosen referees** and arrange for them to send the confidential references *directly to the Postgraduate Admissions Office*, at the address given at the foot of this section.

Please note that **one** of your referees should be an academic member of staff at the institution from which you graduated and who is able to comment upon your academic ability to undertake postgraduate study. The **second** reference should be work-related and come from your current or most recent Line Manager, Head of Department, Training Officer or similar (ie someone who can comment upon your current/most recent work experience and which is directly relevant to the application you are making).

*If you graduated several years ago and are unable to obtain an academic reference, you may submit **two work-related references** instead.*

**Please note that references from friends, relatives, or colleagues/co-workers are NOT acceptable.**

**B. Print off and complete a copy of the Document Enclosure Form** and send it *together with all the required documents in support of your application* to the Postgraduate Admissions Office at the address given at the foot of this section, ie:

### **B.1 Personal identification**

- **photocopied** evidence of your full name and date of birth as stated on your application. This must be a photocopy of *either* your birth certificate, *or* passport, *or* national identification card (ID) *or* naturalisation certificate. Please note, these are the *only* forms of identification that are acceptable. We do not accept a driving licence for identification purposes.

Any **change of name** from that which is stated on the above document, must be accompanied by official evidence of that change, ie marriage certificate, statutory declaration or deed poll.

### **B.2 Degree certificate/academic diploma**

- the **original** certificates of **all** the qualifications listed on your application.

Alternatively, you can

**either** submit a photocopy of these certificates which have been *certified by the awarding/examining body which issued that certificate*

**or** ask the British Council if they are willing/able to verify a photocopy of each certificate as being *a true copy of the original certificate*. However, if the British

Council is unable to provide this service *for any reason*, you must then use one of the two previous alternatives.

Please note: documents certified by anyone other than those indicated above are **not** acceptable for admission purposes.

### **B.3 Transcript**

- if **either** your degree was not awarded 'with Honours' **or** if you are applying on the basis of a professional qualification, you must also submit the **original** of the final transcript of your qualification. The transcript must include all the subjects taken, the marks/grades obtained and the date of the final award.

*If you do not possess such a document* you should contact the awarding/examining body and arrange for them to send a certified transcript *directly to the Postgraduate Admissions office* at the address given at the foot of this section.

### **B.4 English Language Proficiency**

- The **original** certificate/evidence of English Language proficiency in support of the information you have provided on the application form.

Alternatively, you can

**either** arrange for the awarding/examining body to send a certified statement confirming the award and the results obtained, *directly to the Postgraduate Admissions Office*

**or** ask the British Council if they are willing/able to verify a photocopy of the certificate as being a true copy of the original.

If the British Council are unable to provide this service *for any reason*, you must then use one of the two previous alternatives.

Please note: documents certified by anyone other than those indicated above are **not** acceptable for admission purposes.

### **C. Supporting statement/reason(s) for applying to register for this programme.**

- You must submit a statement *in your own handwriting* (ie **not** typed) in a minimum of 100 words, giving an explanation of your reason(s) for applying to this programme, together with any details of your background, work experience and your current or most recent responsibilities, which you consider relevant to this application.

### **D. Full employment curriculum vitae (cv)**

**All the above documents should now be sent, together with the completed Document Enclosure Form, by post or by courier, to the following address:**

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

**Email:** postgraduate\_admissions@london.ac.uk

## **Section 8 - What happens when we receive your documents and the references in support of your application?**

8.1. We will acknowledge, by email, receipt of your documents and the references when they arrive in the Postgraduate Admissions Office.

8.2. We will also inform you, by email, of any outstanding documents or of any *additional* documents/information that may be required *before* we are either able to process or take a decision on your application.

8.3. When all the necessary documentation has been received in support of your application, your application will be processed.

## **Section 9 - The decision**

We will inform you whether, or not, your application has been accepted.

***If you are accepted***, we will send you an offer letter for the programme for which you are eligible and have been approved, together with a registration form and fee slip, the *Regulations* and any additional information you may require in order for you to register. This will include the deadline date by which the registration form and fee must be completed and returned in order for you to register and the date the study/course will commence.

Please note that the registration form and fee must be returned to the Student Registry **by post**. It is not yet possible for registration to be carried out online. However, we look forward to offering this facility in due course.

***If you are NOT accepted***, (ie because you do not satisfy the entrance requirements for the programme to which you have applied), we will send you notification, and the reason(s), for that decision.

***Please note:*** Every application we receive is considered *in full* taking account *all* the information provided and documentation submitted in support of that application. If you do not satisfy the entrance requirements for the programme to which you have applied and we are therefore unable to accept you for admission to that programme (eg the Masters programme), we will *automatically* consider you for admission to a lower level qualification (eg Postgraduate Diploma or, if it is available, the Postgraduate Certificate) and give an offer *if appropriate*. *Alternatively*, you may be given an offer to register for a Short course(s) in the first instance.

If, however, you are not eligible for admission to *any* level of the programme for which you have applied you will be informed of that decision.

**Final note:**

We hope these guidelines are helpful, but please contact us if anything seems unclear at: [postgraduate\\_admissions@london.ac.uk](mailto:postgraduate_admissions@london.ac.uk).

Good luck with making your application. We hope to be welcoming you as one of our External students in the near future.