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(For office use only)

ENQUIRY CODE

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LLB APPLICATION FORM

Surname/family name	<input type="text"/>
First name(s)/given name(s)	<input type="text"/>
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>

NOTES FOR GUIDANCE

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

- A. Complete the questions on the following pages in full and 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 7 to 11 concern the University's entrance requirements, as listed in the relevant section of the accompanying prospectus. Even if you do not satisfy these requirements we can still consider your application. However, you may be required 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

If you live **outside** the European Union – **17 September**
If you live **within** the European Union – **17 October**

Questionnaire on enquiry source

The purpose of this questionnaire is to help us establish a picture of our potential student body. All the information you give will be treated as confidential. If you complete the following six questions as fully as possible, it will help us to plan our marketing strategy more effectively.

1. Age range (Please ✓) Under 21 21-26 27-34 35-39 40-44
 45-49 50-54 55-59 60-65 Over 65

2. Nationality

3. Country in which you will be resident for your studies

4. How do you intend to study? (✓ one from each column only)

Independently <input type="checkbox"/>	Full-time student <input type="checkbox"/>	5. When do you intend to begin your studies? (✓ one only)	
At a local college <input type="checkbox"/>	Full-time employment/part-time study <input type="checkbox"/>		Within one year <input type="checkbox"/>
By correspondence <input type="checkbox"/>	Part-time employment/part-time study <input type="checkbox"/>		Within two years <input type="checkbox"/>
Other <input type="text"/>	Home-maker/full- or part-time study <input type="checkbox"/>		Undecided <input type="checkbox"/>
	Occasional courses <input type="checkbox"/>		
	Other <input type="checkbox"/>		

6. How did you hear about the External Programme?
 (Please indicate where you heard about us first. If you heard about us from a variety of sources, please number them in order, for example: family 1, Newspaper 2, British Council office 3.)

Personal contact:	Advertising:	Advert code/date (if known)
Colleague <input type="checkbox"/>	Specialist journal (please specify) <input type="checkbox"/>	<input type="text"/>
Former/current student <input type="checkbox"/>	UK newspaper (please specify) <input type="checkbox"/>	<input type="text"/>
Friend/family <input type="checkbox"/>	Other newspaper (please specify) <input type="checkbox"/>	<input type="text"/>
Careers office <input type="checkbox"/>	Magazine (please specify) <input type="checkbox"/>	<input type="text"/>
School/college <input type="checkbox"/>	Careers guide (please specify) <input type="checkbox"/>	<input type="text"/>
	Direct mail (please specify) <input type="checkbox"/>	<input type="text"/>
	British Council office <input type="checkbox"/>	<input type="text"/>
	Education exhibition <input type="checkbox"/>	<input type="text"/>
	Website (which one?) <input type="checkbox"/>	<input type="text"/>
	Bulletin board <input type="checkbox"/>	<input type="text"/>

If you would be prepared to answer further questions about your involvement with the External Programme, please write your name and address here.

Name

Address

Postal/Zip code

11. English language proficiency

A. What was your language of secondary education?

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

12. Examinations for which you are awaiting results

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

.....

B. Any examinations you intend to take before registering for your degree (including date(s))

.....

13. Previous applications

A. Have you ever submitted an application 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 14. 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)

Year of Offer/Statement

(insert year)

— the subject 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? no yes

(insert year)

14. Examination

A. What do you anticipate will be the year of your first examination?

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Be aware that the demands of external study are very rigorous: you are advised not to enter your first examination before you are fully prepared.

B. Do you have any condition for which special examination arrangements may have to be made (e.g. partial sight; confined to a wheelchair; certified dyslexia)?

NB: You may be asked to provide evidence in support of this request in due course.

no Go to question 15.

yes Complete the box below.

Please describe your condition

15. 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.

16. What are your reasons for applying to register to this qualification?

(Please give your reasons below in a minimum of 100 words; you may continue on a separate sheet if you wish.)

17. Exemptions (Read the section on exemption applications in the prospectus carefully **before** completing this question.)

Notes:

- a. Do not complete this question if you are applying for Graduate Entry as you cannot be considered for exemption if you wish to register via this route.
- b. A fee of £50 per subject 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 programme. **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. **The exemption fee is not refundable even if the exemption is not subsequently awarded.**
- c. 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’).
- d. Include full details of any qualifications with which you are seeking exemption as given in questions 8 and 9.
- e. 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 18.* **yes** *Complete the box below.*

A. List the papers for which you are seeking exemption: 	B. On the basis of which qualification/s (detailed in questions 8 or 9) are you making this request?
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18. Check list (Please read the following carefully before posting your application to us.)

This completed application form must be submitted to the External Admissions Office, Room 3 (address below) together with the following:

- 1. the application handling fee and fee slip
- 2. **photocopied** evidence of your full name and date of birth (e.g. a birth certificate, marriage certificate, statutory declaration or passport)
- 3. 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, University of London, Room 3, Senate House, Malet Street, London WC1E 7HU
- 4. your completed **Document enclosure form** (see overleaf).

Return all the above to:
External Admissions Office, Room 3, University of London, Senate House, Malet Street, London WC1E 7HU.

Declaration to be signed by the applicant – please read carefully **before** signing

- a. I declare that the statements made by me on this form are, to the best of my knowledge and belief, true and correct.
- b. 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 from 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 _____
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Document enclosure form (Use BLOCK CAPITALS to complete this form.)

Please note all documents should be sent in a flat envelope, **not** a roll or a tube.

1. Surname/family name <input style="width: 90%;" type="text"/>	First name(s)/given name(s) <input style="width: 90%;" type="text"/>
2. 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.)*

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)*.

	Other public educational certificates (give details)
GCE O level <input type="checkbox"/> <input type="checkbox"/>
GCE A level <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

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 registered post 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) Registered post

Value of postage enclosed £

Signed Date

Date of return

/ /

- Ordinary
- Recorded
- Special delivery