



**Application Form  
for the BSc Degrees in  
Economics, Management, Finance  
and the Social Sciences  
and the Access route to the above degrees**

Surname/family name	<input type="text"/>
First/given name(s)	<input type="text"/>
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
Programme for which you are applying	<input type="text"/>

## 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**

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

**6. How did you hear about the External Programme?**

Personal contact:	Advertising:	Please specify	Code
Colleague <input type="checkbox"/>	Specialist journal <input type="checkbox"/>	<input type="text"/>	(**/J)
Former/current student <input type="checkbox"/>	UK newspaper <input type="checkbox"/>	<input type="text"/>	(**/UKN)
Friend/family <input type="checkbox"/>	Overseas newspaper <input type="checkbox"/>	<input type="text"/>	(**/ONP)
Careers office <input type="checkbox"/>	Magazine <input type="checkbox"/>	<input type="text"/>	(**/MAG)
School/college <input type="checkbox"/>	Education guide <input type="checkbox"/>	<input type="text"/>	(**/EG)
Library <input type="checkbox"/>	Direct mail <input type="checkbox"/>	<input type="text"/>	(**/DM)
	British Council office <input type="checkbox"/>	<input type="text"/>	(**/BC)
	Education exhibition <input type="checkbox"/>	<input type="text"/>	(**/EX)
	Website <input type="checkbox"/>	<input type="text"/>	(**/WWW)
	Web search engine <input type="checkbox"/>	<input type="text"/>	(**/SE)
	Other <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 ..... Country .....



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(For office use only)

# Application Form for the BSc Degrees in Economics, Management, Finance and the Social Sciences and the Access route to the above degrees

**1-5. Personal details** (PLEASE WRITE IN BLOCK CAPITALS)

<b>1. Surname/family name</b>	<b>First/given name(s)</b>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Write your names below <b>IN THE ORDER</b> in which you wish them to appear on the University's records and on your final certificate.	
<input style="width: 95%;" type="text"/>	
<b>2. Title</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	<b>3. Date of birth</b> <input type="text"/> <input type="text"/> <input type="text"/> <small>day / month / year</small>
<b>4. Sex</b> male <input type="checkbox"/> female <input type="checkbox"/>	
<b>5. Address for correspondence</b> (PLEASE WRITE IN BLOCK CAPITALS)	
<input style="width: 95%; height: 20px;" type="text"/>	
<input style="width: 95%; height: 20px;" type="text"/>	
Postal/Zip code .....	Country .....
Telephone number .....	Email address .....

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

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

**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 accepted:

<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
--	--

*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	

<b>A H Fee</b>	
Fee paid	£ <input style="width: 100px;" type="text"/>
Date received	
Method of payment	<input style="width: 100px;" 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.....
.....
.....
.....



## 12. 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).

.....

.....

.....

## 13. 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) .....

.....

## 14. 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 15.*

**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)

## 15. Examination

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

200

**(Be aware that the demands of external study are very rigorous; you are advised not to enter your first examination too quickly, before you are fully prepared.)**

B. Do you have any condition for which we may need to make special examination arrangements (e.g. partial sight; confinement to a wheelchair; certified dyslexia)? You may be required to provide evidence in support of this request, in due course.

**no**  *Go to question 16.*

**yes**  *Complete the box below.*

Describe your condition .....

.....

.....



## 18. 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 9 and 10.
- 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 19.*      **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 9 or 10) are you making this request?

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

## 19. Check list

Please read the following carefully before posting your application to us.

This completed application form must be submitted to the Admissions Office, Room 3 (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, Room 3, Senate House, Malet Street, London WC1E 7HU
- your completed **Document enclosure form** (see overleaf).

**Return all the above to:**

Admissions Office, Room 3, University of London, Senate House, Malet Street, London WC1E 7HU.

## 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).

	Other public 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 sent.) ..... .....	
Certificates relating to professional qualifications (Give precise details of documentary evidence sent.) ..... .....	
<b>Please indicate with a ✓ whether these certificates/documents are:</b> originals <input type="checkbox"/> OR, copies verified by the British Council <input type="checkbox"/> (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 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

Date

/ /

- Ordinary
- Recorded
- Special