



Application Form for the BSc Degrees in the fields of

SRN

[SRN input box]

(For office use only)

Economics, Management, Finance and the Social Sciences and the Access route to the above degrees

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

1. Surname/family name First/given name(s)
Write your names below IN THE ORDER in which you wish them to appear on the University's records and on your final certificate.
2. Title Mr Mrs Ms Other 3. Date of birth 4. Sex male female
5. Address for correspondence (PLEASE WRITE IN BLOCK CAPITALS)
Postal/Zip code Country Telephone number Email address

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

Checkboxes for BSc Accounting and Finance, BSc Accounting with Law/\*Law with Accounting, BSc Banking and Finance, BSc Business, BSc Development and Economics, BSc Economics, BSc Economics and Management, BSc Information Systems and Management, BSc Management, BSc Management with Law/\*Law with Management, BSc Mathematics and Economics\*, BSc Politics and International Relations, BSc Sociology.
Do you wish to be considered for the Graduate Entry route? (Please tick 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 accepted:

[Access route subject input boxes]

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 £
Date received
Method of payment
Postage paid Yes (circle if appropriate)
Amount paid £

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. 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.)

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



## 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.

<b>Surname/family name</b> <input style="width: 95%;" type="text"/>	<b>First/given name(s)</b> <input style="width: 95%;" type="text"/>
<b>Title</b> 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 <i>(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*

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Date                    /                    /

<input type="checkbox"/> Ordinary
<input type="checkbox"/> Recorded
<input type="checkbox"/> 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