



SRN

--	--	--	--	--	--	--	--	--	--

(For office use only)

--

1001
Application Form
BA History
BA Classical Studies

Surname/family name

First name(s)/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 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 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. It is **your** responsibility to ensure that the application is received by the University before the deadline date. **The University cannot be held responsible if you, or a third party, submit the application after the deadline date has passed.**
- C. 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.
- D. 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

30th June

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 | <input type="checkbox"/> | 21–26 | <input type="checkbox"/> | 27–34 | <input type="checkbox"/> | 35–39 | <input type="checkbox"/> | 40–44 | <input type="checkbox"/> |
| 45–49 | <input type="checkbox"/> | 50–54 | <input type="checkbox"/> | 55–59 | <input type="checkbox"/> | 60–65 | <input type="checkbox"/> | Over 65 | <input type="checkbox"/> |

2. Nationality

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

4. How do you intend to study? (Please ✓)

- | | | | |
|--------------------|--------------------------|--------------------------------------|--------------------------|
| 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?

- (Please ✓)
- | | |
|------------------|--------------------------|
| Within one year | <input type="checkbox"/> |
| Within two years | <input type="checkbox"/> |
| Undecided | <input type="checkbox"/> |

6. How did you hear about the External Programme? (Please ✓)

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" value="1001"/>	

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



1001
Application Form

SRN

--	--	--	--	--	--	--	--	--	--

(For office use only)

BA History / BA Classical Studies

1-5. Personal details (PLEASE WRITE CLEARLY AND IN BLOCK CAPITALS) *Note: Married women should state both single and married names. If you have passed any examinations under another name please write your former name in brackets under surname/family name.*

1. Surname/family name **Forename(s)/given name(s)**

Record your full name below **IN THE ORDER** in which you wish them to appear on the University's records and on your final degree certificate. Please note that we are only able to accept one version of your name, and cannot include an alias.

2. Title Mr Mrs Ms Other **3. Date of birth** **4. Sex** Male Female
day / month / year

5. Home address (PLEASE WRITE IN BLOCK CAPITALS)

.....
Postal/Zip Code.....
 Country.....Telephone number.....
 Email address.....

6. Programme for which you are applying (please ✓ as appropriate)

BA History BA Classical Studies Occasional student of the BA Classical Studies degree

If you are applying as an Occasional student of the BA Classical Studies degree please list the subject(s) for which you wish to register:

.....

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 below)
 - First check
 - Second check

STENCIL/S	DATE
REFERRAL DETAILS AND DECISION	

OFFER ISSUED FOR

DATE OF ISSUE

DATE VALID (IF DIFFERS FROM ABOVE).....

EXEMPTION/S

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. Please list below details of any course completed or examinations passed in the use of English language that you have **not** included in question 7 opposite (e.g. the British Council IELTS or TOEFL, including relevant dates and the grades you obtained).

.....

.....

12. Examinations for which results are awaited

- 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 ever 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 of Eligibility

— your student number (if known) Year of Offer/Statement

— the subject to which it applies

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

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

14. 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.

.....

.....

.....

17. Exemptions

Read the section on exemption applications on page 11 of this application form carefully **before** completing this question.

Notes:

- A fee of £50 per subject is charged for consideration to be given to exemption requests received by the University of London. **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.**
- No exemption will be awarded unless **specific** application has been made for the exemption to be considered.
- Include full details of any qualifications with which you are seeking exemption as given in questions 8 and 9.
- 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?

.....

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 (address below), together with the following:

- 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:

External Admissions Office, University of London, Stewart House, 32 Russell Square, London WC1B 5DN.

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

- 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.
- I confirm that I have or will have access to the relevant computing requirements specified in the prospectus and regular access to the Internet in order to meet the requirements of this programme.

Signature _____

Date _____

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: 95%; height: 20px;" type="text"/>	First name(s)/given name(s) <input style="width: 95%; height: 20px;" type="text"/>
2. Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input style="width: 40px;" 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 page 10 of this application form 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 (<i>Give precise details of documentary evidence sent.</i>)	
Certificates relating to professional qualifications (<i>Give precise details of documentary evidence sent.</i>)	
Please indicate with a ✓ whether these certificates/documents are: originals <input type="checkbox"/> OR, copies verified by the British Council <input type="checkbox"/> (<i>where applicable</i>).	

For office use only

Date / /

Ordinary

Recorded

Registered

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 you.

Ordinary 2nd class post Recorded delivery (international) Registered post

Value of postage enclosed £

Signed Date

BA History

BA Classical Studies

How to apply and register

You must meet all the deadlines given below if you intend to sit your first examination in the year after you submit your application.

You are asked to note the following:

- Submit your application even if it is incomplete (for example: if you are waiting to sit an examination or to receive examination results). Do not delay – we can often begin to consider your application without all the evidence, although we will not be able to give you a final decision on your application until **all** the necessary documentation has been received and inspected to our satisfaction.
- We cannot tell you whether you are eligible until your form, and all the required documentation have been received.
- Once your application is received, it is kept on file for five years. During this time we will give you any advice and information you need about your application.

Applicants from South East Asia

Special administrative arrangements have been made for students applying from Hong Kong and Singapore.

Students from Hong Kong should return their application form directly to:

London University Applications, School of Professional and Continuing Education (SPACE), University of Hong Kong, 3/F, Admiralty Court, Hong Kong

Students from Singapore should return their application form directly to:

Regional English Language Bureau (RELC), Examination Bureau, 30 Orange Grove Road, Singapore 258352

A. The process

1. Fill in the application form, carefully and in full. List all your qualifications on the form.
2. Enclose the following documentary evidence:
 - a. You must supply **photocopied** evidence of your full name (including any change of name) and date of birth (i.e. passport, birth certificate, marriage certificate, deed poll, statutory declaration, alien's registration certificate or national ID card). No other evidence can be accepted.
 - b. You must supply evidence of every qualification listed on your form. This is very important. Although we may be able to start processing your application without all of the required evidence, we cannot issue the final decision until all the documentation has been received and inspected to our satisfaction (see 'Documentary evidence' on page 10).

3. Post the application form and documents to:

The External Admissions Office
University of London
Stewart House
32 Russell Square
London WC1B 5DN
United Kingdom

Please note that faxed applications are not accepted.

B. Your application is acknowledged

When we have received your form, we will send the acknowledgement and a student number. Please note that the allocation of a student number at this stage does not constitute acceptance onto the programme.

If you have not received an acknowledgement within **three weeks** of sending in your form, please contact the Admissions Office with details of your full name, the programme for which you have applied and the date you posted your form.

C. Our decision

We will write to you with one of the following responses:

Either: **You are qualified.** We will send you:

- a **letter offering you conditional registration** for your chosen programme (called the 'Offer letter'). Please note that the offer of registration will be valid only for the study year specified in the offer letter.
- a registration form
- a fee slip and
- a copy of the current Regulations.

or **It appears that you are qualified** and we are provisionally accepting you, but in order to receive the 'Offer letter' you will need to submit further information and/or documentary evidence (as specified in our letter) that confirms the qualifications on your application form.

or **We require more information** and/or documentary evidence before we can make a decision on your application. It may also be necessary to refer your application to the Special Admissions Panel for a final decision to be made.

or **We are currently unable to accept you onto the programme.** We will make some suggestions as to what you might do to become qualified. If you take our advice and obtain the qualification(s) we specify within the validity of the application form (five years from the date it is received in our office), you should submit evidence of the qualification(s) to the Admissions office. If it is then confirmed that the conditions have been met and the qualification is still available on the External Programme, the offer of registration will be issued. You will not need to submit a second application.

All applicants

- We strongly advise you to send all original documents by Special Delivery or Recorded Delivery and to send us payment for their return by this method. Please note that if you do not pay the return postage we will return the documents by second class post/ airmail (as applicable).
- If any evidence you submit is either incomplete or unacceptable to the University for admission purposes or if we need further information about a particular qualification (e.g. a transcript and/or syllabus), we may ask you to contact the appropriate awarding or examining authority to ask them to write to us direct giving further details of your qualification/s.
- You can send us your original result slip/s of any A Level examinations for which the final certificate has yet to be issued. Result slips from previous years cannot be accepted – you will need to submit the original certificate.
- We must receive all documentary evidence forwarded after the application form has been submitted **within one month** of the date of our request. If you are unable to meet this deadline please let us know without delay.
- The University reserves the right to ask for further evidence of your qualification/s if required.
- It is your responsibility to arrange for all the necessary documentation to be obtained in support of your application. The University cannot undertake to do this on your behalf. (This also applies to any translation(s) of documents submitted by the applicant that may be required.)

Application deadline date

If you intend to sit your first examination in the year following your application, your application form must be received at the University by **30 June**

Applications received after the deadline date will be kept on file and processed for the following year. However, you are asked to note that you will then not be permitted to register or enter your first examination until the following year.

Registration

Once you have received an 'Offer letter' and registration form you will be able to apply to register. To do this you should complete and return the registration form and fee slip to the Student Registry:

The External Programme, University of London
Stewart House, 32 Russell Square
London WC1B 5DN
United Kingdom

You must also enclose the registration fee and course fees for the courses you will be taking at your first examination. The fees for both must be received **by 31 August** in the year before you wish to sit your first examination.

Documentary evidence

Applicants living in the UK

- Enclose, where available, the original certificate/s showing the final award/s for each qualification. Photocopies cannot be accepted for admission purposes.
- If you would prefer not to send your original certificates by post, you may wish to bring your application form, and all the original certificates into the Admissions office personally. We will photocopy the certificates and return them to you. Your application will then be processed in the usual way and the decision sent to you by post.
- If an original certificate is unavailable for any reason, you may either submit any other evidence that you have relating to the qualification(s) or await our initial response to your application. We will then advise you exactly what evidence you need to submit.
- If the evidence you submit is incomplete or unacceptable for any reason, we will ask you to contact the appropriate awarding or examining authority to arrange for them to send us direct a certified statement of your results.

Applicants living outside the UK

Enclose:

EITHER the original certificate/s showing the final award/s for each qualification

OR photocopies of these originals verified by a British Council official.

Note: We cannot accept photocopies that have been verified by anyone other than a British Council official.

If the British Council is unable to provide this service for any reason, you must submit:

EITHER the original certificate for each qualification

OR you should contact the appropriate awarding/ examining authority and arrange for them to send us direct a certified statement/ transcript of results.

You are asked to note that there is a limit to the number of students who can be registered for this programme, therefore registration will only be confirmed on payment of the appropriate fee and if there is still a place available for that study year. A student whose registration is not confirmed will be made an offer to register for the following year instead. When we receive your registration form and fees, the Examinations office will send you confirmation of your registration and details of how to apply for examination entry forms.

The Despatch Office will also send you your study material.

Exemptions

What is an exemption?

An exemption means that you are not required to take a particular unit or units (i.e. subject/s) as part of your degree because, in the University's opinion, you have already covered a similar syllabus, as part of a previous qualification, in the same depth and breadth. (Other institutions sometimes use the term 'credit transfer', but we use 'exemptions').

In addition, exemptions count towards the total number of units you have to take to complete the degree. For example, if you are exempt from one unit you will only have to take 11 more units to complete the degree (as opposed to the normal 12 units); if you are exempt from two units you will only have to take 10 more units, and so on.

We will consider giving you exemptions from up to a total of four full units (or a mixture of full and half units) at foundation level provided you satisfy the criteria given in the next section ('Am I eligible to apply for exemption?'). No other exemptions can be considered.

Exemptions awarded are only valid for a limited period. If you are granted exemption, this period is given on your decision letter. If you do not attempt an examination during this period the exemption will expire, and if you still want the exemption to count towards your degree/diploma you will need to make a further application.

Am I eligible to apply for exemption?

You can be considered for exemption provided you satisfy all of the following criteria:

1. You are eligible to be registered for the degree
2. You are suitably qualified
 - You must have passed examinations that compare in level, content and standard to the examinations for one or more (up to a maximum of four) Foundation units from which you want to be exempted.
 - Exemptions are normally only considered on a subject-for-subject basis. For example, you should only apply for exemption from the unit if, in your opinion, you have previously studied a similar subject in the same depth, at degree level (or the equivalent), and you have achieved good marks in the corresponding examination.
 - We do not give exemptions on the basis of GCSE/ GCE O levels or GCE A levels, or other similar school-leaving examinations.
3. You must normally have studied for your qualification at one institution, and:
 - have passed the whole of the qualification/s on which your application for exemption is based within the five years preceding the application.
 - have already received the final award for that qualification/s. If you have not yet received the award, your exemption application will be considered under the exemption regulations that apply at the time that the award is finally made. Please note that these regulations may be different to those that were in effect at the time you submitted your application.

Applications for exemption from examinations in the following year will only be considered if your qualification is awarded before the application deadline in the year before (i.e. 30 June).

Notes: *We cannot consider you for exemption from a particular unit if you have already entered the examination for that unit. The granting of exemptions by other higher educational or professional institutions will be noted but in no way binds the University of London to award the same exemption/s.*

How do I apply for exemption?

Formal application must be made for exemptions.

Complete the exemption section of the application form when you apply for admission. If, for any reason, you are unable to do this, you should send a written application as soon as possible to the Exemptions Officer in the Admissions Office (address given on page 9), specifying the unit(s) from which you wish to be given exemption and full details of the qualification on which you are basing your request.

A fee is payable – do not send this fee with your initial application. On receipt of your initial exemption application, the Admissions Office will send you one of the following:

- an Exemption Request Pack, comprising an Exemption Request Form, fee slip, and a covering letter
- **OR** a decision letter informing you that your exemption request has been unsuccessful. This will usually be because you do not satisfy the criteria given in the previous section 'Am I eligible to apply for exemption?'

You must complete and return the Request Form and fee by following the instructions given in the letter that accompanies the Exemption Request Pack. You must also submit all the documentary evidence requested in that letter and the fee indicated.

Deadline date for exemption requests

We must receive your initial application for exemption no later than:
30 June

We will then take a decision on your application for exemption as soon as possible after your Request Form, fee and documentary evidence have been received. Note that it is not possible for us to refund the exemption application fee, even if we are unable to award you any exemptions.

We will only be able to fully consider your exemption application after we have received all the necessary documentary evidence and received the exemption request fee.

Information for students with a disability and/or special needs

The aim of the panel is to ensure that a student with a disability is not advantaged or disadvantaged when compared with other students. If you have a disability and may need special examination arrangements (such as extra time or special aids), you should complete the relevant section of the application form or write to the Special Examinations Services Department at the following address enclosing medical or other evidence:

Special Examinations Services Department
The External System
University of London
Stewart House
32 Russell Square
London WC1B 5DN
United Kingdom
Fax: +44 (0)20 7862 8349

You can request a copy of the University of London's full disability statement. Please refer to the Admissions contact details on page 9, or download it from our website: www.londonexternal.ac.uk/dissn

Financial assistance

No financial assistance is available from the University. Some employers in both the public and private sector may be willing to consider offering financial assistance to their employees.

Students who are resident in the UK may be able to apply for a Part-time Student Loan or a Career Development Loan. Information can be obtained from the Department for Education and Skills (DfES) Information Line on 0800 731 9133 or from their website: www.dfes.gov.uk/studentssupport (for Part-time Student Loans), and the CDL Information Line on 0800 585 505 or from their website: www.lifelonglearning.dfes.gov.uk/cdl

Students with special needs who are resident in the UK may also be able to apply for a Disabled Student Allowance (DSA). For a copy of the information leaflet (which answers most of the questions commonly asked about DSAs) please contact either your LEA or the DfES Information Line on 0800 731 9133 or on textphone 0800 210 280. This information is also available on audio tape or in braille. The guide is available on the DfES website:

www.dfes.gov.uk/studentssupport

Students who are members of the UK Armed Forces should note that the University of London has been approved by the Ministry of Defence in support of the Enhanced Learning Credits (ELC) Scheme (ELC Provider Reference Number 1284). The Scheme provides financial support to eligible Service personnel who wish to enhance their educational or vocational achievements. The ELC Administration Service website can be found at:

www.enhancedlearningcredits.co.uk

Fees

BA degree

Registration fee	£657
Double unit fee	£1,270
Full unit fee	£635
Half unit fee	£318
TOTAL BA	£8,277

Occasional students (BA Classical Studies only)

Full unit fee	£712
Half unit fee	£384

Exemption application fee

Full unit fee	£50
Half unit fee	£25