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Application Form for

Diploma in English; Diploma in Philosophy; Certificate of Higher Education in Theology; Certificate of Higher Education in Philosophy, Religion and Ethics; Diploma of Higher Education in Theology

(Please do **not** use this application form if you are applying for one of the Humanities degrees).

Surname/family name/father's name

First/given name(s)

Title

Mr

Mrs

Ms

Other

NOTES FOR GUIDANCE

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

- A. Complete **all** 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 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. However, we will take into account your answers to questions 15 and 16, and you may be asked to complete another course of study first, before we admit you to the External System.
- 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

Please tell us more about how you heard about the University of London External System

The answers to the questions below will enable us to establish a better picture of our students. None of the information that you provide will impact on your application

How did you first hear about the University of London External System? (Please ✓ as many as apply)

- I found it in an online educational directory (e.g. Studylink, Hotcourses, Gradschools)
- I found out at an exhibition
- I found out from my school
- I found out from my university
- I knew about it from reputation
- I saw an advertisement/article about the University of London in a newspaper/magazine
- I searched the internet
- From an education agent **1001**
- A family member or friend
- Through a local college that teaches for University of London External System degrees
- Through the British Council
- My employer told me
- One of the University of London's constituent Colleges referred me

How do you intend to study?

- Independently, by myself
- Attend a local college full time
- Attend a local college part time
- Undecided

If you would be willing to take part in further surveys on behalf of the University of London, please tick here.



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(Please do **not** use this application form if you are applying for one of the Humanities degrees).

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

First/given name(s)

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Please record your names below **IN THE ORDER** in which you wish them to appear on the University's records and on your final diploma certificate. **We are only able to accept one version of your name and cannot include an alias.**

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2. Title Mr Mrs Ms Other

3. Date of birth
day / month / year

4. Gender Male Female

5. Home address (PLEASE WRITE IN BLOCK CAPITALS)

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

6. Programme for which you are applying (please insert the full title of the programme)

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Please do not fill in anything below this line – for office use only

B. DECISION (✓ as appropriate)

• First check (initials)

• Second check (initials)

A H Fee

Fee paid £

Date received

Method of payment

Postage paid Yes (circle if appropriate)

Amount paid £

STENCIL/S	DATE
REFERRAL DETAILS AND DECISION	
OFFER ISSUED FOR.....	
.....	
DATE OF ISSUE.....	
DATE VALID.....	
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. Have you passed an examination in English language (for example GCSE/GCE 'O'level, TOEFL or IELTS)?

No Yes If 'yes' please give full details below.

Examination or test	Grade or score	Subject	Date
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.....
.....

12. Examinations for which you are awaiting results

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

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

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13. Previous applications

A. Have you ever submitted an application to the External System before?

No Yes

(insert year)

B. Have you received an Offer letter 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.

– your student number (if known)

Year of Offer

(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)

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17. 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:

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, at the address below
4. your completed **Document enclosure form** (see overleaf).

Return all the above to:
 Undergraduate Admissions Office, University of London External System, Ground floor, Stewart House,
 32 Russell Square, London WC1B 5DN, UK.

Declaration to be signed by all applicants – 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 application 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 _____

Declaration to be signed by applicants to the Diploma of Higher Education in Theology; Certificate of Higher Education in Theology; and Certificate of Higher Education in Philosophy, Religion and Ethics *only*.

I confirm that I have (or will have) access to a PC and regular access to the internet by the time I register for this programme.

Signature _____ Date _____

