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**1001**

Application Form

**BSc Business Administration**

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 6 to 10 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 System.
- 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**  
**24th August**

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.

1. 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 .....

Royal Holloway, University of London referred me .....

2. How do you intend to study?

Independently, by myself .....

Attend a local college full time .....

Attend a local college part time .....

Undecided .....

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



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(For office use only)

**1001**

Application Form

**BSc Business Administration**

**1–5. Personal details** (please write clearly and in BLOCK CAPITALS)

**1. Surname/family name**

**First name(s)/given name(s)**

Record your names below in the order in which you wish them to appear on the University's records and on your final degree certificate. 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**     
day/month/year

**4. Gender** Male  Female

**5. Home address** (please write clearly and in BLOCK CAPITALS)

.....  
.....

Country ..... Postal/Zip code .....

Telephone .....

Email address .....

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

**EXEMPTIONS**

A. APPLICATION MADE

B. DECISION (✓ as appropriate)

- Exemption request not valid
- Exemption given subject(s) listed below
- Exemption not approved

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

## 6. School leaving qualifications

(e.g. GCSE, 'O' and 'A' levels; Baccalaureate; High School Diploma, etc. Give full details of subjects passed, in chronological order. Group together all subjects that were passed in one sitting.)

Month/year	Examining body, centre and candidate number (if known)	Full title of subject	Level	Grade achieved
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

*for office use only*

## 7. Degree, diploma or teaching certificates

Give full details of degrees, higher educational diplomas or certificates. This information must include the awarding/examining body, the full title of the award, the date awarded, subjects passed in the final examination, the length of the course and whether the course was taken full time or part time. You should also include details of any qualification on the basis of which you are applying for exemption (see question 16).

.....

.....

.....

.....

## 8. Occupational and professional qualifications

Give full details of any final examination/s which you have passed, indicating membership (including level/status), if appropriate. You should also include details of any qualification on the basis of which you are applying for exemption (see question 16).

.....

.....

.....

.....

## 9. Other awards

Give full details of any other subjects you have undertaken, including those which did not lead to an examination.

.....

.....

.....

## 10. English language proficiency

A. Is English your first language/mother tongue?

Yes

No

If 'No' which language do you normally speak

■ at home? .....

■ at work? .....

■ what was your language of secondary education? .....

B. Have you passed an examination in English language (for example GCSE/GCE 'O' level, TOEFL or IELTS)?

No  (Go to Question 11)

Yes  If 'yes' please give full details below.

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

## 11. 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))

.....

## 12. 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.

.....

## 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 questions 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/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)



## 16. Exemptions

Read the section on exemption applications in the prospectus carefully before completing this question.

Notes:

- An exemption request fee 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 7 and 8.
- 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 17.* 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 7 or 8) are you making this request?

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

## 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:

- 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
- your completed **Document enclosure form** (see overleaf).

**Return all the above to:**

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

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

- I declare that the information I have given and 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	First name(s)/given name(s)			
<input type="text"/>	<input type="text"/>			
2. Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input 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 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>			
<b>originals</b> <input type="checkbox"/> <b>OR, copies verified by the British Council</b> <input type="checkbox"/> (where applicable).			

*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 <input type="checkbox"/>	Recorded delivery (international) <input type="checkbox"/>	Registered post <input type="checkbox"/>
Value of postage enclosed £ <input type="text"/>		
Signed <input type="text"/>	Date <input type="text"/>	