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Application Form
LLB
and the
Diploma in the Common Law

Surname/family name

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First name(s)/given name(s)

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Title

Mr

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Mrs

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Ms

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Other

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NOTES FOR GUIDANCE

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

- A. Complete the questions on the following pages in full and 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 requirements 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. 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.
- F. Please supply an up-to-date email address as the Laws Consortium will use this to communicate with you.

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 ☐
- 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 Law Schools 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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Application Form
LLB and the
Diploma in the Common Law

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 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

4. Gender Male ☐ Female ☐

5. Home address (not the address of an institution at which you are/wish to study) (PLEASE WRITE IN BLOCK CAPITALS)

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

Country..... Postal/Zip Code

Telephone.....

Email address.....

(Please inform us immediately of any change to your email address).

6. Programme for which you wish to apply (please ✓ the appropriate box)

LLB ☐

Diploma in the Common Law ☐

7. Graduate Entry Route (LLB only)

Do you wish to be considered for the Graduate Entry Route for the LLB? YES ☐ NO ☐

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

CREDIT TRANSFER

A. APPLICATION MADE

☐

B. DECISION (✓ as appropriate)

- Request not valid, cannot be considered
- Credit given subject/s and credits listed below

☐☐

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

8. School leaving qualifications

for office use only

(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

9. 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 classification/GPA (if applicable) 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 seeking credit transfer (see question 18).

10. 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 seeking credit transfer (see question 18).

11. Other awards

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

12. English language proficiency

A. Is English your first language/mother tongue? Yes ☐ No ☐

B. If your first language/mother tongue is not English please answer the following questions:

i) Have you had substantial (minimum of 18 months) secondary/higher education conducted in English?

Yes ☐ (provide evidence) No ☐

ii) Have you had substantial (minimum of 18 months) work experience conducted in English?

Yes ☐ (provide evidence) No ☐

iii) Have you passed an examination in English language (for example GCSE/GCE 'O' level)?

Yes ☐ (provide evidence) No ☐

iv) Have you passed, at an appropriate level, a test of proficiency in English language in the last three years that is acceptable to the University of London (for example, TOEFL or IELTS)?

Yes ☐ (provide evidence) No ☐

Declaration (to be signed by all applicants): I am aware of the English language proficiency level required for this programme as set out in the prospectus and I consider that:

- I have met this standard (and where relevant provided evidence of this). ☐ (Tick if applicable.)
- I have not met this standard but am awaiting the results of an examination/test of proficiency and will supply evidence to the University of these results. ☐ (Tick if applicable.)

Signature

13. Examinations for which you are awaiting results

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))

.....

14. 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 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

.....

— 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 or enrol as a student of the University of London? No ☐ Yes ☐ (insert year)

15. Students with a disability and/or special needs

- a. Do you have any condition that may require special examination arrangements to be made (e.g. partial sight, wheelchair user, dyslexia, specific learning difficulties, legally imposed travel restrictions)?

Yes / No (circle as appropriate) If 'Yes', please describe your condition(s)/circumstances

- b.** Taking account of the condition(s)/circumstances that you have described in 'a' above, do you have any special requirements with regard to the materials we will provide in support of your study programme? (e.g. large print)

Yes / No (circle as appropriate) If 'Yes', please give details of those requirements

NOTE: In order for this request to be assessed, you must also write **as soon as possible** to the Special Examinations Arrangements Office at the University of London address, with **full** details of your condition/circumstances, **together with medical/other documentary evidence** in support of your request. If your application for admission is successful and you are given an offer to register for this programme, please note that the offer will be made **subject to approval** being given that the special examination arrangements are possible and/or the study materials can be provided in the format you have requested.

16. 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. Supporting statement – what are your reasons for applying to register for this programme?

(Please give your reasons below **in your own handwriting and in a minimum of 100 words**; you may continue on a separate sheet if you wish.)

18. Credit transfer – LLB applicants only (Read the section on recognition of prior study in the prospectus carefully before completing this question.)

Notes:

- Do not complete this question if you are applying for Graduate Entry of the LLB degree as you cannot be considered for credit transfer if you wish to register via this route.
- A fee of £30 per subject is charged for consideration to be given for credit transfer requests received by the University of London (please note that from 1 September 2009 this fee will be £33). The fee for a complete year's transfer (120 credits) in 2009-2010 will be £132. **Do not send the fee with your application form.** You will be sent a Recognition of prior study 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 fee is not refundable even if the credit transfer is not subsequently awarded.**
- No credit transfer will be awarded unless **specific** application has been made for the recognition of prior study to be considered (even if the recognition of prior study is listed as 'automatic').
- Include full details of the study for which you are seeking credit transfer.
- All credit transfer requests are considered on an individual basis and are awarded at the discretion of the University of London.

Do you wish to apply for credit transfer?

No

☐

Go to question 19.

Yes

☐

Complete the box below.

A. List the papers or complete year's study for which you are seeking recognition of prior study:

.....

.....

.....

.....

B. On the basis of which course of study 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 External Admissions Office, at the 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 (address below).
- your completed **Document enclosure form** (see overleaf).

Return all the above to:

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

Declaration 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 from 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) online access by the time I register for 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)

2. Title Mr Mrs Ms Other

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

Passport

Marriage certificate

Deed poll

Naturalisation certificate

Alien’s registration certificate

National identity card

Statutory declaration

B. Certificates

a. Refer to the ‘How to apply and register’ 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).

GCE O level

GCE A level

GCSE

School certificate

Higher school certificate

Degree certificate (give precise details of documentary evidence sent).

Certificates relating to professional qualifications (give precise details of documentary evidence sent).

Other public educational certificates (give details)

Please indicate with a ✓ whether these certificates/documents are:
originals OR copies verified by the British Council (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 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 the applicant.

Ordinary 2nd class post

Recorded delivery (international)

Registered post

Value of postage enclosed £

Signed

Date

Date of return

/ /

Ordinary

Recorded

Special delivery