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**1001**

## APPLICATION FORM

### DIPLOMA FOR GRADUATES IN THE FIELDS OF Economics, Management, Finance and the Social Sciences (EMFSS)

**1–5. Personal details** (PLEASE WRITE CLEARLY AND IN BLOCK CAPITALS)

<b>1. Surname/family name</b>	<b>First/given name(s)</b>
<b>2. Title</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input style="width: 40px;" type="text"/>	<b>3. Date of birth</b> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <small>Date/Month/Year</small>
<b>4. Gender</b> Male <input type="checkbox"/> Female <input type="checkbox"/>	
<b>5. Home address</b> (PLEASE WRITE IN BLOCK CAPITALS)	
Postal/Zip code .....	
Country.....	Telephone .....
Email address.....	

**6. Diploma for which you are applying** (Please ✓ the appropriate box)

<input type="checkbox"/> Accounting	<input type="checkbox"/> Information Systems	<input type="checkbox"/> Mathematics*
<input type="checkbox"/> Banking	<input type="checkbox"/> International Development	<input type="checkbox"/> Politics
<input type="checkbox"/> Economics	<input type="checkbox"/> International Relations	<input type="checkbox"/> Social Sciences
<input type="checkbox"/> Finance	<input type="checkbox"/> Management	<input type="checkbox"/> Sociology
<input type="checkbox"/> Geography and Environment		

\*Please refer to the entrance requirements given on page 42 of the main prospectus.

**7. If your application to the Diploma for Graduates is not successful, do you wish to be considered for one of the BSc degrees in EMFSS instead?** (Please ✓ the appropriate box)

Yes  No  If Yes, please indicate the name of the degree for which you wish to be considered

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

■ First check

■ Second check

<b>A H Fee</b>	
Fee paid	£ <input style="width: 100px;" type="text"/>
Date received	<input style="width: 150px;" type="text"/>
Method of payment	<input style="width: 150px;" type="text"/>
Postage paid	Yes <small>(circle if appropriate)</small>
Amount paid	£ <input style="width: 100px;" type="text"/>

STENCIL/S	DATE
REFERRAL DETAILS AND DECISION	

OFFER ISSUED FOR.....
DATE OF ISSUE.....
DATE VALID.....

## 8. Degree(s) held or currently being taken

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Title of degree	University/Institution	Duration	Full-time or Part-time	Date of award
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

**9. Mathematical competency** In order to be admitted to this programme you are required to provide documentary evidence of a competence in Mathematics equivalent to a pass at GCSE/GCE 'O' Level in a mathematical subject at Grade C or above.

Examining Body	Subject	Level e.g. GCSE/GCE 'O' Level	Grade	Date
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

## 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 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)

## 12. Students with a disability and/or special needs

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

(Please ✓ the appropriate box) Yes  No

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? (eg. large print)

(Please ✓ the appropriate box) Yes  No

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 given on page 3 of this form, with **full details of your condition/circumstances, together with medical/other documentary evidence** in support of your request.

### 13. Previous applications/registrations

A. Have you ever submitted an application/registration 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).....

Date of Offer      
(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)

### 14. Supporting statement – what are your reasons for applying for registration to this qualification?

Please complete in your own handwriting in a minimum of 100 words. (Continue on a separate sheet if necessary).

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

### 15. Check list (Please read the following carefully before posting your application to us.)

This completed application form must be submitted to the Admissions Office, at the 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) **Do not send the original document**
3. the evidence of **all** your academic certificate(s) as explained under ‘Documentary evidence’ within the prospectus
4. your completed **Document enclosure form** (see overleaf).

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

### Declaration(s) to be signed by all applicants

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Document enclosure form** Use BLOCK CAPITALS to complete this form.

<b>Surname/family name</b>	<b>First/given name(s)</b>
<input type="text"/>	<input type="text"/>
<b>Title</b> 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.)  
Note: **Do not** send the original of this document.

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 – Documentary evidence' 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 the space provided (**not** the number of examinations you have taken/passed).

School certificates:	Other 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 enclosed.)  
.....  
.....

Certificates relating to professional qualifications (Give precise details of documentary evidence enclosed.)  
.....  
.....

**Please indicate with a ✓ whether these certificates/documents are:**  
**originals**  **OR, copies verified by the British Council**  (where applicable).

For office use only

Date \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Ordinary  
 Recorded  
 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 £10 is usually sufficient for this purpose. Documents will not be returned by courier unless the necessary arrangements have been made by the applicant.

Ordinary 2nd class post/Air mail  Recorded delivery (international)  Special delivery (UK only)

Value of postage enclosed £

Signed  Date