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Application Form
Postgraduate programmes in
Petroleum Geoscience

Please read the application and registration section of the prospectus before completing these forms.

Surname/family name

First/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 full, using a pen with **black** ink. If there are any questions which do not affect you, write N/A ('Not applicable').
- B. 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.**
- C. It is **your** responsibility to obtain all the information and documentary evidence required in support of your application. The University cannot undertake to obtain information/evidence/references on your behalf.
- D. Please note that a decision cannot be taken on this application until all the necessary documentary evidence **and** both references have been received.

DEADLINE FOR RECEIPT OF APPLICATIONS
31 July

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. None of the information that you provide will impact on your application. If you complete the following four 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 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 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 the British Council
- My employer told me
- Royal Holloway referred me

If you would be prepared to answer further questions about your involvement with the External System, please write your name and address here.

Name.....

Address.....

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Application Form

Postgraduate programmes in Petroleum Geoscience

Please complete and return this **original** application form, along with the appropriate documentary evidence (see over) by post, to the Postgraduate Admissions Office, University of London, Ground floor, Stewart House, 32 Russell Square, London WC1B 5DN, UK. **Faxed applications will not be considered.** The form should be received in London *as early as possible* but not later than **31 July** in order to allow registration to be completed in time for the start of the course in **November**.

1-8. Personal details (please write in BLOCK CAPITALS)

1. Surname/family name	First/given name(s)	
<p>2. Please record your full name below IN THE ORDER in which you wish them to appear on the University's records and on your final certificate.</p>		
3. Title	4. Gender	5. Date of birth
Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <div style="text-align: center; font-size: small;">day / month / year</div>
6. Home address (please write in BLOCK CAPITALS)	7. Home Contact	
<div style="border: 1px solid black; height: 100px; padding: 5px;"> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> </div>	<div style="border: 1px solid black; padding: 5px;"> Telephone number Fax Email </div>	
Post/Zip code Country	8. Work Contact	
	<div style="border: 1px solid black; padding: 5px;"> Telephone number Fax Email </div>	

9. Programme for which you wish to apply Please tick (✓) one

MSc <input type="checkbox"/>	Postgraduate Diploma <input type="checkbox"/>
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14. Employment

You are required to submit a FULL employment curriculum vitae (CV) with this application form. **Please note: your application will not be considered if this is omitted.**

I have enclosed my CV

15. Why do you wish to study this programme?

(Please give your reasons below *in your own handwriting* in a minimum of 100 words).

A large rectangular area with a light gray border, containing horizontal dotted lines for handwriting.

please continue on a separate sheet if necessary

16. 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)?

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? (eg. 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.

17. Fees

If someone other than yourself will be responsible for paying your fees, please tell us the name and address of your sponsor.

Name

Address

.....

Post/zip code Country

Telephone number..... Email address

18. Submitting your application

Documentary evidence of all your qualifications is needed in order for your application to be considered. This evidence must be submitted to the University together with the **original** of this application form.

Please indicate, by a tick (✓) in the relevant box, the documents you are enclosing.

If you are unable to supply the appropriate evidence for one or more of your qualifications, you should also enclose a letter giving your reasons.

1. **Photocopied** evidence of your full name and date of birth
(e.g. birth certificate, passport, statutory declaration)
2. Your **original** academic certificate showing the class of award obtained (where applicable)
3. An **original** statement/transcript of your academic studies that has been **certified by the institution at which your qualification was obtained**
4. Your **original** TOEFL/IELTS or GCSE/GCE O Level English Language certificate
(or similar)
- OR** a photocopy of the original certificate that has been **verified by the British Council**
(If the British Council is unable or unwilling to provide this service you are required to submit the original certificate)
5. Your **employment curriculum vitae** (CV)

Note: all **original** documents submitted by you will be returned by registered mail after your application has been processed. However, the University will keep all photocopies unless you specifically ask for them to be returned to you.

An original official translation into English must be provided for any evidence required that is not already in English. This translation will be retained by the University.

*For office use only
Documents returned
(if applicable)*

Date

/ /

DECLARATION TO BE SIGNED BY THE APPLICANT

- 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 confirm that I have (or will obtain) a computer system of at least the minimum specification given on page 9 of this application form **and** regular access to the internet in order to meet the requirements of this programme.
- c) 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 administrative and academic purposes in accordance with the 1998 Data Protection Act.

Signature

Date

How to apply and register

Postgraduate programmes in Petroleum Geoscience

Please follow the instructions below.

Stage 1

Complete the application form and submit it by post (not by fax), together with all the documentation listed on page 7 of the form, to:

Postgraduate Admissions Office
External System
University of London
Ground floor
Stewart House
32 Russell Square
London WC1B 5DN
Tel: +44 (0)20 7862 8376
Fax: +44 (0)20 7862 8363
Email: postgraduate_admissions@london.ac.uk

If you cannot send all the documentation with your application form, please enclose a letter with the form giving the reasons. We must receive your application form plus all documentary evidence and references in London **by 31 July** – if you intend to take your first examination in June (of the following year). If your application form or documentary evidence/references are received after this date, we may not be able to consider your application in time for you to register by the deadline for the next examination. You might have to postpone your first examination until the next sitting.

Stage 2

We will acknowledge receipt of your application form and send you a student number to use as a reference whenever you contact the University. Everyone who applies is allocated a number. You should receive an acknowledgement **within three weeks** of posting your application, but if you do not please contact the Postgraduate Admissions Office with details of your full name, the programme for which you have applied and the date you posted your form.

Stage 3

Your application will be considered only when we have received all your documentary evidence and both references. After due consideration you will be told if your application has been successful or not.

Note:

- if there is a delay in sending any of the documentation or your references we will have to wait to receive them before we can begin considering your application. This is because we need to have as much information about you as possible before we can reach a decision.

Stage 4

If your application has been successful we will send you:
– a conditional offer of registration. Please note that the offer of registration will be valid only for the year specified in the offer letter
– a fee slip for the registration and course fees (see 'Note' below)
– a registration form on which you indicate your choice of courses

Stage 5

To register, complete the registration form, fee slip. Return them as soon as possible and no later than **1 October**, along with the registration fee plus the fees for the modules you will be taking at your first examination, to:

Postgraduate Registry
External System
University of London
Stewart House
32 Russell Square
London WC1B 5DN
Tel: +44 (0)20 7862 8377
Fax: +44 (0)20 7862 8238
Email: postgraduate.registry@london.ac.uk

Stage 6

When you register we will send you details of how to access the Virtual Learning Environment and other study materials by courier, as soon as possible after we receive the appropriate fees.

Note:

- 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, 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.

Entrance requirements

Academic

A second class undergraduate degree or the equivalent, from a university or other institution acceptable to the University of London. An upper class degree and/or industry experience will be beneficial but not a requirement.

You are required to have regular access to the internet and to meet specific hardware and software requirements (see below).

You must be in employment within the industry **OR** be able to demonstrate adequate support from a company for access to project work and facilities.

English language

An advanced level of ability to work in English is required. You may be required to pass, or to have passed within the last three years, IELTS at level 6.5 or an equivalent test of proficiency in English acceptable to the University.

IT requirements

To study these programmes you need a computer with access to the Internet. The minimum specification is a 133Mhz, Pentium PC (266 Mhz recommended) or equivalent running Windows 98 or later; 32MB RAM; screen resolution 800x600 colour or higher; CD-ROM Drive, Sound Card and speakers (or G3 Macs and later running at least Mac OS 7.0). The computer should have at least 1GB of free hard disk space. You will also need the following software:

- Internet Explorer version 6 or above, JavaScript and cookie-enabled (Mac users will need the latest version of Safari)
- Adobe Acrobat Reader 6 or above
- QuickTime 6.0 or above
- Flash plug-in
- Anti-virus software
- Microsoft Office 98 or higher (Word, PowerPoint, Excel and Access).

Please note: for the independent research project (MSc students only), different computing specifications may be required. In such cases, the specific requirements will be discussed with the project supervisor at the project design stage.

Financial assistance

No financial assistance is available from the University. Some employers in both the public and the 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 *Career Development Loan*. Information can be obtained from the CDL Information Line on 0800 585 505 or from their website www.lifelonglearning.dfes.gov.uk/cdl

Disabled students 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 DIUS Information Line on 0800 731 9133 or on textphone 0800 210 280. The information is also available on audio tape or in braille. The guide is available on the DIUS website: www.dius.gov.uk/studentsupport

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

You can choose to pay the fees in one of two ways:

EITHER

Pay the total amount upfront when you register

OR

Pay as you go (a one-off registration fee plus a fee for each module).

The fees given below refer to the 2010/2011 academic year only and are subject to annual review.

Registration fee	£1,240
Fee per module	£1,260 x 6
Project fee	£1,910
TOTAL Postgraduate Diploma	£8,800
TOTAL MSc	£10,710

Note: the University reserves the right to amend previously announced fees, if necessary.

All fees must be paid in pounds sterling, which may be paid either by a credit card recognised by MasterCard International or by the Visa group **OR** by banker's draft, cheque or UK postal order, made payable to 'The University of London' and crossed 'a/c payee'.

Other costs

Besides the fees payable to the University, you should also budget for the fee levied by your local examination centre to cover their costs (if you do not sit your exams in London).

Note: the University reserves the right to make additional charges for issuing revised or replacement study materials. In addition to the University's fees given above, if you are sitting examinations outside London you will have to pay a fee to your local examination centre to cover their costs.

Information for students with a disability and/or special needs

The University has a panel that considers applications for special examination arrangements. The aim of the panel is to ensure that a student with a disability/special needs is not advantaged or disadvantaged when compared with other students. If you have a disability/special need and may need to apply for special examination arrangements (such as extra time or special aids), or if you need to ask for your study materials to be provided in an alternative format (e.g. large print) you should complete the relevant section of the application form.

You should also write to the Special Examinations Services Department at the following address enclosing medical or other supporting evidence:

Special Examinations Services Department

External System

University of London

Stewart House

32 Russell Square

London WC1B 5DN

United Kingdom

Fax: +44 (0)20 7862 8349

Email: specialneeds@london.ac.uk

You can request a copy of the University of London's full disability statement. Please refer to the Admissions contact details on page 8, or download it from our website: www.londonexternal.ac.uk/dissn