DOCUMENT ENCLOSURE FORM – International Management

Please complete this form, in conjunction with 'Section 7 – What you should do next 'of the Guidance Notes for Online applications.

– All the necessary documentary evidence must be received by the Postgraduate Admissions Office in support of your application, before the application can be processed and a final decision taken

– The documents must be posted/couriered to the Postgraduate Admissions Office of the University of London, together with this Document Enclosure Form, to the address given at the foot of this form

– Please sent the documents in a flat envelope – not in a roll or tube

– If you are unable to submit the appropriate evidence for one or more of your qualifications, you should enclose a letter giving the reason(s) for the omission.

Surname/ Family name _____ **First names/ Given names** _____

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐ **Student Number** ☐☐☐☐☐☐☐☐☐☐

(as given on the acknowledgement that was recently emailed to you)

The following documents are enclosed (please refer to Section 7 of the 'Guidance notes for online applications'). Please tick (✓) the relevant boxes:

For office use only

Documents returned:

1. **photocopied** evidence (in English) of your full name and date of birth (Section 7, paragraph B1). **and**, if your name has changed, **photocopied** evidence of that change of name (ie marriage certificate, deed poll or statutory declaration) (Section 7, paragraph B1) ☐

2. **a) EITHER** your **original** degree certificate (or academic diploma) showing the class of degree obtained or GPA (where applicable) and the date of the award (please see Section 7, paragraph B.2 of the Guidance Notes) ☐ ☐

   b) OR a photocopy of your degree certificate (or academic diploma) that has been **certified by the institution/awarding body from which your qualification was obtained** (please see Section 7, paragraph B.2) ☐

   c) OR a photocopy of your degree certificate or (academic diploma) that has been **verified by the British Council** as being 'a true copy of the original') (please see Section 7, paragraph B2) ☐

3. **If your degree (or academic diploma) was not awarded with an 'Honours' classification OR if you are applying on the basis of a professional qualification** you must submit the original transcript of your academic studies/statement of results which has been **certified by the institution or awarding body at which your qualification was obtained** (please see Section 7, paragraph B.3) ☐ ☐

4. Your **original** certificate of a test of proficiency in English language (eg TOEFL/IELTS or GCSE/ GCE O-level English Language at Grade C or above or similar) (please see Section 7, paragraph B.4) ☐ ☐

   OR a photocopy of that certificate which has been verified by the British Council as being a true copy of the original certificate (please see Section 7, paragraph B.4 ☐

5. Your **original** GMAT certificate ☐ ☐

6. **Supporting Statement/reasons for applying to register for this programme** (minimum of 100 words in your own handwriting (not typed) (please see Section 7, paragraph C ☐

7. **Full employment curriculum vitae (cv)** (please see Section 7, paragraph D) ☐

8. Please tick (✓) if you have arranged for two referees to send confidential letters of reference direct to the Postgraduate Admissions Office. **Please note that your application cannot be considered until these references have been received** (Section 7 paragraph A) ☐

Date returned

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NOTE: All **original** documents submitted by you will be returned by registered post after your application has been processed. However, the University will retain all photocopies – unless you specifically ask for them to be returned to you.

An 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.