

## DOCUMENT ENCLOSURE FORM (UNDERGRADUATE)

**Please complete this form, in conjunction with 'Section 5 – Submitting your application' of the Guidance Notes for Online applications (UG).**

- All the necessary documentary evidence must be received by the Undergraduate 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 Undergraduate Admissions Office of the University of London, together with this Document Enclosure Form, to the address given at the foot of this form.
- Please send 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)

**A. Personal identification** Photocopied evidence (in English) of full name and date of birth. *(Please enter a ✓ in the space provided).*

*For office use only*

Birth certificate       Passport       Marriage certificate       Deed poll   
 Naturalisation certificate       Alien's registration certificate       National identity card       Statutory declaration

**B. Certificates** Enter the **number** of certificates **enclosed** in space provided *(not the number of exams taken/passed).*

CSE .....       School certificate .....   
 GCE 'A' Level .....       Higher school certificate .....   
 GCSE 'O' Level .....       Other public educational certificates .....

Degree certificate *(Give precise details of documentary evidence sent.)*.....

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

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

**C. Supporting statement** – reasons for applying for this programme in a minimum of 100 words in your own handwriting (not typed).....

**D. 'Work Experience Route' of BSc CIS/BSc CC degrees (only)**

CV enclosed.....       Work reference enclosed .....

Signed

Date

*Date of return*  
/ /

**Address:** Undergraduate Admissions Office, University of London, Ground Floor, Stewart House, 32 Russell Square, London WC1B 5DN