

University of London International Programmes

Guidance notes for online applications

(Undergraduate Programmes)

These guidance notes outline what you need to do in order to submit an online application for one of the undergraduate programmes offered by the University of London International Programmes.

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Section 1 – Making your application

- a) Answer each of the questions asked. Please do not leave a question blank. If the question does not apply to you please enter 'N/A' (i.e. not applicable)
- b) Submit all the necessary documentation required in support of your application. Failure to provide this documentation will inevitably delay the final decision being made on your application. If any item of supporting documentation is unavailable, please inform the Undergraduate Admissions Office admissions@london.ac.uk You will then be advised of the steps that you need to take in order for your application to be processed and a final decision taken.

Section 2 - How to use the online application process

1. Click the New User button
2. Complete the appropriate fields to create your user account and click on the Proceed button. (At this point an e-mail will automatically be sent to the e-mail address you have provided. This will include a password to allow you to access your online application should you choose to complete your application at a later stage. When you do login, you will be asked to choose a new password that is memorable to you.
3. Upload your certificates and supporting documents if you wish and then complete the application
4. Submit the application
5. You will then be taken to the payments section of the application process for information on how to pay the application handling fee. **This fee must be paid online.**

Section 3 – Need help in completing the application?

If you have any further questions about the application process, please e-mail the Undergraduate Admissions Office at: admissions@london.ac.uk

Section 4 – Acknowledgement

When you have submitted your application you will receive confirmation, by email, that your application has been received and notification of your student number.

If you do not receive this email within 3 weeks please contact the Admissions Office at: admissions@london.ac.uk

We allocate a student number to everyone that submits an application – it does not mean that you have been accepted onto the programme for which you have applied.

Please use your full name, student number and the name of the programme for which you are applying, in any correspondence that you have with the Admissions Office.

Section 5 – Submitting your application

Your application will only be processed – and a final decision taken – when you have paid the application handling fee and when we have received all the necessary documentation in support of your application.

- A. **Print off and complete a copy of the [Document enclosure form \(UG\)](#) and send it together with all the required documents in support of your application to:**

Undergraduate Admissions Office
University of London International Programmes
Ground Floor
Stewart House
32 Russell Square
London WC1B 5DN
UK

A.1 Personal Identification

- Photocopied evidence of your full name and date of birth as stated on your application. This must be a photocopy of either your birth certificate, or passport, or national identification card (ID), or aliens registration certificate, or statutory declaration. Please note that these are the only forms of identification that are acceptable.

Any change of name from that which is stated on the above document, must be accompanied by official evidence of that change, i.e. marriage certificate or statutory declaration.

A.2 Educational certificates and evidence of your proficiency in English Language

- The original certificates of all the qualifications that you have listed on your application.

Alternatively you should

- either contact the appropriate awarding or examining body who issued your certificate(s) and arrange for them to send to use direct a certified statement or transcript giving full details of your studies and the results you obtained.
- Or ask the British Council if they are willing/able to verify a photocopy of each certificate as being a true copy of the original certificate. However, if the British Council is unable/unwilling to provide this service, you must then use one of the alternatives.

If you are enrolled as a student at one of the following institutions, approval has been given for them to verify documents on our behalf. Therefore you will be able to submit those verified copies in support of your application:

Hong Kong – SPEED, Hong Kong Polytechnic University

Malaysia – Advance Tertiary College (ATC), Kuala Lumpur and Penang

Malaysia – Brickfields, Asia College, Kuala Lumpur

Malta – St Martins, Institute of Information Technology

Singapore – Singapore Institute of Management (SIM)

If you are a resident in Hong Kong or Singapore, SPACE – Hong Kong University and RELC in Singapore are also permitted to verify photocopies of original documents on our behalf.

If an original certificate is unavailable you may either submit any other evidence that you have relating to that qualification(s) or await our initial response to your application. We will then advise you exactly what evidence you need to submit

If the evidence of your qualifications which you submit is incomplete or unacceptable, or if we need further information about a particular qualification (eg a transcript and/or syllabus) we will ask you to contact the appropriate awarding/examining authority to arrange for them to write to us or to send us directly a certified statement/ transcript of results

It is your responsibility to arrange for all the necessary documentation to be obtained in support of your application. The University cannot undertake to do this on your behalf. This also applies to any translation of documents which you submit that may be required

GCE A-levels - original results slip. You can submit the original of a *recent* GCE A-level examination result slip (ie one for which the final certificate has not yet been issued). However, results slips from previous examination sittings cannot be accepted - you will either need to submit the original certificate or arrange for the

relevant examinations board to send a certified statement of those results directly to the Admissions Office

Submit your application even if it is incomplete (eg if you are waiting to sit an examination or to receive the results of an examination). We can often begin to process your application without all the evidence – although we will *not* be able to give you a final decision until all the necessary documentation has been received and inspected to our satisfaction

B. For applicants to the ‘Work Experience Routes of both the BSc CIS and BSc Creative Computing degrees’ *only* - You are also required to submit a *full employment curriculum vitae (cv)* **and** *work reference* together with the other documents in support of your application.