

**University of London International
Programmes**

**GUIDANCE NOTES FOR
ONLINE APPLICATIONS**

(UNDERGRADUATE PROGRAMMES)

ADM/UG/ONLINE/2010

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. Please read the detail carefully.

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Section 1 - Making your application

There are now two ways to make your application, depending on the programme. You can *either* apply online *or* you can complete and return the application form which you will find in the centre of the prospectus, *or* is available for you to download from the website. We recommend that, where possible, you apply online.

Whichever way you choose to apply, you are strongly advised to submit your application *as early as possible*. Please do not wait until the application deadline date.

In order to ensure your application is processed, and a decision taken on your application as quickly as possible, you are asked to ensure that you:

a) *read these guidance notes for online applications* and follow all the instructions given on the online form when completing each section.

b) *please take your time completing the application*. It is important that you provide all the information we require in order that full consideration can be given to your application

c) *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' (ie not applicable).

d) *submit all the necessary documentation required in support of your application.* Please note that failure to provide this documentation will inevitably delay the final decision being made on your application. If *any* item of supporting documentation is unavailable, you must inform the Undergraduate Admissions Office explaining the reason(s) why. They will then write advising you of the steps you need to take in order for your application to be processed and a final decision taken.

Section 2 - When to apply

You can submit your application at any time of the year. However, you are strongly advised to apply *as early as possible* so that a decision can be taken on your application. If you are eligible, you will be given an offer and you can then register and begin your studies without delay.

If you wish to register this year, the latest date by which your application must be received by the Undergraduate Admissions Office is given in the relevant programme details. Please note that, if your application is received **after** the deadline date your application will be kept on file and will not be processed until the new Admissions year opens in March of the following year.

Section 3 - Online applications

It is now possible to make your application online for this programme as an International student of the University of London International Programmes. We have developed a secure online application system which can be used from anywhere in the world at a time to suit you.

You do not need to complete the application in one go. You can exit and re-access your application at any time. You will also be able to return to any of the questions you have answered - either to amend or to add to the information you have given, before you submit your application.

Section 4 - How to use the online application process:

Please note that, depending upon the amount of information you have to input in support of your application, the online application process will take around 20 to 30 minutes to complete. However, you will be able to exit the process part way through and return to it if necessary.

- 1 Click on the link for [online application](#)
2. Click on the New User button
3. 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 system generated password to allow you to access your online application should you choose to complete your

application at a later stage. Please note that when you do login, you will be asked to choose a new password.)

4. Complete the application and upload your certificates and supporting documents if you wish.

5. Read the declaration(s) and conditions of the application and tick the box to confirm your agreement

6. *Before you submit your application* please ensure you have included details of all your qualifications which are relevant to this application *and* that you have provided all the information you want to bring to our attention in support of your application

7. Submit the application

8. 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.***

Please Note:

- a) If you are unable to pay the fee online you will have to complete and submit a paper-based application form, together with the application handling fee *paid as a Bankers draft*.
- b) The application handling fee must be paid in order for your application to be processed and a decision taken (Please note that this fee is *not* required if you are applying for either the BA degree History or BA Classical Studies).
- c) For any further advice on paying the Application Handling Fee please email: external.fees@london.ac.uk

Section 5 - Need Help in completing the application?

If you have any further questions about the application process which are not covered by these notes, nor can be found in the prospectus, please email the Undergraduate Admissions office at: admissions@london.ac.uk.

Section 6 - Acknowledgement

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

If you do not receive this email please contact the Undergraduate Admissions office at: admissions@london.ac.uk

We allocate a student number to everyone who submits an application - it does not mean that you have been accepted onto the programme for which you have applied. That decision will be taken after we have received the application handling fee (if applicable) *and* all the necessary documentation in support of your application (see Section 7 below).

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

Section 7 - What you should do next

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.

If you wish to proceed with your application you should take the following action, *without delay*:

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* - as indicated below - to the Undergraduate Admissions Office at the address given at the foot of this section:

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). Please note, that these are the *only* forms of identification which are acceptable. We do not accept a driving licence for identification purposes.

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

If the name which appears on any of your certificates/ documents differs from that which is given on your personal identification you will also be required to submit acceptable evidence of that **name change**.

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

- the **original** certificates of **all** the qualifications 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 us 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 *for any reason (and many of them are unable to do so)*, you must then use one of the two stated alternatives.

Alternatively, 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, Kuala Lumpur
Malta - St Martins
Singapore - Singapore Institute of Management (SIM)

Alternatively, if you are 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

Please note: documents certified by anyone other than those indicated above are **not** acceptable for admission purposes.

- **If an original certificate is unavailable for any reason** 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 for any reason, 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
- **Please note** that the University of London International Programmes reserves the right to ask for further or alternative evidence of your qualifications to be provided, if required

B. Supporting statement/reason(s) for applying to register for this programme.

- You must submit a supporting statement in a *minimum of 100 words*, giving your reason(s) for applying to this programme, together with any details of your background, work experience and your current or most recent responsibilities, which you consider relevant to this application.

C. 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.

All the above documents should now be sent, together with the Document Enclosure Form (UG), by secure post or by courier, to the following address:

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

Email: admissions@london.ac.uk

Section 8 - What happens when we receive your Application Handling Fee and documents in support of your application?

8.1. We will acknowledge, by email, receipt of your documents when they arrive in the Undergraduate Admissions Office.

8.2. We will also inform you, of any outstanding documents or of any *additional* documents/information that may be required *before* we are either able to process or take a decision on your application

8.3. When the application handling fee and all the necessary documentation has been received in support of your application, your application will be processed.

Section 9 - The decision

9.1 We will write to you with **one** of the following responses:

- **You are eligible for the programme to which you have applied.** We will send you an offer letter for that programme, together with a registration form and fee slip and any additional information you may require in order for you to register. This will include the deadline date by which the registration form and fee must be completed and returned in order for you to register.

[**Please note** that the registration form and fee must be returned to the Registry **by post**. It is not yet possible for registration to be carried out online. However, we look forward to offering this facility in due course.]

OR

- **It appears that you are eligible for the programme to which you have applied** and we are *provisionally* accepting you, but in order to receive a final offer you will need to submit further information and/or documentary evidence (as specified in the letter we send to you) that confirms the qualification(s) on your application form

OR

- **We require more information and/or documentary evidence** *before* we can make a decision on your application. When that information/evidence has been received it may also be necessary to refer your application to the Special Admissions Panel for a final decision to be made on your application (see Special Admissions below)

OR

- **We are currently unable to accept you onto the programme.** We will make some suggestions as to what you might do to become qualified (See 'Special Admissions Panel – paragraph 9 below). If you take our advice and obtain the qualification(s) we specify within the validity of the application form (*five years* from the date it is received in our office), you should submit evidence of that/those qualifications(s) to the Admissions Office. If it is then confirmed that the conditions specified by the Special Admissions Panel have been met (and the programme is still available), the offer of registration will then be issued. You will not need to submit a second application or pay a further application handling fee.

Please note: Every application we receive is considered *in full* taking account *all* the information provided and documentation submitted in support of that application. If you do not satisfy the entrance requirements for the programme to which you have applied and we are therefore unable to accept you for admission to that programme, if there is a linked programme available, we will *automatically* consider you for admission to the a lower level qualification if it is available, and give you an offer *if appropriate/where possible*.

9.2 SPECIAL ADMISSIONS

The University of London International Programmes welcomes applications from *everyone* who may be interested in studying as International student. The *only* criteria for admission is that you must satisfy the entrance requirements specified for the programme to which you are applying. The entrance requirements for each programme are published in the prospectus and on the website.

If you wish to make an application but do not think you meet the entrance requirements *you are still encouraged to apply* - we will be happy to consider your application.

Your application will be referred to the Special Admissions Panel. The Panel will review every aspect of your application and, if you do not currently satisfy the entrance requirements specified, they will advise you what you need to do in order to meet the requirements for the programme concerned.

The Panel will also consider an application if:

- *either* you have passed examinations that would give you admission to an acceptable university outside the UK
- *or* you have obtained an appropriate qualification(s) other than a degree from an acceptable institution
- *or* you have a professional qualification(s) gained by examination that admits you to membership of an acceptable professional body
- *or* if you do not meet the *normal* minimum age requirement for registration

NOTE: The Special Admissions Panel considers every aspect of the application including all qualifications, relevant work experience and the supporting statement. You are asked to note, however, that applications are rarely accepted solely on the basis of extensive/relevant work experience. Evidence of a qualification obtained since leaving secondary/high school is also invariably required.

Having considered your application, the Panel may decide that, in order for you to be given an offer, you are required to obtain an additional qualification(s) **before** that offer of registration can be made.

FINAL NOTE:

We hope these guidelines are helpful, but please contact us if anything is unclear at: admissions@london.ac.uk

Good luck with making your application. We hope to be welcoming you as one of our External students in the near future.