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(For office use only)

ENQUIRY CODE

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Application Form
LLB
and the
Diploma in the Common Law

Surname/family name

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First name(s)/given name(s)

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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 and in BLOCK CAPITALS, using either a typewriter or a pen with **black** ink. If you have any problems please look for advice in the following notes **and** in the accompanying prospectus.
- If there are any questions which do not affect you, write N/A ('Not applicable').
 - Questions 8 to 12 concern the University's entrance requirements, as listed in the relevant section of the accompanying prospectus. Even if you do not satisfy these requirements we can still consider your application. However, you may be required to complete another course of study first, before we admit you to the External System.
- B.** All applicants must pay an application handling fee which **is not refundable**. The fee must be submitted with the application form. **Do not send the fee separately.**
- C.** 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.**
- D.** Remember, if you enrol with a college or other institution for a course of tuition it **does not** constitute registration as an External student of the University of London. You are strongly advised to wait for confirmation from the University that you have been given an offer of registration **before** you enrol for a particular qualification.
- E.** If you are required to submit any information in support of your application it is **your** responsibility to obtain it. The University cannot undertake to obtain information/evidence on your behalf.
- F.** Please supply an up-to-date email address as the Laws Consortium will use this to communicate with you.

DEADLINE FOR RECEIPT OF APPLICATIONS

If you live **outside** the European Union – **17 September**
If you live **within** the European Union – **17 October**

Questionnaire on enquiry source

Please tell us more about how you heard about the University of London External System

The answers to the questions below will enable us to establish a better picture of our students. None of the information that you provide will impact on your application

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 school
- 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 a local college that teaches for University of London External System degrees
- Through the British Council
- My employer told me
- One of the University of London Law Schools referred me

How do you intend to study?

- Independently, by myself
- Attend a local college full time
- Attend a local college part time
- Undecided

If you would be willing to take part in further surveys on behalf of the University of London, please tick here.



Application Form LLB and the Diploma in the Common Law

1–5. Personal details (PLEASE WRITE CLEARLY AND IN BLOCK CAPITALS)

1. Surname/family name	First name(s)/given name(s)
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
Record your names below IN THE ORDER in which you wish them to appear on the University's records and on your final certificate. We are only able to accept one version of your name and cannot include an alias.	
<input style="width: 95%; height: 20px;" type="text"/>	
2. Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	3. Date of birth <input type="text"/> <input type="text"/> <input type="text"/>
4. Gender Male <input type="checkbox"/> Female <input type="checkbox"/>	
5. Home address (not the address of an institution at which you are/wish to study) (PLEASE WRITE IN BLOCK CAPITALS)	
<input style="width: 95%; height: 20px;" type="text"/>	
<input style="width: 95%; height: 20px;" type="text"/>	
<input style="width: 95%; height: 20px;" type="text"/>	
Country.....	Postal/Zip Code
Telephone.....	
Email address.....	
(Please inform us immediately of any change to your email address).	

6. Programme for which you wish to apply (please ✓ the appropriate box)

LLB <input type="checkbox"/>	Diploma in the Common Law <input type="checkbox"/>
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7. Graduate Entry Route (LLB only)

Do you wish to be considered for the Graduate Entry Route for the LLB? YES NO

Please do not fill in anything below this line – for office use only

CREDIT TRANSFER

- A. APPLICATION MADE**
- B. DECISION** (✓ as appropriate)
- Request not valid, cannot be considered
 - Credit given subject/s and credits listed below
 - First check (initials)
 - Second check (initials)

A H Fee	
Fee paid	£ <input style="width: 100px;" type="text"/>
Date received	<input style="width: 100px;" type="text"/>
Method of payment	<input style="width: 100px;" type="text"/>
Postage paid	Yes (circle if appropriate)
Amount paid	£ <input style="width: 100px;" type="text"/>

STENCIL/S	DATE
REFERRAL DETAILS AND DECISION	

OFFER ISSUED FOR	
DATE OF ISSUE	DATE VALID
EXEMPTION/S	

12. English language proficiency

A. Is English your first language/mother tongue? Yes No

B. If your first language/mother tongue is not English please answer the following questions:

i) Have you had substantial (minimum of 18 months) secondary/higher education conducted in English?

Yes (provide evidence) No

ii) Have you had substantial (minimum of 18 months) work experience conducted in English?

Yes (provide evidence) No

iii) Have you passed an examination in English language (for example GCSE/GCE 'O' level)?

Yes (provide evidence) No

iv) Have you passed, at an appropriate level, a test of proficiency in English language in the last three years that is acceptable to the University of London (for example, TOEFL or IELTS)?

Yes (provide evidence) No

Declaration (to be signed by all applicants): I am aware of the English language proficiency level required for this programme as set out in the prospectus and I consider that:

- I have met this standard (and where relevant provided evidence of this). (Tick if applicable.)
- I have not met this standard but am awaiting the results of an examination/test of proficiency and will supply evidence to the University of these results. (Tick if applicable.)

Signature.....

13. Examinations for which you are awaiting results

A. All examinations taken for which you are awaiting results (including date(s) of examinations)

.....

B. Any examinations you intend to take before registering for your degree (including date(s))

.....

14. Previous applications

A. Have you ever submitted an application to the External System before? No Yes (insert year)

B. Have you received an Offer letter from the University of London before?

No Go to question 15. Yes Complete the box below.

Were you an internal or External student? (please ✓)

internal

External

Write your name as it appears on the Offer letter

.....

— your student number (if known)

.....

Year of Offer

(insert year)

— the subject to which it applies

.....

— the name of the school of the University at which you were an internal student (if applicable)

.....

Did you subsequently register or enrol as a student of the University of London? No Yes (insert year)

18. Credit transfer – LLB applicants only (Read the section on recognition of prior study in the prospectus carefully before completing this question.)

Notes:

- a. Do not complete this question if you are applying for Graduate Entry of the LLB degree as you cannot be considered for credit transfer if you wish to register via this route.
- b. A fee of £30 per subject is charged for consideration to be given for credit transfer requests received by the University of London (please note that from 1 September 2009 this fee will be £33). The fee for a complete year's transfer (120 credits) in 2009-2010 will be £132. **Do not send the fee with your application form.** You will be sent a Recognition of prior study Request Pack when your application has been received by the Admissions Office. You will be asked to return the form, together with the necessary fee, if required. **The fee is not refundable even if the credit transfer is not subsequently awarded.**
- c. No credit transfer will be awarded unless **specific** application has been made for the recognition of prior study to be considered (even if the recognition of prior study is listed as 'automatic').
- d. Include full details of the study for which you are seeking credit transfer.
- e. All credit transfer requests are considered on an individual basis and are awarded at the discretion of the University of London.

Do you wish to apply for credit transfer? No Go to question 19. Yes Complete the box below.

A. List the papers or complete year's study for which you are seeking recognition of prior study:

.....

B. On the basis of which course of study are you making this request?

.....

19. Check list (Please read the following carefully before posting your application to us.)

This completed application form must be submitted to the External Admissions Office, at the address below together with the following:

1. the application handling fee and fee slip
2. **photocopied** evidence of your full name and date of birth (e.g. a birth certificate, marriage certificate, statutory declaration or passport)
3. the **ORIGINALS** of all your academic certificate(s) **OR**
 - a photocopy of the original **verified by the British Council OR**
 - you must arrange for an **ORIGINAL** statement of your academic record/transcript certified by the institution at which your qualification was obtained to be sent by the awarding/examining authority **DIRECT** to the Admissions Office (address below).
4. your completed **Document enclosure form** (see overleaf).

Return all the above to:

Admissions Office, External System, University of London, Ground floor, Stewart House, 32 Russell Square, London WC1B 5DN, UK.

Declaration to be signed by the applicant – please read carefully **before** signing

- 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 agree to the University of London processing my personal data contained in this form and other personal data that the University may obtain from me or from other people connected with my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes in accordance with the principles set out in the 1998 Data Protection Act.
- c. I confirm that I have (or will have) online access by the time I register for this programme.

Signature Date

