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(For office use only)

ENQUIRY CODE

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Application Form for
BSc Computing and Information Systems
BSc Creative Computing
and the Work Experience Entry Route

Surname/family name

--

First name(s)/given name(s)

--

Title

Mr

Mrs

Ms

Other

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NOTES FOR GUIDANCE

Please read carefully *before* you complete this application form.

- A.** Complete the questions on the following pages 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 7 to 11 concern the University's entrance requirements, as listed in the relevant section of the accompanying prospectus. Even if you do not satisfy these we can still consider your application, although we will take into account your answer to questions 12 and 13, and may ask you 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.

DEADLINE FOR RECEIPT OF APPLICATIONS

If you live **outside** the European Union – **17 September**
If you live in a member country of 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) | <input type="checkbox"/> |
| I found out at an exhibition | <input type="checkbox"/> |
| I found out from my school | <input type="checkbox"/> |
| I found out from my university | <input type="checkbox"/> |
| I knew about it from reputation | <input type="checkbox"/> |
| I saw an advertisement/article about the University of London in a newspaper/magazine | <input type="checkbox"/> |
| I searched the internet | <input type="checkbox"/> |
| From an education agent | <input type="checkbox"/> |
| A family member or friend | <input type="checkbox"/> |
| Through a local college that teaches for University of London External System degrees | <input type="checkbox"/> |
| Through the British Council | <input type="checkbox"/> |
| My employer told me | <input type="checkbox"/> |
| Goldsmiths referred me | <input type="checkbox"/> |

How do you intend to study?

- | | |
|----------------------------------|--------------------------|
| Independently, by myself | <input type="checkbox"/> |
| Attend a local college full time | <input type="checkbox"/> |
| Attend a local college part time | <input type="checkbox"/> |
| Undecided | <input type="checkbox"/> |

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



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BSc Computing and Information Systems
BSc Creative Computing
and the Work Experience Entry Route

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

1. Surname/family name	First name(s)/given name(s)
<input type="text"/>	<input 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 degree certificate. We are only able to accept one version of your name and cannot include an alias.	
<input 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"/> day / month / year
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 type="text"/>	
<input type="text"/>	
Country..... Postal/Zip Code.....	
Telephone.....	
Email address.....	

6. Programme to which you are applying (Please ✓ the appropriate box)

BSc Computing and Information Systems (CIS) <input type="checkbox"/>	BSc Creative Computing (CC) <input type="checkbox"/>
Work Experience Entry Route of the BSc CIS degree <input type="checkbox"/>	Work Experience Entry Route of the BSc CC degree <input type="checkbox"/>

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

EXEMPTIONS

- A. APPLICATION MADE
- B. DECISION (✓ as appropriate)
 - Exemption request not valid
 - Exemption given subject(s) listed below
 - Exemption not approved
 - First check (initials)
 - Second check (initials)

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

STENCIL/S	DATE
REFERRAL DETAILS AND DECISION	

OFFER ISSUED FOR.....
DATE OF ISSUE.....
DATE VALID.....
EXEMPTION/S.....
.....
.....

7. School leaving qualifications

(e.g. GCSE, 'O' and 'A' levels; Baccalaureate; High School Diploma, etc. Give full details of subjects passed, in chronological order. Group together all subjects that were passed in one sitting.)

Month/year	Examining body, centre and candidate number (if known)	Full title of subject	Level	Grade achieved
.....
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8. Mathematical competency

In order to be admitted to this programme you are required to provide documentary evidence of a competence in Mathematics equivalent to a pass at GCE A/AS level in a mathematical subject for the BSc CIS/BSc CC; or GCSE/GCE 'O' Level at Grade C or above for the Work Experience Routes

Examining Body	Subject	Level e.g. GCSE/GCE 'O' level/ GCE AS/'A' Level	Grade	Date
.....
.....

9. Degree, diploma or teaching certificates

Give full details of degrees, higher educational diplomas or certificates. This information **must** include the awarding/examining body, the full title of the award, the date awarded, subjects passed in the final examination, the length of the course and whether the course was taken full time or part time. You should also include details of any qualification on the basis of which you are seeking exemption (see question 18).

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10. Occupational and professional qualifications

Give full details of any final examination/s which you have passed, indicating membership (including level/status), if appropriate. You should also include details of any qualification on the basis of which you are seeking exemption (see question 18).

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11. Other awards

Give full details of any other subjects you have undertaken, including those which did not lead to an examination.

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12. English language proficiency

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

If 'No' which language do you normally speak

– at home

– at work

– what was your language of secondary education?.....

B. Have you passed an examination in English language (for example GCSE/GCE 'O'level, TOEFL or IELTS)?

No (Go to Question 12) Yes If 'yes' please give full details below.

Examination or test	Grade or score	Subject	Date
.....
.....
.....

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. Work experience Applicants to the Work Experience Entry Route must complete sections a) and b).

a) What is your current/previous occupation? (Include length of service and the name of the company/organisation for whom you are/were working). Please tell us if you are not working or are retired, and give details of your previous employment.

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b) Work Experience Entry Route applicants (Please the box)

I enclose a copy of my full employment curriculum vitae (CV)

I enclose a reference from my employer giving full details of my present (or most recent) job including the experience I have gained in computing and/or IT

Please note: your application cannot be considered unless/until both the above documents are received in support of your application.

15. Supporting statement – what are your reasons for applying for registration to this programme?

Please complete this section in your own handwriting in a minimum of 100 words (you may continue on a separate sheet if necessary).

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16. Students with a disability or special needs

- A. Do you have any condition that may require special examination arrangements to be made (eg. partial sight, wheelchair user, dyslexia, specific learning difficulties, legally imposed travel restrictions)?

Yes / No (circle as appropriate)

If 'Yes', please describe your condition/circumstances.....

.....
.....

- B. Taking account of the condition(s)/circumstances that you have described in A above, do you have any special requirements with regard to the materials we will provide in support of your study programme (eg. large print)?

Yes / No (circle as appropriate)

If 'Yes' please give details of those requirements

.....
.....

NOTE: In order for this request to be assessed, you must also write **as soon as possible** to the Special Examinations Arrangements Office, External System, University of London, Stewart House, Russell Square, London WC1B 5DN, United Kingdom, with full details of your condition/circumstances, **together with medical/other documentary evidence** in support of your request.

17. 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 18.

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/enrol as a student of the University of London? No

Yes

(insert year)

18. Exemptions (BSc Computing and Information Systems and BSc Creative Computing applicants only)

Read the section on Exemption Applications in the prospectus carefully **before** completing this question.

Notes:

- A fee is charged for consideration to be given to exemption requests received by the University of London. The only exception is when a qualification gives you 'automatic' exemption – these are listed in the prospectus and **Regulations** for each programme. **Do not send the fee with your application form.** You will be sent an Exemption 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 exemption fee is not refundable even if the exemption is not subsequently awarded.**
- No exemption will be awarded unless **specific** application has been made for the exemption to be considered (even if the exemption is listed as 'automatic').
- Include full details of any qualifications with which you are seeking exemption as given in questions 9 and 10.
- All exemption requests are considered on an individual basis and are awarded at the discretion of the University of London.

Do you wish to apply for an exemption?

No **Go to question 19.**

Yes **Complete the box below.**

A. List the papers for which you are seeking exemption:

B. On the basis of which qualification/s (detailed in questions 9 or 10) 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 Admissions Office (address below) together with the following:

- the application handling fee and fee slip
- photocopied** evidence of your full name and date of birth (e.g. a birth certificate, marriage certificate, statutory declaration or passport)
- 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, at the address given below.
- 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.

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

- 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.
- I confirm that I have (or will have) access to the relevant computing requirements specified in the prospectus and that I understand the need to update these resources throughout my period of study.
- 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.

Signature _____

Date _____

