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## Application Form for Degrees in the Humanities and the short course in Philosophy

(Please do **not** use this application form if you are applying for one of the Humanities diplomas).

Surname/family/father's name	<input type="text"/>
First name(s)/given name(s)	<input type="text"/>
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/>
Degree for which you are applying	<input type="text"/>

### NOTES FOR GUIDANCE

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

- A. Complete **all** 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 answers to questions 15 and 16, and may ask you to complete another course of study first, before we admit you to the External Programme.
- 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. If you are applying for either BA English or one of the language degrees, please ensure you include details of the qualification(s) upon which you are making your application which demonstrates you satisfy the programme requirement for that degree (i.e. GCE 'A' level - or an equivalent qualification - in the relevant language at the grade specified for that degree).

### DEADLINE FOR RECEIPT OF APPLICATIONS

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

**Note:** Applicants to the BA Spanish and Latin American Studies degree are strongly advised to submit their application as early as possible and **not** delay submission until the deadline date.

# Applicants to BA Spanish and Latin American Studies *only*

## ENTRANCE TEST

All applicants to **BA Spanish and Latin American Studies** (only) are required to complete this test and return it with the application form. You are strongly advised to submit your application as early as possible and **not** delay submission until the deadline date.

Please list any courses you have taken on Hispanic language or culture:

.....

.....

.....

Period spent in a Spanish speaking country:

.....

- Please answer all three sections of the test below.
- The time you are recommended to spend on each question is indicated in parentheses after each question.
- You are advised to complete the test without recourse to a dictionary or other reference material.
- You must complete this test and return it with the application form. We are unable to consider your application if the test is not enclosed.

### Section 1

**While on holiday in Spain you are involved in a minor accident while crossing the road outside your hotel. You are not seriously injured but you have to provide the local police with a written report in SPANISH (approx. 100 words). Make sure you cover the following points (20 minutes):**

- the circumstances leading up to the accident, e.g. where you were going, why you crossed the road;
- your injuries and how they were treated;
- the effect the accident is likely to have on the rest of your holiday.

### Section 2

**Choose one of the following questions and write an essay in SPANISH of 200–250 words (40 minutes).**

1. ¿Es necesario perdonar y olvidar para salir con éxito de una dictadura, o una democracia digna debe hacer justicia y castigar a los culpables?
2. ¿Qué derecho tiene el gobierno para imponer restricciones a la libertad de los ciudadanos de dónde y cuándo fumar?
3. ¿Crees que se debería legalizar el consumo de drogas blandas?

### Section 3

**Write a short commentary (approx. 300 words) in ENGLISH, on EITHER a literary text you have read OR a television programme, play or film you have seen connected with Spanish or Latin American culture. You should give evidence of independent critical analysis and avoid plot summary (40 minutes).**



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## Application Form for Degrees in the Humanities and the short course in Philosophy

(Please do **not** use this application form if you are applying for one of the Humanities diplomas).

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

<b>1. Surname/family name</b>	<b>First/given name(s)</b>
<b>2. Title</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>	<b>3. Date of birth</b> <input type="text"/> <input type="text"/> <input type="text"/> <small>day / month / year</small>
<b>4. Gender</b> Male <input type="checkbox"/> Female <input type="checkbox"/>	
<b>5. Home address</b> (PLEASE WRITE IN BLOCK CAPITALS)	
Country ..... Postal/Zip Code ..... Telephone ..... Email address .....	

**6. Programme for which you are applying**

a. Degree for which you are applying <input style="width: 80%;" type="text"/>
b. Please tick here <b>only</b> if you are applying for the short course in Philosophy <input type="checkbox"/>
c. If you are applying to register for a <b>BA Language degree</b> please state <b>either</b> the choice of secondary language you wish to study (where applicable) or the two languages to which you are applying for the Joint Language degree (where applicable). <input style="width: 40%;" type="text"/> <input style="width: 40%;" type="text"/>
d. If you are applying to register for the <b>BA Spanish and Latin American Studies degree</b> , have you attached the written test to your application form? Yes <input type="checkbox"/> No <input type="checkbox"/>

*(Please note: your application cannot be considered if you have **not** completed and returned the written test with this application form).*

*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)

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

STENCIL/S	DATE
REFERRAL DETAILS AND DECISION	

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



## 11. 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
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

## 12. Examinations for which you are awaiting results

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

.....

.....

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

.....

.....

## 13. 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 14.

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)

Date 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)



**17. Exemptions** (Please read the section on 'Exemption applications' in the prospectus carefully **before** completing this question).

Notes:

- a. 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 degree. **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.**
- b. 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').
- c. Include full details of any qualifications with which you are seeking exemption as given in questions 8 and 9.
- d. All exemption requests are considered on an individual basis and are awarded at the discretion of the University.

Do you wish to apply for an exemption?      **No**  *Go to question 18.*      **Yes**  *Complete the box below.*

<p>A. List the paper(s) for which you are seeking exemption:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>B. On the basis of which qualification/s (detailed in questions 8 or 9) are you making this request?</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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**18. 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 (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, University of London, Ground floor, Stewart House, 32 Russell Square, London WC1B 5DN.
- 4. your completed **Document enclosure form** (see overleaf)
- 5. for BA Spanish and Latin American Studies applicants **only**: the completed written test.

**Return all the above to:**

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

**Declarations to be signed by the applicant** (Please read carefully **before** signing).

- a) I declare that the information provided 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## 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 Colleges of the University 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 ✓ here.