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Application Form

MSc, Postgraduate Diploma, Postgraduate Certificate 240- and 50-hour short courses in Livestock Health and Production

and

Veterinary Epidemiology and Public Health

Please read the 'Application and registration process' section of the prospectus leaflet before completing this form.

Surname/family name

First/given name(s)

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, using a pen with **black** ink. If there are any questions which do not affect you, write N/A ('Not applicable').
- B. 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.**
- C. It is **your** responsibility to obtain all the information and documentary evidence required in support of your application. The University cannot undertake to obtain information/evidence/references on your behalf.
- D. Please note that a decision cannot be taken on this application until all the necessary documentary evidence **and** both references have been received.

DEADLINE FOR RECEIPT OF APPLICATIONS FOR THE MSc, POSTGRADUATE DIPLOMAS AND POSTGRADUATE CERTIFICATES

1 November

**There is no deadline for applications for 240- and 50-hour short courses.
There is a rolling application process throughout the year.**

**Note: Students wishing to register for a 35-hour short course should download a registration form and return this with the fee.
The form can be downloaded at: www.londonexternal.ac.uk/forms/application_forms/35hr_short_course_af.pdf**

Questionnaire on enquiry source

The purpose of this questionnaire is to help us establish a picture of our potential student body. All the information you give will be treated as confidential. None of the information that you provide will impact on your application. If you complete the following four questions as fully as possible, it will help us to plan our marketing strategy more effectively.

- 1. Age range** *(Please ✓)*
- | | | | | | | | | | |
|----------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|---------|--------------------------|
| Under 21 | <input type="checkbox"/> | 21–26 | <input type="checkbox"/> | 27–34 | <input type="checkbox"/> | 35–39 | <input type="checkbox"/> | 40–44 | <input type="checkbox"/> |
| 45–49 | <input type="checkbox"/> | 50–54 | <input type="checkbox"/> | 55–59 | <input type="checkbox"/> | 60–65 | <input type="checkbox"/> | Over 65 | <input type="checkbox"/> |

2. Nationality

3. Country in which you will be resident for your studies

4. 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 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 the British Council
- My employer told me
- The Royal Veterinary College referred me
- London International Development Centre’s DL4D website

If you would be prepared to answer further questions about your involvement with the External System, please write your name and address here.

Name.....

Address

.....



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MSc, Postgraduate Diploma, Postgraduate Certificate, 240- and 50-hour short courses in Livestock Health and Production

and

Veterinary Epidemiology and Public Health

Please complete and return this **original** application form and **together with the appropriate documentary evidence** (see page 7) by post, to the Postgraduate Admissions Office, University of London, Ground floor, Stewart House, 32 Russell Square, London WC1B 5DN, UK. **Faxed applications will not be considered.** The form and all documentary evidence must be received as soon as possible but no later than **1 November**, if you are applying to the MSc, Postgraduate Diploma or Postgraduate Certificate. There is no deadline for the receipt of applications to the 240- and 50-hour short courses.

1-8. Personal details (please write in BLOCK CAPITALS)

1. Surname/family name

First/given name(s)

2. Please record your full name below **IN THE ORDER IN WHICH YOU WISH THEM TO APPEAR** on the University's records and on your final degree, diploma or certificate.

3. Title

Mr Mrs Ms Other

4. Gender

Male Female

5. Date of birth

day / month / year

6. Home address (PLEASE WRITE CLEARLY AND IN BLOCK CAPITALS)

.....
.....
.....

Country..... Postal/Zip Code

Email address..... Tel number.....

7-8. Programme for which you wish to apply

7. Livestock Health and Production MSc PG Diploma PG Certificate Short course(s)

Veterinary Epidemiology and Public Health MSc PG Diploma PG Certificate Short course(s)

8. If you are applying for a short course please indicate below the course code for the course(s) that you wish to study, If you are applying for an MSc, Postgraduate Diploma or Postgraduate Certificate please indicate below the course codes for the course(s) you would prefer to study in your first year.

e.g. **667 0001** for the 240-hour short course 'Animal disease Part 1 (Current concepts)', or **V50 100W** for the 50-hour short course 'Introduction to statistics, hypothesis testing, study design and analysis of data'

9. Degree(s) held or currently being taken

Include the title of the degree, the name of the university or other institution, the classification of award (please indicate if it is an award with Honours), the main subjects studied and date the degree was awarded.

Title of degree	University	Honours class'n (or GPA)	Subject(s)	Date of award

10. Other post-school qualifications (e.g. diplomas, certificates, professional qualifications, etc.)

Title	Awarding body	Duration (inc. full- or part-time)	Subjects	Date of award

11. English language proficiency please tick (✓) the relevant boxes

A. What is your first language/mother tongue? _____

B. If your first language/mother tongue is **not** English please answer the following questions (**you are required to submit documentary evidence in support of your answer(s) to question(s) (i), (ii) and (iv). Your application cannot proceed unless this evidence is submitted.*)

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

(**documentary evidence required in support*)

Yes No

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

(**documentary evidence required in support*)

Yes No

(iii) Have you taken a Test of Proficiency in English within the past three years?

Yes No

(*if the answer to this question is 'No' – please go to Question 12*)

(iv) If 'Yes', please give full details of the name of the test you took (eg. TOEFL, IELTS, IGCSE/GCSE/GCE 'O' level English Language, CPE); the grade/score/mark you achieved in each element/sub-test **and** the date of the test (**the original certificate must be submitted with your application*):

.....

12. Current employment

Date started	Job title	Employer
Main responsibilities		
.....		
.....		
.....		
.....		
.....		
.....		

13. Employment

You are required to submit a FULL employment Curriculum Vitae (CV) with this application form.

Please note that your application will not be considered if this is omitted. I have enclosed my CV

14. Fees

If someone other than yourself will be responsible for paying your fees, please tell us the name and address of your sponsor.

Name

Address

.....

Post/zip code..... Country

Telephone number..... Email address

15. Referees (MSc, Postgraduate Diploma and Postgraduate Certificate applicants **only**)

You must ask two referees to send **confidential letters of reference direct to the University** (address at top of page 3 of this form). You should select referees who are able to comment on your suitability for postgraduate study. At least one referee should have knowledge of your academic work at first degree, or higher, level (this reference should preferably be from the institution at which you studied) but the second must be concerned with your work-related experience, with particular reference to your level of computing knowledge and experience.

Name of referee	Name of referee
.....
In what capacity do you know this person?	In what capacity do you know this person?
.....
.....
Address	Address
.....
.....
Post/zip code	Post/zip code
Country	Country

18. Submitting your application

Documentary evidence of all your qualifications is needed in order for your application to be considered. This evidence must be submitted to the University together with the **original** of this application form.

Please indicate, by a tick (✓) in the relevant box, the documents you are enclosing. If you are unable to supply the appropriate evidence for one or more of your qualifications, you should also enclose a letter giving your reasons.

1. **Photocopied** evidence of your full name and date of birth
(e.g. birth certificate, passport, statutory declaration)
2. a. Your **original** academic certificate showing the class of award obtained
(where applicable)
- b. **OR** a photocopy of your original degree certificate or academic diploma verified by
the British Council (*If the British Council is unable or unwilling to provide this service
you are required to submit the evidence specified in either 2a or 2c.*)
- c. **OR** an original statement/transcript of your academic studies certified by the institution at
which your qualification was obtained
3. Your **original** TOEFL/IELTS or GCSE/GCE O Level English Language certificate
(or similar) **OR** a photocopy of the original certificate that has been **verified by the British
Council** (*If the British Council is unable or unwilling to provide this service you are required
to submit the original certificate*)
4. Your curriculum vitae (CV)

Note: all **original** documents submitted by you will be returned by registered mail after your application has been processed. However, the University will keep all photocopies unless you specifically ask for them to be returned to you.

An original official translation into English must be provided for any evidence required that is not already in English. This translation will be retained by the University.

In addition to the above, if you are applying to the MSc, Postgraduate Diploma or Postgraduate Certificate, please indicate whether you have asked two referees to send confidential letters of reference to the University directly (see 15 on page 5).

For office use only
Documents returned
(if applicable)

Date

/ /

DECLARATION TO BE SIGNED BY THE APPLICANT

- 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 application form and other personal data that the University may obtain from me or 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