



Examination Entry Form For Diploma/Degree Students sitting Overseas

IMPORTANT: Please ensure you read the notes overleaf before completing this form. This form must be completed in duplicate by the candidate and both copies sent to the local Test centre.

Qualification Registered For:
(e.g. Diploma in Theology, BA English, MSc Public Health, MBA)

UNIVERSITY USE ONLY:

Exam Month: **May/June/October** (please delete)

- 1 **Name:**..... **Date of Birth**..... **Email**.....
(Please underline surname)
- 2 **Address**
- 3 **Test centre applied to:** Country..... Centre (City)
- 4 List in full all subjects you will be assessed in this year, including any subjects assessed by Project/Dissertation/Report or Assignment, giving the title as it appears in the regulations. Please tick the box under column "Resit" if you are re-entering.

Subject Title	Re-sit	Subject Title	Re-sit
(a)		(f)	
(b)		(g)	
(c)		(h)	
(d)		(i)	
(e)		(j)	

If you require any Special Examination Arrangements you should write to Stewart House, detailing your requirements, including medical documentation, you should also check with your Centre that these are possible.

- 5 **Exam Fee**
Please check the sections on "Fees" and "Refunds" of your current Course Regulations for examination fees or re-entry fees payable to the University

WHERE APPLICABLE, I UNDERSTAND THAT ANY EXAM ENTRY FEES I HAVE PAID ARE NON-REFUNDABLE OR TRANSFERABLE IN THE EVENT THAT I AM UNABLE TO ATTEND MY EXAM/S.

Exam Fee (in UK Sterling) £

I AGREE THAT THE UNIVERSITY MAY RELEASE MY EXAMINATION RESULTS AND MARKS TO THE COLLEGE WHICH I HAVE NAMED ABOVE AND TO OTHER BODIES WHICH HAVE A LEGITIMATE INTEREST IN MY PERFORMANCE IN THE EXAMINATION.

- 6 **Signature of Candidate** **Date**.....

7 TO BE COMPLETED BY THE OVERSEAS EXAMINING TEST CENTRE AND RETURNED TO:

University of London, Stewart House, 32 Russell Square, London WC1B 5DN, United Kingdom, by the University deadline.
I am willing and have all the necessary facilities to conduct this examination at the centre stated above. I have read the notes overleaf and I am retaining a duplicate copy of this form.

Signature of Officer for Test centre

Name (block capitals) Mr/Mrs/Miss/Ms

Official Stamp

Official Title Date.....

NOTES FOR CANDIDATES

PLEASE READ THE FOLLOWING NOTES CAREFULLY

1. Two copies of this form must be completed and both copies must be returned to the Test centre who will forward one copy to the University. **We strongly advise you to contact your Test centre NOW and check their closing date for entries which will be well in advance of the University deadline.** Information regarding test centres can be found on the External System website at <http://www.londonexternal.ac.uk>. You should also note the date by which test centres must forward the entries to the University (See current Regulations).
2. If you are a CIS or Creative Computing student and intend to submit unit 2910320 - The Final Project – Please attach the signed and completed Project Description Form (in the Project Guide) to the Entry Form. It should not be submitted via an Institution. If you are attempting coursework for a resit unit only, you must still submit the entry form and examination fee via the Overseas Authority where appropriate.
3. You should check the Regulations for examination entry or re-entry fees payable. If you are required to pay an examination entry or re-entry fee, you should complete the attached fee slip with the entry form.

The fee must be paid in one of the following ways:-

- (i) By Sterling cheque or postal order made payable to the University of London and crossed NatWest Bank a/c payee.
- (ii) By Sterling Bank Draft made payable to the University of London and crossed "A/c payee". The draft should state the paying bank's branch name and location, which must be based in the UK.
- (iii) By any credit card recognised by either MasterCard International Inc or by the Visa Group. The University does NOT accept American Express.

Students wishing to pay the examination fee by credit or debit card are required to complete the attached payment form in full and return it with the entry form.

Examination entries will only be accepted if accompanied by the appropriate fee; entries submitted without the fee will NOT be processed and the form will be returned to the student.

4. Your Test centre will charge an additional fee in respect of local examination expenses, which you will pay direct to the Test centre.
5. The Timetable/Admission Notice, bearing your candidate number, dates and venue of the written papers will normally be sent to you by your Overseas test centre **10 days prior** to the starting date of your examinations.
6. Results will be despatched to you (normally via your Test centre) as soon as possible after the Examiners' meeting.
7. Your final diploma will be despatched to you (normally via the Test centre) within a period of three-six months if you have been successful in your final examination. The Test centre will forward results and final diplomas to the address given on your overseas examination entry form.
8. Any change in your address should be notified in writing **immediately**, both to the Test centre and to the University, Stewart House, Special Exam Services, or alternatively you may send your e-mail to Postgraduate.Registry@london.ac.uk

NOTES TO THE TEST CENTRE

- (i) The candidate returning this form to you is registered as an External Student of the University. If you are willing and have all the necessary facilities to conduct the examinations listed on this form, one copy of the form should be countersigned and returned to the University, together with any payment received (please see paragraph 3 above) **by 1st February** for May/June examinations and **1st August** for October/November examinations.
- (ii) All expenses incurred by the Test centre for the conduct of the examinations, i.e. invigilation/proctoring, postage, etc. should be recouped from the candidate in the form of a local fee.
- (iii) The University will forward in due course the examination materials and further instructions. Examination timetables may be viewed at www.londonexternal.ac.uk when available.
- (iv) Candidates' timetables/admission notices will be forwarded to you at least two weeks before the start of the examination period **for prompt onward transmission to the student(s)**.
- (v) Result Notifications and certificates for candidates who have been successful in the examination overall will be sent to you for onward transmission to the candidates (please refer to paragraphs 5 and 6 above).



Exam Entry Payment Form

Fee for entry to _____ Examination

Student Number: _____

Name: _____

Address: _____

e-mail Address: _____

Date of Birth: _____

Method of Payment:

Cheque Banker's Draft Visa Card MasterCard Debit Card

Fee Enclosed: £ _____

If paying by Cheque or Banker's draft please staple it to this form.
The Cheque or Banker's draft should be made payable to the University of London and must be in GB Pounds Sterling.

If paying by Visa, MasterCard or Debit Card please complete the following.
(Please note that American Express and Diners Club cannot be accepted)

Card Number:

Expiry Date:

Card Issue Number (if applicable)*:

Card Start Date (if applicable)*:

* Applies to Debit Cards only.

Card Holder's Name and Initials: _____
(as they appear on the card)

Card Holder's Billing Address: _____
(if different from above)

Name of Issuing Bank: _____
Please ensure that your Card Issuer will authorise the payment.

Cardholder's Signature: _____

Date: _____