



# Direct Application Form

(for Undergraduate, Postgraduate, Full-Time, Part-Time and Distance Learning Programmes)



## 1. PERSONAL DETAILS

Title: Mr/Ms/Miss/Mrs etc:

Surname/Family Name:

First Name(s):

Correspondence Address:

Postcode:

Telephone Number (including Area Code):

Day:

Evening:

Fax Number:

E-mail:

Home Address:

Postcode:

Sex: Male  Female

Date of Birth: Day   Month   Year

## 2. PERSONAL STATUS

(i) Country of Birth:

(ii) Nationality (as on Passport):

(iii) Country of usual permanent residence:

(iv) Have you ever lived outside (or were born outside) the EU?: Yes  No

(v) Applicants not born in the EU answer the following:

(a) Last date of entry to the EU excluding holidays? Date

(b) Have you applied for Refugee or Asylum status in the UK?: Yes  No

(c) Have you been granted indefinite leave to remain in the UK?: Yes  No

(d) Is your stay in the UK for education purposes, i.e. a student visa?: Yes  No

**2 PHOTOS**

*Please write your name at the back of each*

## 3. PAYMENT OF FEES

Who is expected to pay your fees? (tick as appropriate):

Your Employer  Yourself/Relative

Other Sponsor  CDL (Career Development Loan)

Please specify:

Do you have a Disability/Special Needs?: Yes  No

If **yes** please tick appropriate box in Section 14 on page 3

## 4. APPLICATION FOR: 5. COMMENCEMENT:

Undergraduate  Autumn (October) 20    Spring (February) 20    Summer (July) 20   (subject to availability)

## 6. MODE OF STUDY:

Are you applying for credit transfer? Yes  No

Postgraduate  Full-Time  Distance Learning  Part-Time day only (6 hours per week)

Professional  Part-Time day only (9 hours per week)  Part-Time evening only (subject to availability)

Vocational

## 7. ACADEMIC PROGRAMMES TO WHICH YOU ARE APPLYING:

### Academic award required

1<sup>st</sup> choice of academic programme title:

2<sup>nd</sup> choice of academic programme title:

3<sup>rd</sup> choice of academic programme title:

### 8. EDUCATIONAL QUALIFICATIONS

Please state most recent first and attach copies of certificates or transcripts where possible. For international students these should be in both original language and English. Do not enclose original certificates.

University, College, School, Name and Address	Degree, Diploma, Certificate, A-level, VCE, GNVQ, others	Subject(s)	Pass Overall or Fall Overall	Grades, Division, Class	Date started and Date awarded
Exams to be taken or results awaited					

Continue on separate sheet if necessary

### 9. ENGLISH LANGUAGE QUALIFICATIONS

If English is not your first language this section must be completed. Please specify which English language qualification you have or intend to take, and give the relevant grade/score for all components

### 10. EMPLOYMENT

Employer's Name and Address	From: Month & Year	To: Month & Year	Position Held	Full-time or Part-time	Brief Outline of Duties

**11. PERSONAL STATEMENT**

You are advised to complete this section with particular care and as fully as possible. Continue on a separate sheet if required. You should include:

- Your reasons for choosing the award/programme of study
- The knowledge, skills and positions of responsibility you have obtained through your work and/or education, which might be relevant to your award/programme of study.
- The work experience and/or personal developments, which have been most important to you.
- The challenges facing you in your studies, work or personal career development.
- Your future career plans.

Continue on separate sheet if required

**12. CRIMINAL CONVICTIONS**

Do you have any criminal convictions? Yes  No

If yes, please attach details about your offence and conviction, including dates and court convicted at. For Teaching/Health & Social Work programmes any criminal conviction including spent sentences and cautions must be declared. For further guidance contact the Admissions Office.

**13. NAME AND ADDRESS OF REFEREE**

1. Indicate below the two referees to whom you have sent the enclosed reference forms:

2. Please try to supply:

- One academic reference from your most recent place of study eg. School, College or University
- A reference from your present/recent employer.

3. We will not normally request references from your referees. It is your responsibility to ensure that all references are forwarded to the Admissions Office, The London College, UCK.

**REFEREE 1**

Name:

Position:

Telephone:

E-mail:

**REFEREE 2**

Name:

Position:

Telephone:

E-mail:

**14. DISABILITY/SPECIAL NEEDS**

The college encourages you to disclose any disability or medical condition, which may affect your future studies. All offers are made on academic grounds and the information given here will be used to help provide services, which meet your needs. Please tick appropriate box:

No Disability     Dyslexia     Blind/Partially Sighted     Deaf/Hearing Impairment     Wheelchair User/Mobility Difficulties   
 Personal Care Support     Mental Health Difficulties     Unseen Disability     Disability not listed above

If disabled, please provide brief details:

### 15. ETHNICITY MONITORING

The college is committed to providing equal opportunities for all. To assist us with our confidential monitoring please choose one selection indicate your ethnic group and tick the appropriate box to indicate your cultural background

White <input type="checkbox"/>	British <input type="checkbox"/>	Irish <input type="checkbox"/>	White and Asian <input type="checkbox"/>	Pakistani <input type="checkbox"/>
African <input type="checkbox"/>	Indian <input type="checkbox"/>	Chinese <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>
White and Black Caribbean <input type="checkbox"/>	Black or Black British <input type="checkbox"/>	Chinese or other this group <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Asian or British Asian <input type="checkbox"/>
Any other White background (specify) <input type="checkbox"/>	Any other Black background (specify) <input type="checkbox"/>	Any other mixed background (specify) <input type="checkbox"/>	Any other Asian background (specify) <input type="checkbox"/>	Any other (specify) <input type="checkbox"/>
				Mixed <input type="checkbox"/>

### 16. DISTANCE LEARNING APPLICANTS ONLY

Please state the country/city where you intend to study: City  Country

Have you previously studied at UCK?: Yes  No

If **yes** please state your old Student ID Number (if known)

### 17. HOW DID YOU HEAR ABOUT THE PROGRAMMES AT UCK?

We would be grateful if you could indicate below how you heard about the course you have applied for. This will enable us to plan further publicity more effectively

#### CHECKLIST

- Have You:
- Completed the application form in full.
  - Attached **2 recent passport-size photographs**.
  - Attached **copies** of transcripts/certificates of your qualification (where possible) - **DO NOT SEND ORIGINAL CERTIFICATES**
  - Sent References Request Form for completion to two referees.

#### PLEASE RETURN:

**Admissions Office,  
The London College, UCK  
Victoria Gardens,  
London W11 3PE, UK**

**Tel: +44 (0) 20-7243-4000  
Fax: +44 (0) 20-7243-1484**

**Application No. (Office use only)**

#### This Section is for OFFICE USE ONLY - Do not complete

Date Received:       Dept:  Course:

Course Offered:  Year:

Interview/Test: Time    Location  Date

With  **Unconditional Offer:** Yes  No

**Basis of offer:**

**Conditional Offer:** Yes  No  Number of T/C awarded:

The conditions of the offer are:

1.  **Reject: Applicant not suitable for course** Yes

2.  **Course:** Conditional

Reason: If **rejected** can you suggest a more suitable course? Unconditional

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

### CONDITIONS OF ACCEPTANCE

- Programme details are correct at the time of going to press but are subject to alteration without prior notice.
- Academic or vocational programme will only take place if justified by demand.
- Overseas students must comply with Home Office regulations on immigration. Absence due to illness must be supported by a medical certificate.
- Accommodation can only be arranged if a student received a firm acceptance at the College.
- Request for withdrawal or termination from any academic programme must be submitted by the student in writing before action can be taken.
- All prospective students are advised to check that their proposed affiliated academic programme will meet the requirements of vocational associations, sponsors, agencies or employers before enrolling on an academic programme.
- All prospective students are responsible for selecting their academic programme of study and its associated published course contents, this establishment shall not accept any liability whatsoever for any student who fails to check his/her personal academic requirements before enrolling on any programme.
- Tuition fees are payable in advance, either annually or by agreed instalments and are subject to alternation without prior notice.
- Fees are neither refundable nor transferable.
- All fees are inclusive of UK taxes.

### DECLARATION

I certify that the above information is correct to the best of my knowledge and accept the conditions specified on this application form and promise to be bound by the General Regulations & Policies of this College.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_



## Reference Request 1



Applicant: Please complete this side of the Reference Form

To:

Name of Referee:

Address of Referee:

Postcode:

Dear Referee,

The person named in the panel below is applying for entry to study at UCK.

The applicant would like you to support his/her application and has sent this form directly to you. UCK has adopted this procedure in an attempt to reduce any delays with the applications we receive. We would be very grateful if you would let us have, on the reverse of this sheet or in a separate letter (attached to this sheet), your opinion of this applicant. You may find it convenient to refer to the numbered questions overleaf.

Please return this form with your comments, within 14 days, to:

Admissions Office,  
The London College, UCK  
Victoria Gardens,  
London W11 3PE, UK

Please accept my thanks in advance.

Yours faithfully

Admissions Officer

DETAILS OF APPLICANT

Applicant's Surname/Family's Name:

Applicant's First & Middle Names:

Applicant's Address:

Date of Birth:







Programme applied for:

CONFIDENTIAL STATEMENT BY REFEREE

Name of Referee:

Position/Occupation/Connection with Applicant:

Address of Referee:

Telephone/Fax:

It would be helpful if the following information about the applicant could be covered in your statement below:

- Motivation and commitment
- Intellectual qualities including present and potential performance
- Personal qualities, including self-discipline
- Ability to organize his/her own time
- Communication skills - oral and written
- Any other comments which you feel may be relevant to the candidate's application

STATEMENT BY REFEREE PLEASE AFFIX OFFICIAL STAMP, WHERE APPROPRIATE, AT THE END OF THE STATEMENT

SIGNATURE OF REFEREE \_\_\_\_\_

DATE

*Please affix official stamp*



## Reference Request 2



Applicant: Please complete this side of the Reference Form

To:

Name of Referee:

Address of Referee:

Postcode:

Dear Referee,

The person named in the panel below is applying for entry to study at UCK. The applicant would like you to support his/her application and has sent this form directly to you. UCK has adopted this procedure in an attempt to reduce any delays with the applications we receive. We would be very grateful if you would let us have, on the reverse of this sheet or in a separate letter (attached to this sheet), your opinion of this applicant. You may find it convenient to refer to the numbered questions overleaf.

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Admissions Office,  
The London College, UCK  
Victoria Gardens,  
London W11 3PE, UK

Please accept my thanks in advance.

Yours faithfully

Admissions Officer

DETAILS OF APPLICANT

Applicant's Surname/Family's Name:

Applicant's First & Middle Names:

Applicant's Address:

Date of Birth:







Programme applied for:

CONFIDENTIAL STATEMENT BY REFEREE

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- Ability to organize his/her own time
- Communication skills - oral and written
- Any other comments which you feel may be relevant to the candidate's application

STATEMENT BY REFEREE PLEASE AFFIX OFFICIAL STAMP, WHERE APPROPRIATE, AT THE END OF THE STATEMENT

SIGNATURE OF REFEREE \_\_\_\_\_

DATE

*Please affix official stamp*



## Transcript Request

To the applicant:

An original transcript, in English, is required from all applicants. If you are at a UK university which does not supply transcripts please ask your referees to comment on your progress at university, including the marks obtained in your first, second and third years. Please complete the boxes below with your name and academic programme(s) applied for. Please pass this form to your current or previous university and ask for an official transcript to be returned to you in a signed and sealed envelope. Please return the unopened envelope to the Admissions Office.

UCK, 20 Victoria Gardens, London W11 3PE, UK

Name of applicant:

Programme(s) applied for:

To the registrar:

Applicants for admission study are asked to submit a complete set of documents with their application form. Official transcripts in English are required from all applicants. We should be grateful if you would supply a transcript of this student's record at your institution. Please seal your envelope, sign the back of the envelope over the seal, attach this form and return it to the applicant for onward transmission to UCK.

Please cut

## Fee Payment Application

To the applicant:

If you wish to pay your application fee by debit or credit card\* please complete the details below and return it to the Admissions Office, The London College, UCK or fax it to 00 44(0)20 7243 1484

Name of applicant:

Programme(s) applied for:

UCK Id Number (if known):

Name of cardholder:

Address of cardholder:

Card type:

Visa

Delta

Electron

JCB

MasterCard

PIN Train

Solo

UK Maestro

Fortoak

Switch (TR)

Visa (TR)

Card number:

Valid from date:

Expiry date:

Issue Number (if any):

I, the undersigned, agree that the following sum may be debited from my debit/credit card\*:

Sum to be deducted: £

Signature of the cardholder: \_\_\_\_\_

Note: All transactions should be made in pounds sterling

\* Payments over £400 made by credit card will incur an additional 2% handling charge.

Please cut



## How to avoid delays

Please read this section carefully.

We aim to process your application quickly and efficiently and return a decision as soon as possible, as we realise that this is an anxious time for applicants. The application process should run smoothly; however delays sometimes occur - most of which can be easily avoided by following the procedures below:

- Check that you have filled in all the relevant sections on both sides of the form. If any necessary information is omitted this will slow down the application process (eg programme code/title).
- Make sure that your email address is written clearly as we will use this to contact you. Past experience shows that free email accounts can be unreliable - please ensure you provide a valid email account and check your account regularly.
- Send the supporting documentation with your application form or as soon afterwards as you can. Your application will not be considered without it under any circumstances. If you can send all your documents to us in one package, unnecessary delay will be avoided. Make sure that documents bear your name as it appears on your application.
- Supply two references and copies of Your qualifications (including transcripts of Your grades/marks for all foreign qualifications) - these are mandatory requirements. One reference must be academic. The only exception is if you have been out of education for 3 years, in which case we will accept two professional references. Please note that it is your responsibility to obtain these references and forward them to the Admissions Office.
- Check specific programme requirements. Certain programmes have additional entry requirements, which must also be fulfilled before your application can be considered eg a research proposal, portfolio etc. Please check the relevant section in the prospectus before completing the application form. Your application will not be considered until all the required documents have been received. Ensure your research proposal(if required) is sufficiently detailed and clearly labelled.
- The Admissions Office deals with all application correspondence. Do not send any documents to the academic division- they must be processed centrally before they can be matched to your application. Academic divisions cannot answer individual telephone/email queries from applicants.

- Retain a photocopy of your entire application form for your reference.

## The Progress of Your application

- All documentation, however it is sent, is date stamped on arrival in the Admissions Office and dealt with sequentially. We will acknowledge the receipt of your application by e-mail. We aim to process all documents and enquiries within two weeks of their arrival in our office. However at busy times this is not always possible. Please be aware that repeated e-mails or telephone calls slow down the application process by diverting staff from other work.
- Once your application form is processed, we inform You in writing about the outcome.
- Once a programme is full the admissions tutor will no longer consider applications - this applies to new applications and those where missing documentation has only just been received. Applying early and providing all the necessary information and documentation is therefore strongly advisable.
- We aim to release decisions within two weeks of your completed file reaching the Admission Officer. We will communicate decisions to you as soon as we have them. At busy times decisions take longer to process - the best way to receive a quick decision is to apply early.
- For further details please contact the following:  
Admissions Office,  
  
The London College, UCK  
Victoria Gardens  
Notting Hill Gate  
London, W11 3PE, UK  
Tel: 020 7243 4000  
Fax: 020 7243 1484  
  
E-mail: [admissions@lcuck.ac.uk](mailto:admissions@lcuck.ac.uk)  
Website: <http://www.lcuck.ac.uk>
- **Backup domain in case of communication failure:**  
E-mail: [admissions@lcuck.org.uk](mailto:admissions@lcuck.org.uk)  
Website: <http://www.lcuck.org.uk>

Good luck with your application  
Admissions Office