

NOTES ON COMPLETING THE UNDERGRADUATE APPLICATION FORM 2001/2002

■ NAME

Please give your full names. This is important when we come to verify your qualifications.

■ OCCUPATION

It is essential that you complete this section. All our BA, BSc and LLB programmes are for part-time students who are expected to be earning their living in full-time employment. If you are not working outside the home because you are caring for your children or because you have retired or you have long-term health problems, please make this clear (e.g. enter 'domestic responsibilities' or 'retired' or 'disabled').

If you are temporarily unemployed, please make it clear that you are seeking a new post. (NB. if you are not an EU national, but you are looking for work in the UK, we need to know whether you have permission to take full-time employment here - please make this clear on the application form or in an accompanying letter and provide copies of all relevant documents).

■ QUALIFICATIONS

Please give the title of your qualifications clearly, especially if they are not UK qualifications, e.g. *matura*, *abitur*, *baccalauréat*, *bagrut* etc.

It is important that you give your results as accurately as you can. We do check certificates at enrolment time, but a clear picture now will help the Admissions Tutor give you the best advice at interview.

If you are over 21 years old, we will take into account not only your school examinations, but also your work experience and your performance at interview (and, in some cases, entrance test).

Remember, however, that each degree programme demands particular skills as well as a general aptitude. Check the course description in the prospectus to see what skills are required for your chosen course and make sure that you include details of all your related skills on your application form.

Example: applicants for BSc Psychology need mathematical skills to deal with the large volume of statistical material on the course; the simplest way to prove to the Admissions Tutor that you have that skill is with an O-level or GCSE pass in Mathematics or Statistics but if you are over 21, we can accept alternative evidence, such as in-service training courses in statistics. It is most important, therefore, that you enter all relevant skills and training on the application form.

Holders of **professional qualifications** should give the full title of their qualification and the name of the awarding body.

■ WORK EXPERIENCE

Please include any work experience or in-service training which has developed skills/knowledge relevant to your chosen course. We do not require that your job should be related to your chosen course - a high proportion of our students choose to follow a course completely unrelated to their day-to-day work. Nevertheless, we are interested in any job-related skills which may be relevant to degree studies in general.

■ OTHER RELEVANT SKILLS AND INTERESTS

We suggest you use this space to draw attention to skills or knowledge which you have developed outside work and school. For example, you may have renewed general study skills (note-taking etc.) in an adult education course, or gained a working knowledge of another language through regular travel, or you may have had training in connection with voluntary work.

■ CREDIT FOR EARLIER STUDIES

If you already hold a degree (or an approved equivalent) in a subject relevant to the course you now wish to follow and you think that there is sufficient overlap between the two programmes to warrant credits, give a brief account of the syllabus of your first degree and attach a transcript, if possible.

If you started, but did not complete, a degree course elsewhere, we will need to know that your studies were recent enough to be fresh in your mind and sufficiently close to our first-year content to warrant credits. Give a brief outline of your old syllabus and attach official certification from your former university/college. We will also need a reference from your old college, so please give the name of your former Course Tutor or Head of Department, as appropriate.

Our Admissions Tutors will discuss the details of possible credits with you at interview. Any offer of credits is subject to the approval of the College's BA or BSc Degree Committee. If you need further information or advice on credits before you submit your application, please contact Hilary Shahoud in the College Registry on 020 7631 6309.

■ CLOSING DATES

Many courses are oversubscribed. We recommend early application wherever possible.

The main round of admissions interviews is held in late May/early June, so try to get your application to us by the end of April. Admissions Tutors may ask for written work or an entrance test to be completed before interview, so allow time for this when submitting your application.

Most courses have a second round of interviews in September. We ask for applications to reach us by 31 August, but where too many late applications are received, we may have to close the September interview lists earlier in August. This applies particularly to the following courses: LLB, BA English, BA History of Art, BSc Psychology and the interdisciplinary BA in Politics, Philosophy and History.

If you are applying late, it is best to check availability first.

■ INTERVIEWS

As many students as possible will be interviewed and you should receive information about dates of the first round of interviews during May, or in late August for the second round. For further information, please contact the Tutor or the Secretary of the relevant teaching department.

■ OPEN EVENINGS

If you wish to meet the Admissions Tutors or other members of staff to discuss your chosen course, there will be four Open Evenings held at the College: the first on Wednesday 28 February 2001, the second on Tuesday 8 May 2001, the third on Thursday 28 June 2001 and the fourth on Tuesday 4 September 2001. For further information, telephone the College Registry on 020 7631 6307/6390/6392/6389 or the External Relations Department on 020 7631 6586.

■ FEES

At the time of going to press, we expect the fees for 2001/2002 to be announced in April 2001. For further advice or information, please contact the College Registry on 020 7631 6307/6390/6392/6389.

■ SUPPLEMENTARY APPLICATION FORMS

Applicants for courses in **Economics** are asked to complete additional supplementary application forms. If you have not received such a form, please telephone the College Registry on 020 7631 6307/6390/6392/6389.

■ ADVICE AND INFORMATION

If you need further information or advice on the completion of the form, please contact the College Registry on 020 7631 6307/6390/6392/6389.

UNDERGRADUATE APPLICATION 2001/2002

Please complete in typescript or block capitals and return to:
Registry, Birkbeck, University of London, Malet Street, London WC1E 7HX



Registry Use

Surname or family name Mr/Mrs/Miss/Ms/Other

First names

Date of birth

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have changed your name since obtaining a previous degree/diploma etc, please give your **former name** here to help us check your qualifications:

The following information is for statistical purposes only. Please tick appropriate box:

Male Female

Occupation or equivalent

(It is **essential** that you complete this section)

Name and address of employer

Address for correspondence on this application

Telephone

Daytime

Evening

Email address

Course to be taken at Birkbeck

(a) Qualification

BA BSc

LLB BSc(Econ)

College Certificate College Advanced Certificate

(b) Title of course

Second choice (if any)

QUALIFICATIONS

Please give the details of your education and training as accurately as you can. If you are offered a place here, we will check your original certificates at the start of the course, but a clear picture now will help the Admissions Tutor to give you the correct advice at interview. If you are over 21 years old, we take into account not only your school examinations, but your work experience and performance at entrance test and interview.

SECONDARY SCHOOL EXAMINATIONS

GCE O-Level/GCSE

Subject	Grade (if known)	Date	Exam board
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

GCE A-Level

Subject	Grade (if known)	Date	Exam board
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Non-UK school-leaving qualifications

Name of country

Title of school-leaving examination and date passed
eg. Matura, 1989

Subjects passed

Subject	Grade
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

REC'D

ACK'D

DB FILE

CSE

QUAL

OCC

PUB

REF/AS

ELIG

PROV

SQ SENT

CHECKED

HQOE

11 IST DEGREE UK

21 OU CREDIT

22 OTHER CREDIT UK HE

24 HNC/D

28 PROF

31 A LEVEL

39 EQUIV - A

41 ONC/OND

48 ACCESS

55 GCSE/O

93 MATURE

NEHE
Y 1
N 4

2001/R20

POST-SCHOOL TECHNICAL OR PROFESSIONAL TRAINING

Qualification (e.g. Cert Ed, HND, GNVQ, NVQ)	Dates of study	Full-time or part-time	Name of college or other institution you attended	Main subjects	Date your qualification was confirmed

UNIVERSITY STUDIES

Degree or diploma title	Dates of study	Full-time or part-time	Name of university or other institution you attended	Main subjects	Class or grade	Date your degree was confirmed (if appropriate)

OTHER TRAINING/ACCESS COURSES

Course title	Dates of study	Full-time or part-time	College	Subjects	Completion date

WORK EXPERIENCE

Please include any work skills relevant to your proposed studies e.g. report-writing, computer programming, work with statistics or languages, accounting procedures etc.

Job	Employers	Dates		Responsibilities/Skills
		from	to	

OTHER RELEVANT SKILLS AND INTERESTS

Please describe any skills or knowledge relevant to your proposed studies which have developed out of leisure interests, domestic responsibilities or voluntary work

OTHER RELEVANT INFORMATION Please use this space to give your reasons for wishing to study your chosen subject (mentioning any reading or preliminary study which has developed your interest in the subject).

CREDIT FOR EARLIER STUDIES If you are asking for credit, please give details of the relevant studies here and attach transcripts and/or syllabus as appropriate. If your earlier course of study was not completed, please give the name of a tutor who can comment on your progress.

DISABILITY

Any information you have provided on the detachable sheet entitled 'Statistical Information' remains confidential. If you DO want information about any disability brought to the attention of an Admissions Tutor, please state your disability here:

TUITION FEES

How will you finance your studies?

ALL APPLICANTS WHO ARE *NOT* EU/EEA NATIONALS, PLEASE GIVE THE FOLLOWING INFORMATION:

1. Nationality
2. Are you in possession of a current work permit for full-time employment issued by the Home Office?
3. Is your current residence in the UK on the basis of a student visa?

If your answer to either 2 or 3 is NO, please give written details on a separate sheet and enclose photocopies of relevant documents.

4. Are there any restrictions which prevent you from taking up full-time paid employment in the UK?
5. Do you have refugee status in the UK or are you in the process of seeking asylum?

If your answer to either 4 or 5 is YES, please give written details on a separate sheet and enclose photocopies of relevant documents.

Applications are subject to College regulations on admissions. Any offer of admission to the College as a student of the College, whether made orally or in writing, is subject to confirmation that the applicant satisfies the relevant entry requirements and regulations for admission. Admission is conditional on the applicant undertaking to be bound by the relevant College and University regulations, and to pay the prescribed fees.

PERSONAL DATA Information provided by and concerning applicants and students is held by the College in its original, electronic and other formats and is processed for the purposes of administration and management of applications, admissions, student records, student progress and support and for statistical purposes in accordance with relevant legislation, including the Data Protection Act 1998. It is a condition of the College's consideration of applications for admission and enrolment that such data will be held and processed. The declaration below must be signed in order for this application to be processed.

DECLARATION BY APPLICANT

1. I give my consent to the processing of my data by Birkbeck College.
2. In making this application for admission to the course named on page one, I acknowledge that any offer of admission I may receive is subject to the condition that I fulfill the relevant entrance requirements and that **I provide, when asked to do so, original documentary evidence of holding the academic qualifications and of any other information listed above.** If, having been admitted, I fail to fulfill that condition, I undertake to withdraw from the College.
3. I undertake not to engage in any course of study concurrently with that to be taken at Birkbeck College.

Signature of applicant

Date

Acknowledgement: we can only acknowledge receipt of your application if you enclose an envelope or postcard stamped and addressed to yourself.

APPLICANT'S NAME: _____

REGISTRAR'S COMMENTS TO ADMISSIONS TUTOR

1. Eligible
2. Eligible provisional upon _____
3. Registration subject to Arts/Science Degrees Committee approval (within existing case-law)
4. Mature student without adequate formal quals: Committee will need to know that you are satisfied student has achieved sufficient competence in their subject to justify admission. Please indicate any probationary period of study required.
5. Potential Advanced or Transfer Student: if you wish to recommend a shortened course and/or exemptions from course units, please complete the Special Instructions section below.
6. Other comments _____

ADMISSIONS DECISION

First Choice Accepted/Rejected/Withdrawn _____
(delete as appropriate) Signature & Date

Second Choice Accepted/Rejected/Withdrawn _____
(delete as appropriate) Signature & Date

Title of Course (for accepted students only) _____

CREDITS

IF YOU WISH TO OFFER THIS CANDIDATE CREDITS, PLEASE PROVIDE THE FOLLOWING INFORMATION FOR THE ARTS/SCIENCE DEGREES COMMITTEE:

Exemptions sought (incl. c.u. values) _____

Length of course and no. of units to be taken here _____

Course prescription 2001/2002 _____

Supplementary Courses

Certificate Course

For these categories the Fees Office needs the following details:

Title of Certificate course _____ Length of Course _____

Individual courses to be followed 2001/2002 _____

SURNAME

FORENAMES

STATISTICAL INFORMATION

Information on this page is requested for the purpose of meeting national higher education statistical requirements as defined by the Higher Education Statistics Agency (HESA) and will also be used by the College for statistical and monitoring purposes. The data will be stored in confidence by the College Registry and will not be passed on to staff in the Department(s) in consideration of your application.

Nationality

Country of Permanent Residence

Previous University Study. If you have been registered as a student at any *other* university since August 1994, please enter your Higher Education Statistics Agency number (HESA number or HUSID) *if known*

Ethnic Origin. Please tick the code from the list below which best describes your ethnic origin.

(The codes listed are those used in the 1991 Census.) Only applicants whose permanent residence is in the UK are asked to answer this question. Please tick only **one** code.

- | | |
|--|--|
| <input type="checkbox"/> 10 White | <input type="checkbox"/> 32 Pakistani |
| <input type="checkbox"/> 21 Black - Caribbean | <input type="checkbox"/> 33 Bangladeshi |
| <input type="checkbox"/> 22 Black - African | <input type="checkbox"/> 34 Chinese |
| <input type="checkbox"/> 29 Black - Other | <input type="checkbox"/> 39 Asian - Other |
| <input type="checkbox"/> 31 Indian | <input type="checkbox"/> 80 Other |

Disability. Please tick the code from the list of statements below which is most appropriate to you.

- | | |
|---|--|
| <input type="checkbox"/> 00 You do not have a disability | <input type="checkbox"/> 06 You have mental health difficulties |
| <input type="checkbox"/> 01 You have dyslexia | <input type="checkbox"/> 07 You have an unseen disability, eg. diabetes, epilepsy, asthma |
| <input type="checkbox"/> 02 You are blind/are partially sighted | <input type="checkbox"/> 08 You have two or more of the above disabilities/special needs |
| <input type="checkbox"/> 03 You are deaf/have a hearing impairment | <input type="checkbox"/> 09 You have a disability not listed above |
| <input type="checkbox"/> 04 You are a wheelchair user/have mobility difficulties | |
| <input type="checkbox"/> 05 You need personal care support | |

If you have a disability which is likely to affect your studies in any way, you should discuss the practical implications at any interview. You are also invited to consult the Student Disability Co-ordinator, Mark Pimm on 020 7631 6315.