

UNDERGRADUATE APPLICATION 2004–2005

Please complete in **block capitals** and return to:

Admissions, Registry
Birkbeck, University of London
Malet Street, London WC1E 7HX



Registry Use

Student Number:

(Registry use only)

1 PERSONAL DETAILS

Surname/family name: _____ Title: Mr / Mrs / Miss / Ms / Dr *(please circle)*

First name(s): _____ Male / Female *(please circle)*

Former name: _____ Date of birth: _____ DD/MM/YY
(If changed since obtaining a previous degree/diploma, etc.)

Permanent address: _____ Correspondence address *(if different):*

Postcode: _____ Postcode: _____

Telephone (Home): _____ Telephone (Mobile): _____

Telephone (Work): _____ Email: _____

Disability: If you have any disabilities or special needs that you would like to bring to the attention of your Admissions Tutor, please state them here.

Occupation: _____

Employer: _____
(Please read Note (i) before completing this section.)

Nationality: _____ Country of permanent residence: _____

If you are **NOT** an EU/EEA National you must provide documentary evidence that you have the right to work in the UK on a full-time basis. This must be **EITHER** a copy of your passport with appropriate stamp **OR** a letter from the Home Office.

[See note (ii).]

Note: Failure to enclose the appropriate documentation will delay your application

2 PROGRAMME DETAILS

What programme do you intend to study *(please tick one box only)?*

- Foundation Degree BA BSc BSc (Econ)
- LLB College Certificate College Advanced Certificate

Title of programme: _____

Second choice *(if any)*: _____

Credit for prior studies: If you hold a degree or other qualification in a subject relevant to the programme you intend to study you may qualify for credit *(please tick one box only)*.

- I do not wish to be considered for credit for prior study.
- I wish to be considered for credit for prior study and have attached a transcript and details of the relevant syllabus.

[See note (iii) before completing this section.]

REC'D

ACK'D

CSE

FEESTAT

APPCAT

ETH

NAT

COB

COD

DIS

SDA

HQOE

OCC

QUALSTAT

3 YOUR EDUCATION [Please read Note (iv) before completing this section.]

Please include the following: your grades in mathematics and English at O Level/GCSE or equivalent (please indicate languages if you are applying for a language programme); your subjects and grades at A Level or equivalent. Please list separately all courses that you have taken, including work-based learning, professional training and/or other training or access courses. In the case of qualifications taken outside the UK, please give the exact title of the qualification as it is known in the country where it was taken. Please do **NOT** try and describe it in terms of the UK system.

Dates (mm/yy–mm/yy)	Institution	Subject(s)	Full-time or part-time	Result

4 YOUR PROFESSIONAL AND/OR OTHER EXPERIENCE

Please include details of paid and voluntary work. You should also state any work-related skills relevant to your proposed studies: for example, report-writing, computer programming, work with statistics or languages, accounting procedures, etc.

Dates (mm/yy–mm/yy)	Employer	Your job title	Your responsibilities

5 YOUR ENGLISH PROFICIENCY [Please read Note (v) before completing this section.]

Is English your first language (please tick one box only)? YES NO

If English is not your first language, Birkbeck requires evidence of your level of ability in spoken and written English. If you do not already hold a recent acceptable qualification/test score in English (such as IELTS or TOEFL), you may be required to obtain one before you can be admitted to Birkbeck.

Please tell us about any English language qualifications you hold and enclose a copy of your certificate.

- IELTS score [the normal minimum requirement is 6.5 (with a minimum of 6 in the subtests)]: _____
- TOEFL score [the normal minimum requirement (computer-based test) is 237 (plus 5 in the essay rating)]: _____
- Any other English language qualification you hold, or are about to take: _____

6 SUPPORTING STATEMENT

Please use this space to provide information you feel would support your application. You may wish to consider your reasons for wanting to study your chosen subject, any preliminary study, reading or experience which has developed your interest in the subject, any skills, knowledge or positions of responsibility relevant to your proposed studies and the benefits you hope to gain from the programme (e.g. career plans or aspirations). *(Please continue on a separate sheet if necessary.)*

7 FINANCE

How will you finance your studies *(please tick one box only)?*

Self

Employer/Sponsor

8 DECLARATION

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 in Section 2, I acknowledge that any offer of admission I may receive is subject to the condition that I fulfil 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 fulfil 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.
4. I am over 18 years of age (as of 1/10/04).

Signature of applicant: _____ Date: _____

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

For Registry use only

ELIGIBILITY

1. Foundation Degree

2. BA / BSc Over 21 Under 21

Qualifications _____

3. LLB Over 21 Under 21

Qualifications _____

4. LLB (Accelerated) Eligible Not eligible

Comments: _____

ADMISSIONS DECISION

First Choice: Accepted / Rejected / Withdrawn (*delete as appropriate*)

Title of programme: _____

Admissions Tutor (*please print name*): _____

Signature: _____ Date: _____

Second Choice: Accepted / Rejected / Withdrawn (*delete as appropriate*)

Title of programme: _____

Admissions Tutor (*please print name*): _____

Signature: _____ Date: _____

Number of course units to be studied (non-degree and occasional students): _____

CREDIT

Applications for credit can only be considered if documentary evidence of relevant previous study is provided. 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 programme: _____ Number of course units to be taken: _____

Course prescription 2004/05: _____

Please return this form to Registry. Failure to do so will delay the progress of this application and the student's enrolment.

STATISTICAL INFORMATION

SURNAME

FORENAMES

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 one code only*).

- | | |
|---|---|
| <input type="checkbox"/> 11 White – British | <input type="checkbox"/> 34 Chinese or Other Ethnic background – Chinese |
| <input type="checkbox"/> 12 White – Irish | <input type="checkbox"/> 39 Other Asian background |
| <input type="checkbox"/> 19 Other White background | <input type="checkbox"/> 41 Mixed – White and Black Caribbean |
| <input type="checkbox"/> 21 Black or Black British – Caribbean | <input type="checkbox"/> 42 Mixed – White and Black African |
| <input type="checkbox"/> 22 Black or Black British – African | <input type="checkbox"/> 43 Mixed – White and Asian |
| <input type="checkbox"/> 29 Other Black background | <input type="checkbox"/> 49 Other Mixed background |
| <input type="checkbox"/> 31 Asian or Asian British – Indian | <input type="checkbox"/> 80 Other Ethnic background |
| <input type="checkbox"/> 32 Asian or Asian British – Pakistani | <input type="checkbox"/> 90 Not known |
| <input type="checkbox"/> 33 Asian or Asian British – Bangladeshi | <input type="checkbox"/> 98 Information refused |

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

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

If you have a disability that is likely to affect your studies in any way, you should discuss the practical implications of this at your interview. You are also invited to consult the Student Disability Co-ordinator, Mark Pimm, on 020 7631 6315 (minicom 020 7631 6630).

NOTES ON COMPLETING THE UNDERGRADUATE APPLICATION FORM

- (i) All of our undergraduate programmes are for part-time students who are expected to be earning their living in full-time employment.

Your employer will not be contacted. If you are not in employment but have other commitments, for example domestic responsibilities, or you have retired or you have long-term health problems, please state this clearly on the form.

- (ii) If you are not an EU/EEA National, we must have documentary evidence that confirms you have leave to remain and the right to work in the UK. This must be either an appropriate stamp in your passport or a document from the Home Office.

If you are living in London on a student or visitor's visa, you will not normally be eligible to enrol as a part-time student. If you are a refugee or asylum seeker you must have permission to work in the UK before we can enrol you as a part-time student.

- (iii) If you hold a degree already, or if you have studied part of a degree programme elsewhere, in a subject directly relevant to the programme you now wish to follow, you may be eligible for credit which may exempt you from the equivalent course units and their assessment at Birkbeck.

If you wish to apply for credit, you must attach a transcript and a brief outline of the relevant syllabus. Failure to enclose this documentation will delay your application.

The Admissions Tutor will discuss the possibility of credit with you at interview. Any offer of credit is subject to approval by the College's BA or BSc Degrees Committee. For further information or advice, please call 020 7631 6309.

- (iv) Please give the title of your qualifications clearly, especially if they are not UK qualifications, for example Matura, Abitur, Baccalaureat etc. We do check certificates at enrolment time, but a clear picture now will help the Admissions Tutor to assess your application and give you the best advice at interview.

If you are under 21 years of age, you will need to meet the normal university entrance requirements, such as two subjects at A level, Scottish Highers: five passes, BTEC Higher Award.

If you are 21 years of age or over, we can waive the requirement for formal qualifications and will take into account your work experience and also performance at interview (and, in some cases, entrance test) to make our own assessment of your skills and knowledge.

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

- (v) These are the normal minimum English test scores required for entry to programmes. Higher test scores may be required for entry to some courses for example Management and Law (IELTS 7.0, TOEFL 600).

Closing dates

Many programmes are oversubscribed, and we recommend early application wherever possible. If applying late, it is best to check availability first.

Interviews

The first round of interviews takes place in May, and the second in late August. For further information, please contact the Admissions Tutor or Administrator of the relevant teaching department. Interviews and selection meetings for Foundation Degrees take place in October. Foundation Degrees start in January.

Offers

Successful applicants will receive an official offer letter from the office of the Registrar.

Open Evenings

Open Evenings during 2004 will be held: 12 February, 13 May, 30 June and 8 September. For further details, please contact the Registry (details below) or visit our website: www.bbk.ac.uk/news/open2003.html.

Supplementary information forms

Applicants for courses in Economics and for Foundation Degrees are asked to complete an additional supplementary information form. If you have not received this additional form, please contact the Registry (details below).

Advice and information

If you need further information or advice on completing this form, please contact the Registry on 020 7631 6307/6389/6390/6392. For further information on Foundation Degrees, please call 020 7631 6888.

MARKETING INFORMATION

This form is optional, but your comments will help inform future Birkbeck information and marketing strategies. All data provided will be stored anonymously by the External Relations Department.

1. If you live in London, please state your postcode: _____

If you do not live in the UK, please state your country of residence: _____

2. Date of birth: _____ DD/MM/YY

3. How did you hear about Birkbeck? *(please select one or more of the following)*

Advert in the press *(please specify)* _____

Website *(please specify)* _____

Course guide or directory *(please specify)* _____

Education fair Overseas agency *(such as the British Council)*

Tube or bus ad Friend or colleague

Other *(please specify)* _____

4. Please state your reasons for wanting to study at Birkbeck

Personal development Career development

Interest or hobby Other, please specify

5. What course do you intend to study? _____

6. What attracted you to this course of study? _____

7. How did you hear about this course *(please select one of more of the following)?*

Advert in the press *(please specify)* _____

Birkbeck course guide

Other course guide or directory *(please specify)* _____

Birkbeck website Other website *(please specify)* _____

Subject booklet Overseas agency *(such as the British Council)*

Birkbeck Open Evening Education fair

Friend or colleague

Other, please specify _____

8. Have you applied to any other university? If so, please specify. _____

(Please note: we will not make contact with any other university)

9. Are you a member of a professional and/or voluntary organisation(s)? YES NO

If YES, please specify _____

10 Do you subscribe to any publications, magazines, newspapers or websites? YES NO

If YES, please specify _____



Admissions, Registry
Birkbeck, University of London
Malet Street, London WC1E 7HX
Tel 020 7631 6000
Fax 020 7631 6351
www.bbk.ac.uk

This application form is available in large format.
For details, call the Disability Office on 020 7631 6315.