

Please read all the information in the shaded area carefully before completing this form. Further information about the application process is available at [www.lse.ac.uk/collections/graduateAdmissions/](http://www.lse.ac.uk/collections/graduateAdmissions/). Please apply as early as possible to avoid disappointment as competition is severe. Please use **BLOCK CAPITAL** letters. We encourage you to apply to LSE on-line via our web page at [www.lse.ac.uk/collections/graduateAdmissions/apply/applyOnline.htm](http://www.lse.ac.uk/collections/graduateAdmissions/apply/applyOnline.htm)

# Application form for 2004 entry



## Graduate School

The London School of Economics and Political Science  
PO Box No 13420, Houghton Street, London WC2A 2AR

## Programme details

### Applications

**Please DO NOT submit more than one application**

Please state the code and full title of the programme(s) to which you are applying. You may list up to two choices provided you are academically qualified for each choice. Your choices will be considered in series starting with your first choice. If your chosen programme has more than one branch please state in which branch you are interested. For an up-to-date list of available courses: [www.lse.ac.uk/collections/graduateAdmissions/apply/availabilityOfProgrammes.htm](http://www.lse.ac.uk/collections/graduateAdmissions/apply/availabilityOfProgrammes.htm)

### Are you planning to study full-time or part-time?

See [www.lse.ac.uk/admissionenquiries](http://www.lse.ac.uk/admissionenquiries) for guidance on part-time study

### MPhil/PhD students only

If you plan to start your programme at any other time than the start of the Michaelmas Term (October 2004) please indicate which term you plan to start

### Are you or have you ever been a student, member of staff or previous applicant at LSE?

Please enter your LSE student/staff/applicant number, if known

## Personal information

### Surname (family name) 姓

This is the name under which your file will be registered and the name you should use on any future correspondence with us

Previous surname (if applicable)

### Title

Please tick the title you normally use eg Mr, Ms etc

Ms Mrs Miss Mr Dr Professor Other (Please specify)

### Forenames (given names) in full 名

Please add all your forenames in the order in which they normally appear. Initials are insufficient

### Known as

Please add the forename you prefer to use

### Date of birth

Note the format: DD/MM/YY

10 Sex Male Female  
Day Month Year

## Communication with you

### Email

Please ensure you provide an up-to-date email address here. We will send our initial acknowledgement email to this email address

### Permanent home address

Your permanent home address. This address will also be used as the address for correspondence unless you give an alternative address below

### Correspondence address

If you are resident away from home, eg as a student, or if you will be away from home for a significant period, please give your contact address and dates

If you are currently a student of LSE (or are awaiting results) the address details given here MUST be those on your student record. If necessary, check/update those on LSEforYou web portal [www.mis.lse.ac.uk/lseforyou](http://www.mis.lse.ac.uk/lseforyou).

Postcode Mobile

Telephone Fax

From To  
Day Month Year Day Month Year

Postcode Mobile

Telephone Fax

<b>FOR OFFICE USE ONLY</b>				<b>ID number</b>				<b>2</b>	<b>0</b>	<b>0</b>	<b>4</b>				
Fee Status	Ad Fee	Trans	Ref1 A/P Name	Ref2 A/P Name	GRE/GMAT Score			TOEFL/IELTS		Res. Prop.	BC/ACU				
Checked	Pr of Deg?	Eng Sat?	En Qu Sat?	Conditions code				Scholarship?			Bank? Y/N				

## Nationality and residence details

14 **Nationality**

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15 **Country of residence**  
 The country in which you have been normally resident, except for periods of temporary absence, since 1 September 2001. Residence for purposes of education is not considered to be 'normally resident' for this purpose. See [www.lse.ac.uk/admissionsenquiries](http://www.lse.ac.uk/admissionsenquiries) for further information

**Please state the number of years you, your parents and, if applicable, your spouse, have been resident in the UK or other EU country.**

**If you are a national of a non-EU country with indefinite leave to remain in the UK please attach documentary proof eg. letter from the Home Office**

If you have been resident in more than one country please give dates of residence in each country

16 **Country of birth**

Yourselves	Your parents	Your spouse
Country	Country	Country
From	From	From
To	To	To

17 **Entry qualifications**

**Qualifications held**

Please give your academic history to date. Please do NOT attach a curriculum vitae/resume

Please list the courses (if any) from which you have **already** graduated

Name of University/College and Country	Dates attended (eg 1998-2001)	Title of degree awarded and class of degree eg Economics BA(Hons) 2:1; JD with GPA3.7	Principal subject taken eg Economics, Accounting. Date awarded (DD/MM/YY)

18 **Qualifications pending**

Please list the degree courses (if any) you are **currently** studying

Name of University/College and Country	Dates attended (eg 2001-2004)	Title of degree awarded and class of degree expected eg Economics BA(Hons) 2:1; JD with GPA3.7.	Principal subject taken eg Economics, Accounting. Date expected (DD/MM/YY)

19 **Quantitative skills**  
 Please state your level of attainment in mathematics and statistics eg school, undergraduate, postgraduate

20 **Language skills**  
 Please state what languages other than English you know and your level of fluency in speaking (S) and reading/writing (W) them. Use grade 1-3 where 1 =basic ability, 2=advanced ability and 3=fluent/first language eg French S1 W1

21 **Is English your first language?**  
 see [www.lse.ac.uk/admissionsenquiries](http://www.lse.ac.uk/admissionsenquiries) for further information.

**Is/was English the language of instruction for your degree?**

**I took/will be taking the English language test on:**

**Type of test taken:**

**Test score:**

**Total score/overall band:**

**YES/NO** If **'YES'** go to question 22

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**YES/NO** If **'YES'** go to question 22

<b>Day</b>	<b>Month</b>	<b>Year</b>
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<b>IELTS</b>	<b>TOEFL</b>
Listening	Structure/Writing
Reading	Speaking (if applicable)

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**Do either of your programme choices require submission of a GRE/GMAT score before your application will be considered? See the individual course pages or [www.lse.ac.uk/admissionsenquiries](http://www.lse.ac.uk/admissionsenquiries)**

**What is your GRE or GMAT score?**

Please give percentages not marks eg Verbal 90%

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**I took/will take my GRE/GMAT test on:**

If you have not already taken the test, when you receive your test scores you can email them to us at [www.lse.ac.uk/collections/graduateAdmissions/howDoI/](mailto:www.lse.ac.uk/collections/graduateAdmissions/howDoI/)

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**Academic interests and purpose of study**

**All applicants** – please use this space to describe your special academic interests and your purpose and objectives in undertaking graduate study. If you are interested in following a specific course or courses which make up your chosen programme please state their titles here. If you are applying for your MSc this is your chance to introduce yourself to the Selectors – please describe your academic background, strengths/interests, ambitions/research interests. You may continue on a separate sheet if necessary.

**If you are applying for the full-time LLM**, and wish to be considered for an LSE Graduate Merit Award, your application must reach LSE before **1 January 2004**. All applications received before this date will automatically be considered.

**In addition, all LLM applicants** should consult the website (at [www.lse.ac.uk/collections/law/study/llm.htm](http://www.lse.ac.uk/collections/law/study/llm.htm)) and then provide the following information:

- (i) which designated subject area specialism most closely aligns with your subject choices (eg, Banking Law and Financial Regulation, European Law, Labour Law).
- (ii) which particular courses you propose to study in 2004-5 (eg, LL414, LL444, LL434). Full time students should list 4 courses; part-time students should list either one or two courses depending upon their proposed term of study. See [www.lse.ac.uk/calendar](http://www.lse.ac.uk/calendar) Enter course codes here:

1		2	
3		4	

- (iii) which taught course you are likely to elect to satisfy your assessed independent research dissertation requirement.

<b>YES/NO</b>	If <b>'No'</b> go to question 24		
<b>GRE/GMAT</b>	If <b>'Yes'</b> please state which one you have taken/will take:		
Verbal %:	Quantitative %:	Analytical Writing %:	Total Mark %:
Day	Month	Year	

**If you wish to be considered for a 1+3 or 2+2 programme** (see [www.esrc.ac.uk/](http://www.esrc.ac.uk/)) you must include with your application an outline research proposal. This proposal should be a brief description of the research topic you are considering pursuing during your PhD and should explain why you are interested in this area of research. As your research interests will develop further over the year of your Master's training your proposal need only be indicative. Applications for Master's programmes received without this outline research proposal will be considered for the Master's programme only.

**If you are applying for MPhil/PhD** please state your proposed research topic as accurately as possible. Give a brief synopsis of your research proposal and details of publications and any other research experience and/or relevant preliminary reading you have undertaken.

You should address the questions:

- i) What is your general topic?
- ii) What questions do you want to answer?
- iii) What is the key literature and its limitations?
- iv) What are the main hypotheses of the work?
- v) What methodology do you intend to use?
- vi) What are your case studies, if any, and what are your case selection criteria?

Please also state whether you have discussed your proposed research topic with a member of the academic staff at LSE and, if so, please give the name of that person.

# Monitoring form

This section of the application form will be separated from the main form before the application is sent to the selector

## Disability, special needs or medical condition codes

LSE aims to create an environment which enables all students to participate fully in university life. To help us make any reasonable adjustments which may be necessary, please use the following codes to indicate your specific needs.

You may arrange to visit the School and meet the Adviser to Students with Disabilities, or make contact by email at an early stage, to discuss this further: [Disability-Dyslexia@lse.ac.uk](mailto:Disability-Dyslexia@lse.ac.uk)

Please tick the appropriate box:

## Ethnic Origin

We use this information to monitor applications and equal opportunities. You may leave this section blank if you would prefer.

Please tick the appropriate box:

### Disability, special needs or medical condition codes

- |  |  |
|--|--|
| <input type="checkbox"/> 0 None  | <input type="checkbox"/> 5 You have Autistic Spectrum Disorder or Asperger Syndrome  |
| <input type="checkbox"/> 1 You have a specific learning difficulty (for example, dyslexia) | <input type="checkbox"/> 6 You have mental health difficulties   |
| <input type="checkbox"/> 2 You are blind or partially sighted                              | <input type="checkbox"/> 7 You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition |
| <input type="checkbox"/> 3 You are deaf or hard of hearing                                 | <input type="checkbox"/> 8 You have two or more of the above   |
| <input type="checkbox"/> 4 You use a wheelchair or have mobility difficulties              | <input type="checkbox"/> 9 You have a disability, special need or medical condition that is not listed above               |

### Ethnic origin codes

- |   |   |
|---|---|
| <p><b>White British or White</b></p> <input type="checkbox"/> 11 British<br><input type="checkbox"/> 12 Irish<br><input type="checkbox"/> 14 Irish Traveller<br><input type="checkbox"/> 19 Other White background<br>If other please specify:<br>_____ | <p><b>Asian British or Asian</b></p> <input type="checkbox"/> 31 Indian<br><input type="checkbox"/> 32 Pakistani<br><input type="checkbox"/> 33 Bangladeshi<br><input type="checkbox"/> 34 Chinese<br><input type="checkbox"/> 39 Other Asian background<br>If other please specify:<br>_____ |
| <p><b>Black British or Black</b></p> <input type="checkbox"/> 21 Caribbean<br><input type="checkbox"/> 22 African<br><input type="checkbox"/> 29 Other Black background<br>If other please specify:<br>_____  | <p><b>Mixed</b></p> <input type="checkbox"/> 41 White and Black Caribbean<br><input type="checkbox"/> 42 White and Black African<br><input type="checkbox"/> 43 White and Asian<br><input type="checkbox"/> 49 Other mixed background<br>If other please specify:<br>_____                    |
|   | <p><input type="checkbox"/> 80 Other ethnic background<br/>         If other please specify:<br/>         _____</p>   |

# Guidelines for applicants

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## How to avoid delays

**Please read this section carefully.** We realise that this is an anxious time for applicants, we aim to process your application quickly and efficiently and return a decision as soon as possible. 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.
- **If you are using a Hotmail email account** our acknowledgement email, and other database driven email, may automatically be directed into your Junk Mail folder. To avoid this happening you will need to add our domain name (lse.ac.uk) to your safe list or add our address to your contact list in order to receive future emails from us. Your Junk Mail folder will also empty itself every seven days.
- **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.**
- **The Graduate Admissions Office deals with all application correspondence.** Do not send any documents to the academic department – they must be processed centrally before they can be matched to your application. Academic departments cannot answer individual telephone/email queries from applicants.
- **Ensure that you send your application fee with your application form.** Your application will not be processed until the application fee is received. Check the prospectus for methods of payment. If you are paying by credit card, make sure you have sufficient funds for the fee to be paid and that all required details are included on the form.
- **Supply two academic references and a transcript of your marks** – these are **mandatory** requirements. Even if you are currently working we will **not** accept professional references instead of these items. The only exception is if you have been out of education since January 1999, in which case we will accept one professional reference **in addition to** one academic reference. Please note that it is your responsibility to obtain these references and forward them to the Graduate Admissions Office. If your university does not issue transcripts, we require **detailed** information about your marks from one or both of your referees. Without these items your file will not be considered.
- **Supply all documentation in English.** If your transcript and/or references are not in English, we must receive official independent translations bearing the stamp/signature of the translator as well as the original documents. We do not accept unofficial translations.
- **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, GRE/GMAT etc. Please check the relevant programme 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.
- **Many scholarships have deadlines in early April** – to ensure you receive a decision from LSE in time to apply for a scholarship **APPLY EARLY**. Late applications are more likely to be subject to processing delays.
- **Retain a photocopy of your entire application form.**

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## The progress of your application

- **Once your application form is processed, we will email an individual ID number to the address you have given us.** PLEASE MAKE A NOTE OF THIS NUMBER AND QUOTE IT IN ALL CORRESPONDENCE. You can use this number to check the up-to-date status of your application at [www.lse.ac.uk/collections/graduateAdmissions/apply/trackYourApplication.htm](http://www.lse.ac.uk/collections/graduateAdmissions/apply/trackYourApplication.htm) and via the automated telephone system on +44 (0)20 7955 7160.
- **The first decisions will be made in December 2003. After this date we aim to release decisions for all taught Master's programmes within eight weeks of your completed file reaching the selector.** We will communicate decisions to you as soon as we have them – no information about your decision will be available until it is posted on the web. At busy times decisions take longer to process – the best way to receive a quick decision is to apply early. **Information regarding the decision will be available earliest on the website.** Decisions are not authoritative until confirmed by an official letter.
- **All documentation, however it is sent, is date stamped on arrival in the Graduate Admissions Office** and dealt with sequentially. We aim to process all documents and enquiries within a week of their arrival in our office, however, at busy times this is not always possible. Please be aware that repeated emails or telephone calls slow down the application process by diverting staff from other work. If there are operational delays this information will be posted on our website – [www.lse.ac.uk/collections/graduateAdmissions/](http://www.lse.ac.uk/collections/graduateAdmissions/).
- **Once a programme is full the selectors 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. Visit [www.lse.ac.uk/collections/graduateAdmissions/apply/availabilityOfProgrammes.htm](http://www.lse.ac.uk/collections/graduateAdmissions/apply/availabilityOfProgrammes.htm) for up-to-date information regarding programme availability.
- **If you have any queries,** please check the regularly updated information at [www.lse.ac.uk/collections/graduateAdmissions/](http://www.lse.ac.uk/collections/graduateAdmissions/). If you cannot find the answer to your question here, you may contact us by using the email template at [www.lse.ac.uk/admissionsenquiries](http://www.lse.ac.uk/admissionsenquiries).

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The Graduate Admissions Office provides the best standards of customer service possible. We receive correspondence relating to over 30,000 programme applications every year, for just 3,500 places. We have provided online resources to enable you to keep track of your application – please use these wherever possible as in the majority of cases this will provide the quickest and most accurate answer to any questions you may have. If you cannot find the answer you require, you may contact us directly and we will endeavour to help you as soon as we can.

Good luck with your application  
**Graduate Admissions**

## Other information

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### Employment history

Please give your relevant employment history (including any internships) to date or other professional experience **excluding** vacation work

Dates from and to	Nature of work and position held	Name and address of employer

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### Finance

How would you finance yourself at LSE?  
Please tick as many as apply

Visit the financial support website  
[www.lse.ac.uk/admin/financial-support](http://www.lse.ac.uk/admin/financial-support)

**Please note that you do not have to wait for an offer of admission before applying for these scholarships**

Self	Family	Employer	Scholarship
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If you are applying for a scholarship please give details.

Name of scholarship(s)

Which scholarship(s) have you obtained to date? (If any)

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### Please state to which other universities you are applying

We ask for this information for our own records – it does not affect your application to us

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### Name of First Academic Referee

Please provide your referee's name if known. If not known leave blank

Email (if known):

29

### Name of Second Academic Referee

Email (if known):

30

### How did you hear about graduate programmes at LSE?

Please tick all relevant boxes

LSE Prospectus	Met an LSE representative	Advice from teacher	Reference book on graduate programmes	Careers Service
British Council	Press advertisement	Internet	Alumni	Other

An offer of admission to LSE is valid only if made in writing from the Graduate Admissions Office. Statements made over the telephone or email by whomsoever made, are always subject to confirmation and are never binding on the School. If we make you an offer of admission we may pass on your details to potential scholarship donors.

**Checklist:** Before signing this form please ensure you have completed all the questions and included the following documents with your application. Please note that your application can only be considered after **all** documentation has been received. Items in bold are **mandatory** for all applicants. See [www.lse.ac.uk/collections/graduateAdmissions/rulesAndExceptions](http://www.lse.ac.uk/collections/graduateAdmissions/rulesAndExceptions). Please note: documents will NOT be returned.

<b>Application Fee of £50</b>	<b>Reference 1</b>	<b>Reference 2</b>	<b>Transcript/s</b>	Language score (if required)	GRE/GMAT (if required)	Research proposal (if required)
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I declare that the statements on this form are correct. I understand that any offer of admission may be withdrawn if I cannot provide documentary evidence of any statements on this form. I agree that LSE may process the information contained in this form and retain it for five years for statistical and administrative reasons.

Signature

Date