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**Notes for Guidance for
Application Form
Postgraduate Laws Programme**

Surname/family name	<input style="width: 80%;" type="text"/>
First/given name(s)	<input style="width: 80%;" type="text"/>
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input style="width: 100px;" type="text"/>

Please read these Notes for Guidance carefully before completing this application form. You are strongly advised to read the prospectus for this programme and/or the information about this programme on its website (www.london.ac.uk/llmexternal) before making an application.

Complete the questions on the following pages in BLOCK CAPITALS, using a pen with **black** ink. If you have any problems please look for advice in the following notes **and** in the prospectus. If there are any questions which do not affect you, write N/A ('Not applicable').

Question 1

- Please give your full name in the order in which you would like it to appear on University records and on your certificate.
- If you have passed any examinations under another name please write your former name in brackets under 'surname' in Question 1.

Question 10

- If you are a graduate of the University of London it is **not** necessary to submit your degree certificate with your application.

Questions 11

If you are a graduate of any university or college *other than the University of London*, you are required to enclose the **original** degree certificate/s or a verified photocopy (see opposite) with the completed application form. If you are a solicitor, barrister or the equivalent, you only need to submit your original practising certificate, or the equivalent, or a verified photocopy instead of a university degree certificate.

Questions 12

You are required to enclose the original certificate(s) of your qualification(s) or a verified photocopy (see opposite) with the completed application form.

Short Courses: If you are applying to take Short Courses, please note that you must only provide information to prove that you have either completed at least two years study at a university (or equivalent institute) or at least five years relevant work experience, such as accounting, banking, finance, insurance, law or policing, in addition to evidence of your English language proficiency.

Applicants living in the United Kingdom: you must enclose the **original** of each degree certificate or other qualification(s) with your application form.

Applicants living elsewhere in the European Community or overseas: agreement has been reached with a number of British Council offices for them to verify photocopies of original documents on our behalf. If you have a British Council office near you it is suggested that you contact the staff to see **if** they offer this service. **Please note** that if they are unable to offer this service you will be required to send the **original** degree certificate/s or other qualification(s) to London in support of your application.

We cannot accept verified photocopies from any source other than the British Council.

ALL applicants: if you are sending original documents to us, you are strongly advised to send them by registered post or recorded delivery.

APPLICATION DEADLINES

You can apply for admission to the Postgraduate Law Programme at any time. However, you should apply before:

31 July if you wish to take the first examination(s) in May of the following year

31 January if you wish to take the first examination(s) in October

Questionnaire on enquiry source

The purpose of this questionnaire is to help us establish a picture of our potential student body. All the information you give will be treated as confidential. None of the information that you provide will impact on your application. If you complete the following four questions as fully as possible, it will help us to plan our marketing strategy more effectively.

- 1. Age range (Please ✓)**
- | | | | | | | | | | |
|----------|--------------------------|-------|--------------------------|-------|--------------------------|-------|--------------------------|---------|--------------------------|
| Under 21 | <input type="checkbox"/> | 21–26 | <input type="checkbox"/> | 27–34 | <input type="checkbox"/> | 35–39 | <input type="checkbox"/> | 40–44 | <input type="checkbox"/> |
| 45–49 | <input type="checkbox"/> | 50–54 | <input type="checkbox"/> | 55–59 | <input type="checkbox"/> | 60–65 | <input type="checkbox"/> | Over 65 | <input type="checkbox"/> |

2. Nationality

3. Country in which you will be resident for your studies

4. How did you first hear about the University of London External System? (Please ✓ as many as apply)

- I found it in an online educational directory (e.g. Studylink, Hotcourses, Gradschools)
- I found out at an exhibition
- I found out from my university
- I knew about it from reputation
- I saw an advertisement / article about the University of London in a newspaper / magazine
- I searched the internet
- From an education agent
- A family member or friend
- Through the British Council
- My employer told me
- Queen Mary/UCL referred me

If you would be prepared to answer further questions about your involvement with the External System, please write your name and address here.

Name

Address

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Application Form Postgraduate Laws Programme

Please complete and return this **original** application form **together with the appropriate documentary evidence** (see Question 21) by post to: The Postgraduate Admissions Office, External System, University of London, Ground floor, Stewart House, 32 Russell Square, London WC1B 5DN, United Kingdom. **Faxed applications will not be considered.**

This form should be received in London **as early as possible** but preferably no later than **31 July** if you wish to take the first examination(s) in May of the following year or **31 January** if you wish to take the first examination(s) in October. Applications will be considered when all the necessary documentation has been received in the Postgraduate Admissions Office. Applications are processed, and students admitted, throughout the year.

1-7. Personal details (please write in BLOCK CAPITALS)

1. Surname/family name <input style="width: 95%; height: 20px;" type="text"/>	First/given name(s) <input style="width: 95%; height: 20px;" type="text"/>
2. Please record your full name below IN THE ORDER in which you wish them to appear on the University's records and on your certificate. <input style="width: 95%; height: 20px;" type="text"/>	
3. Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input style="width: 50px;" type="text"/>	4. Date of birth <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> / <input style="width: 20px;" type="text"/> <small>day / month / year</small>
5. Home address (please write in BLOCK CAPITALS) <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> <input style="width: 95%; height: 20px;" type="text"/> Post/Zip code Country Email	6. Home contact Telephone..... Fax
	7. Work contact Telephone..... Fax.....

8. Programme for which you wish to apply Please read 'Programme structure' on pages 9-12 and 'Entrance requirements' on pages 46-47 of the programme prospectus before you tick (✓) the relevant box. Please do not apply for a programme for which you are not qualified. It will only delay your application.

<input type="checkbox"/> Master of Laws (LLM)	<input type="checkbox"/> Postgraduate Diploma in Laws	<input type="checkbox"/> Postgraduate Certificate in Laws	<input type="checkbox"/> Short course(s)* <small>(please list your choice(s) below)</small>
<input style="width: 95%;" type="text"/>			
<input style="width: 95%;" type="text"/>			
<input style="width: 95%;" type="text"/>			

*Short courses: You may apply to take **up to 4** individual sections of courses from the Postgraduate Laws programme as credit bearing Short courses.

9. Degrees awarded by the University of London (see 'Notes for Guidance' on page 1).

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A. INTERNAL STUDENT

College	Subject of degree	Classification	Year of graduation
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B. EXTERNAL STUDENT

Country/Centre where each Part was taken	Subject of degree	Year of passing each part of degree	Classification	Year of graduation
.....
.....
.....

10. Degree(s) awarded by any other university or college

(see 'Notes for Guidance' on page 1).

University/College	Subject of degree	Classification/GPA	Year of graduation
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11. Information from solicitors, barristers or the equivalent

Admission to study for the Master of Laws (LLM) is automatic (if you meet the English language requirements) if you are qualified as a solicitor or barrister in England or Wales, or the equivalent outside England or Wales. If you are, please describe your qualification(s), and provide an original of your practising certificate, or the equivalent, instead of your university degree certificate.

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12. Professional and other qualifications

If you do not have a degree from a university, you can only be considered for admission to the Postgraduate Certificate in Laws. To help us assess whether you can be accepted, please give full details of your professional and other qualifications, including title of course, where studied, date awarded, subjects passed in the final examination/s, length of course, whether full time or part time. You are required to send evidence of the qualification(s) with your application form (the original certificate), (see 'Notes for Guidance' on page 1). Please continue on a separate sheet if necessary.

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18. Exemptions

Read the section on exemption requests in the prospectus (page 10) and the following Notes carefully before completing this Question.

NOTES:

- a) **Only** applicants who have obtained a Postgraduate Certificate in Law **or** a Postgraduate Diploma in Law **from a College or Institute of the University of London** may apply to be considered for exemption. Applications for exemption **cannot** be considered on the basis of **any other** qualifications **nor** that have been awarded by any other body/institution.
- b) Applicants who have obtained a Postgraduate Certificate in Law or a Postgraduate Diploma in Law from a College or Institute of the University of London may apply to be considered for exemption from **one** section of the Postgraduate Certificate in Laws, no more than **three** sections (in cumulative total) of the Postgraduate Diploma in Laws and no more than **five** sections (in cumulative total) of the Master of Laws (LLM).
- c) A student who is admitted to the Postgraduate Certificate in Law and later progresses to the Postgraduate Diploma in Law can then apply for exemption from a cumulative total of no more than **three** sections. A student who is admitted to the Postgraduate Certificate in Laws or the Postgraduate Diploma in Laws and later progresses to the Master of Laws (LLM) can then apply for exemption from a cumulative total of no more than **five** sections.
- d) A fee is charged for consideration to be given to exemption requests. **Do not send this fee with your application form.** You will be sent an Exemption Request Form and fee slip by the Postgraduate Admissions Office if you are given an offer to register. You will be asked to complete and return the Exemption Request Form and the necessary fee, **together with the transcript of the qualification upon which you are basing your exemption request. Please note that the exemption request fee is non-refundable – even if the exemption is not subsequently granted.**
- e) No exemption will be granted unless specific application has been made for the exemption to be considered.
- f) Please include full details of the qualification upon which you are basing the exemption request in Question 9 on page 4 of this application form.
- g) All exemption requests are considered on an individual basis and are granted at the discretion of the University of London.**

Do you wish to apply for exemption? Please tick (✓) the relevant box.

No Go to Question 19.

Yes Complete the box below.

List the section(s) for which you will be seeking exemption - see b) and c) in the Notes above:

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19. Fees

If someone other than yourself will be responsible for paying your fees, please tell us the name and address of your sponsor.

Name

Address

Post/zip code Country

20. Submitting your application

The following documentary evidence is needed in order for your application to be considered. This evidence must be submitted to the University together with this application form. **PLEASE NOTE that faxed applications are not acceptable and will NOT be considered.**

1. **Photocopied** evidence of your full name and date of birth (for example birth certificate, passport, national identification card, statutory declaration)
2. Your **original** academic certificate showing the classification of award (or GPA) obtained (where applicable – see Question 10)
OR a photocopy of your original academic certificate verified **by the British Council** (no other verification is acceptable)
3. If you are a solicitor, barrister or the equivalent (see Question 11) your **original** practising certificate (or the equivalent)
OR a photocopy of your practising certificate or the equivalent
4. Your **original** professional qualification certificate (see Question 12)
OR a photocopy of your professional qualification certificate that has been verified by the British Council (no other verification is acceptable)
5. Your original English Language certificate or other evidence of your proficiency in English (see Question 13)
OR a photocopy of your English language certificate or other evidence of your proficiency in English which has been verified by the British Council (no other verification is acceptable)
6. Your full employment Curriculum Vitae (CV) (see Question 15)

Note: all **original** documents submitted by you will be returned by International Recorded Delivery after your application has been processed. However, the University will keep all photocopies unless you request otherwise.

An original official translation into English must be provided for any evidence required that is not already in English. This translation will be retained by the University of London.

*For office use only
Documents returned
(if applicable)*

Date _____

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DECLARATIONS TO BE SIGNED BY THE APPLICANT

- a) I declare that the information provided and the statements made by me on this form are, to the best of my knowledge and belief, true and correct.
- b) I agree to the University of London processing my personal data contained in this form and other personal data that this University may obtain from me or from other people connected with my studies. I agree to the retention and disclosure of such data for normal academic and administrative purposes in accordance with the principles set out in the 1998 Data Protection Act.

Signature..... Date