University Preparatory Certificate Courses

APPLICATION FORM

(FOR SEPTEMBER 2012 ENTRY)

Please confirm the course you are applying for:

- ☐ University Preparatory Certificate for Science and Engineering (UPCSE)
- ☐ University Preparatory Certificate for the Humanities (UPCH)
- ☐ University Preparatory Certificate for the Humanities for native speakers of English (UPCHmel)

The following documents should be submitted with the application:

- ☐ A reference, on the form provided or on separate headed paper, from a teacher who knows the applicant's academic work well.

- ☐ A certified copy of the applicant's most recent school transcript.

- ☐ A certified copy of a transcript of any university studies undertaken

- ☐ A copy of the test score of the English language exam taken, e.g. IELTS or TOEFL
  The applicant's English language level must meet the minimum course requirements for the application to be considered. Further details of the levels required can be found at:

  www.ucl.ac.uk/upc/english

- ☐ A passport-size photograph of the applicant

- ☐ The application fee of £100 (please see the attached application fee document)

- ☐ A portfolio (for Architecture applicants only), which may include examples of the following:

  - freehand drawings and paintings from life
  - imaginative visual compositions in any media
  - creative photographic images
  - collages
  - 3-dimensional work in any media

  Evidence of architectural drawing skills is NOT needed.

Please send the completed application form and all associated documents to:

EAP Office, UCL Language Centre, 26 Bedford Way, London WC1H 0AP, UK

Or by email to: upch@ucl.ac.uk / upcse@ucl.ac.uk

University Preparatory Certificate Courses Application Fee 2012-2013

There is an application fee of £100 for applications to the 2012/13 University Preparatory Certificate courses.

The preferred method of payment is by credit or debit card:

For credit or debit card payments, please complete your details below. We accept Delta, Electron, JCB, Maestro, MasterCard, Pin Train, Solo, Switch, Visa and Fortoak cards. American Express and Diners Club cards are not accepted.

Name of applicant:

Card type: Card number:

Start date (month/year): End date (month/year):

Issue number: Security code:
(last 3 numbers on the signature strip)

Cardholder name:

Address of cardholder, including house / street number and postcode:

Telephone: Email:

Signature of cardholder: Date:

The application fee can also be paid in the following ways:

1) Sterling cheque, draft or postal order. These should be made payable to 'UCL' and be sent with your UPC application. Please make sure that you write the applicant's name and course details on the back of the cheque / draft / postal order.

2) Bank transfer to the Language Centre account at Barclays Bank Plc, 190 Tottenham Court Rd., London W1T 7LH

Account name:	UCL Language Centre	Sort code:	20-10-53
Account number:	40178691	Reference:	Course & student name
Swiftcode :	BARCGB22	IBAN:	GB87BARC20105340178691

For bank transfers please add £15 to the course fees to cover bank charges. You must also attach proof of the bank transfer to your application.

3) Cash or travellers cheques. These can only be accepted if you hand in your application in person at the Language Centre. Please do not send cash or travellers cheques in the post.

UCL University Preparatory Certificate

APPLICATION FORM

This form must be completed in English. Please write clearly and continue on a separate sheet if necessary.

Please attach a photo of the applicant here

PERSONAL DETAILS OF THE APPLICANT

Title:	Given Name(s):		
Family Name(s):		Male: ☐ Female: ☐	Date of Birth:
Nationality:	First Language:	Passport Number: **Please send a copy of the personal details page of your passport with your application.**	
Applicant's address:			
City: Post Code:		Country:	
Telephone Number:		Personal email address:	

AGENT'S DETAILS (if applicable)

Name of Agent:	
Agent's address	
City: Post Code:	Country:
Telephone Number:	Email address:

DETAILS OF FUNDING PROVIDER

Name of person or organisation responsible for payment of fees:	
Permanent Address :	
City: Postal Code:	Country:
Telephone Number:	Email address

PREVIOUS EDUCATION			
Name and address of high school	Curriculum followed	Language of instruction	Dates of attendance
	High School exam ☐ IB Certificate / Diploma ☐ AP Exams ☐ US High School Diploma ☐ A / AS levels ☐ Other ☐		

OTHER COURSES STUDIED			
Name and address of institution	Courses	Language of instruction	Dates of attendance
Name and address of institution	Courses	Language of instruction	Dates of attendance

QUALIFICATIONS GAINED AT TIME OF APPLICATION		
Name of qualification	Date obtained	Grade / Grade Point Average

QUALIFICATIONS TO BE GAINED BEFORE SEPTEMBER 2012

UNIVERSITY EDUCATION (IF APPLICABLE)
Name and address of university:
Dates attended:
Course(s) studied
Qualifications gained

PREVIOUS APPLICATIONS IN UK

Have you applied for a university course in the UK through UCAS before? Yes ☐ No ☐

If yes, please state the date and your UCAS identifier number.

Have you received any conditional/unconditional offers? Please give details of universities, courses and conditions of offers.

ENGLISH LANGUAGE

Have you ever lived in an English speaking country? Yes ☐ No ☐

Name of country: Dates:

Have you taken any English language examinations (e.g. IELTS, TOEFL, Cambridge First Certificate)? Yes ☐ No ☐

Please confirm the type of test, your test result and the date the test was taken:

Please attach a copy of your result certificate to your application.

Please do not submit an application unless you have reached the English language level required for the course. You can check the level required at the following site : www.ucl.ac.uk/upc/english

WORK EXPERIENCE

Please give details of any relevant work experience:

SPECIAL NEEDS OR SUPPORT REQUIRED (AS A CONSEQUENCE OF A DISABILITY OR MEDICAL CONDITION)

Please give details:

CORE MODULES: TICK THE TWO MODULES YOU WISH TO FOLLOW ON THE UPC COURSE

For UPCH applicants only

Economics	Mathematics	Modern European History & Politics	Classical World	Geography & the Built Environment	Modern European Art & Literature
☐	☐	☐	☐	☐	☐

For UPCSE applicants only

Physics	Biology	Chemistry	Mathematics
☐	☐	☐	☐

For UPCHmel applicants (applicants with native speaker level of English only)

Please tick the foreign language you wish to study instead of English

French ☐ Spanish ☐ Italian ☐ German ☐

If you wish to study this language from beginners level please tick here ☐

You can check the English language level needed to qualify for UPCHmel at www.ucl.ac.uk/upc/english

ENTRANCE TESTS

Please tick here if your school adviser or counsellor has agreed to invigilate the UPC entrance tests ☐

Name of advisor or counsellor:

Email address:

PROVISIONAL CHOICE OF UNDERGRADUATE PROGRAMME

On completion of the UPC course, what degree programme are you considering studying at university?

Degree Name…….. University Name:……

For UCL programmes please check http://www.ucl.ac.uk/prospective-students/undergraduate-study

ACADEMIC INTERESTS AND PURPOSE OF STUDY

Please outline your reasons for applying to join the UCL University Preparatory Certificate, and how you think it may help you in preparing for undergraduate study at university on a separate A4 sheet (1 to 2 sides only).

This is an important part of the application so please consider this section carefully.

HOW DID YOU HEAR ABOUT THE UCL UNIVERSITY PREPARATORY CERTIFICATE FOR THE HUMANITIES?

On the Internet? (If so, which website / search engine) ☐	From my friend / relative ☐	From my school / university ☐ Please provide the name and email address of your teacher or counsellor	Other (Please give details below) ☐

APPLICANT'S DECLARATION

To the best of my knowledge, the information on this application is accurate and complete. (Please note that UCL reserves the right to refuse admission or to terminate a student's attendance should it be discovered that he/she has made a false statement or has omitted significant information. If you are offered a place you will be required to provide evidence of your qualifications). In applying for this course I agree to abide by the Current Rules and Statutes of University College London. I confirm my understanding that course fees will only be refunded in the event of a visa application refusal, on production of an official Refusal of Entry Clearance letter from a British Embassy or Consulate no later than 2 weeks before the course begins. Data Protection Act 1998: I agree to UCL processing personal data contained on this form, or other data which UCL may obtain from me or other people or organizations whilst I am applying for admission. I agree to the processing of such data for any purpose connected to my studies, or my health and safety whilst on UCL's premises or for any other legitimate purpose.

Signature:	Date:

Academic Reference

To be completed by a teacher who knows the applicant's academic work well. Please use this form or attach the reference on a separate piece of headed paper.

Thank you for agreeing to provide an academic reference in support of an application for the above course. This reference form has been produced in order to assist you in writing a reference which contains relevant information on the applicant's previous academic performance and potential for future study. The information you provide will be used to help the University in making an informed decision on the application. It would be appreciated if you could be as honest as possible. Please note, under the terms of the 1998 Data Protection Act, an applicant has the right to access any reference submitted to the University.

Name of Applicant:	Date of Birth:

Listed below are a number of academic and personal qualities that are considered important in helping to evaluate the suitability of the applicant for the course. By circling the most appropriate number (1= poor, 5 = excellent) please indicate your impression of the applicant.

	Very Poor	Poor	Average	Good	Excellent
Previous academic achievement	1	2	3	4	5
Academic potential	1	2	3	4	5
Level of motivation	1	2	3	4	5
Powers of analysis	1	2	3	4	5
General communication skills	1	2	3	4	5
Independence of thought	1	2	3	4	5

From your knowledge of the applicant, please provide information on the following aspects of his/her academic performance to date and suitability for further academic study in the future. It would be appreciated if you could provide comments on each aspect. Please be as honest and detailed as you can.

General academic performance and ability including assessment of particular strengths and weaknesses:

Academic performance and ability in the subjects to be studied on the UPC course:

English language skills:

Suitability for meeting the challenges of studying in London on the UPC course:
Additional information (if appropriate):

REFEREE CONTACT DETAILS	
Name:	Position:
Organisation:	Tel No:
Email Address:	
Address:	
Relationship to Applicant:	How long have you known the applicant?:

Signature:	Official Stamp:
Date:	