

Application Notes

Undergraduate Preparatory Certificates for the Humanities and Science & Engineering

Before applying for the UPC courses please make sure you have the following documents scanned as either pdf files or jpeg files:

- A certified copy of the applicant's school transcript
- A copy of the test score of any English language exam taken, e.g. IELTS or TOEFL

By certified we mean translated into English by an authorised translator and stamped accordingly. Other documents that you may also wish to upload include:

- A certified copy of a transcript of any further studies
- A copy of your passport and any relevant UK visa that you may have been issued
- A reference from a school teacher, on headed school paper and stamped with the school stamp. You will need to inform us of your teacher's name and email address in the application form. If you do not upload a reference we will email the teacher a reference form that they will need to complete and return to us.
- Any offers you have from other UK institutions

Architecture students will also need to submit a portfolio which you can be attached to the application. Ideally we would like you to create one pdf file of all your work and there are many free software packages on the web to help you achieve this. Find out more about what's required in the portfolio here:

<http://www.ucl.ac.uk/clie/preparatory-certificates/upcse/applications/upc-for-architecture>

When completing the application you may find that there is not enough room to expand on your answers, so we suggest that if you wish to include additional information you do this in the Personal Statement at the end of the application. Your UPC Personal Statement should outline your reasons for applying for the course. Explain why you think you are a suitable candidate, and what you think you will contribute to the course. You should also tell us about the undergraduate programme you are intending to progress to after the UPC, and your reasons for choosing this. Please consider this section carefully and write in clear English, using your own words. The statement should not be longer than 500 words.

Once you've completed the application form and uploaded the relevant documents you will be directed to UCL's Online Store where you will need to pay the course application fee of £100 by credit or debit card.

Your application and payment confirmation will come directly to UCL's Centre for Languages & International Education. We will then contact you to confirm if we can offer you a place on the course or if we need other documents from you. This will normally take a few days, but when we are very busy it may take up to 10 working days. If you haven't heard from us after 10 working days please contact us at the appropriate course email address:

Undergraduate Preparatory Certificate for Science and Engineering: upcse@ucl.ac.uk

Undergraduate Preparatory Certificate for the Humanities: upch@ucl.ac.uk

If we offer you a place on one of our courses, we will email you a formal offer letter explaining how to pay the course fees, with additional information about UCL accommodation and applying for a visa if you need one to study in the UK. A Confirmation of Acceptance for Studies (CAS) that can be used for a visa application will normally be sent to you approximately 3 months before your course starts.