



University Preparatory Certificate Courses APPLICATION FORM FOR SEPTEMBER 2013 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 must 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 and a copy of the personal details page of the passport.
- ☐ The application fee of £100 (please see the attached application fee document). Please note that this application fee is NOT refundable. Applicants are advised to check that they are eligible for the UPC course on both the UPC and UCL undergraduate admissions websites.
- ☐ 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 relevant documents to:

EAP Office, UCL Centre for Languages & International Education, 26 Bedford Way, London, WC1H 0AP

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

Please note that incomplete applications will not be considered.



University Preparatory Certificate Courses Application Fee 2013-2014

There is an application fee of £100 for applications to the 2013/14 UPC 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:

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 UCL Centre for Languages & International Education account at Barclays Bank, 16-17 Tottenham Court Rd., London W1T 7LH.

Account name: UCL
Account number: 40178691
Swiftcode : BARCGB22

Sort code: 20-10-53
Reference: Course & student name
IBAN: GB87BARC20105340178691

For bank transfers please add £15 to the application fee to cover bank charges. You should 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 Centre for Languages & International Education. 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 IN CAPITAL LETTERS or use a computer. Please 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: <input type="checkbox"/>	Date of Birth (DD/MM/YY):
		Female: <input type="checkbox"/>	
Nationality:	Country of birth:	First Language:	Passport Number:
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:

EDUCATION	
Name and address of high school	Dates attended
<p>Please confirm the language of instruction at your high school:</p> <p>Please give details of the curriculum you are following:</p> <p>High School exam <input type="checkbox"/> US High School Diploma <input type="checkbox"/></p> <p>IB Certificate <input type="checkbox"/> IB Diploma <input type="checkbox"/></p> <p>AP Exams <input type="checkbox"/> Please confirm the number of full AP exams you are taking <input type="text"/></p> <p>A / AS levels <input type="checkbox"/> Other <input type="checkbox"/></p> <p>Will you be completing this course in 2013? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
OTHER COURSES STUDIED (INCLUDING ANY UNIVERSITY EDUCATION)	
Name and address of institution	Dates attended
<p>Please give details of the courses studied:</p> <p>Please confirm the language of instruction:</p>	

QUALIFICATIONS PREVIOUSLY GAINED		
Name of qualification	Grade / Grade Point Average	Date obtained
<p>Note: Failure to fully declare high school qualifications, particularly A levels, will have serious consequences on your progression to UK universities.</p>		

PREVIOUS APPLICATIONS IN UK
<p>Have you applied for a university course in the UK through UCAS before? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you received any conditional/unconditional offers? Please give details of universities, courses and conditions of offers.</p>

ENGLISH LANGUAGE
<p>Have you ever lived in an English speaking country? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Name of country: _____ Dates: _____</p> <p>Please do not submit your application until 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</p> <p>Please confirm the type of English test you have taken, your test result and the date the test was taken:</p>

SUBJECT MODULES

Please tick the two subject modules you wish to study on the UPC course you are applying for:

For UPCH applicants only

Economics	<input type="checkbox"/>	Classical World	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	Modern European History & Politics	<input type="checkbox"/>
Geography & the Built Environment	<input type="checkbox"/>	Modern European Art & Literature	<input type="checkbox"/>

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

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

French	<input type="checkbox"/>	Italian	<input type="checkbox"/>
Spanish	<input type="checkbox"/>	German	<input type="checkbox"/>

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

For UPCSE applicants only

Physics	<input type="checkbox"/>	Chemistry	<input type="checkbox"/>
Mathematics	<input type="checkbox"/>	Biology	<input type="checkbox"/>

Please note that Physics cannot be studied with Chemistry

ENTRANCE TESTS

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

Name of counselor or teacher:

Email address:

PROVISIONAL CHOICE OF UNDERGRADUATE PROGRAMME

On completion of the UPC course, what degree programme do you want to study at university?

Degree Name..... University Name:.....

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

WORK EXPERIENCE

Please give details of any relevant work experience:

SPECIAL NEEDS OR ADDITIONAL SUPPORT REQUIRED

Please give details of any special needs or support required (as a consequence of a disability or medical condition):

ACADEMIC INTERESTS AND PURPOSE OF STUDY

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

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

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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:

UCL University Preparatory Certificate Courses

Form for 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 (including predicted GPA, where possible):

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: