GUIDANCE NOTES
For the completion of the Intercalated BSc Application form

UCL students are required to submit the application form along with the following documents. If the following documents are not submitted your application will **not** be processed.

SUPPORTING DOCUMENTS

1. **Personal Statement.** Personal statements should be word processed on A4 paper, there is no word limit - but no more than 2 sides of A4 is recommended for each course you are applying for. **You must submit a personal statement for each course choice you have made**. There are no guidance notes for the content of the personal statement- it is entirely up to the applicant to approach the task as they feel appropriate. All documents will stay with your application at all times, even if passed between departments. Tutors are aware that students make 2 choices so do not be concerned about a tutor seeing your statement for another course – they only have time to read what is relevant to them.

   You must provide a personal statement for each course choice. You must make a 1st and 2nd choice.

2. **Reference**. You must submit **one** Academic reference with your applications form. Your referee should ideally be from your PDS tutor. Your referee will need to complete the form which is available on the IBSc website http://www.ucl.ac.uk/medicalschool/undergraduate/bsc-ibsc

   Please ensure you have arranged for a referee to provide your reference in plenty of time.

   The reference can be open or closed depending on your referee's preference – but must be submitted by yourself with your application form.

3. **MEDICAL PHYSICS AND BIOENGINEERING – Please note that if you wish to apply for this course as a 1st or 2ND Choice you are now required to submit a CV including details of your A-Level achievements**.

THE APPLICATION FORM

THE APPLICATION FORM IS A WORD DOCUMENT. THEREFORE WHERE POSSIBLE PLEASE COMPLETE THE FORM ELECTRONICALLY. However you must sign the form yourself in black or blue pen.

COURSE CHOICES

You **must** apply for 2 courses because if you do not meet any entry criteria set, the course is oversubscribed or you are put on a waiting list for your 1st choice, your application will then be sent to your 2nd choice. Selecting a 2nd choice later in the process would affect your chances of getting on a course that you want as spaces may be filled before you make a decision.

PERSONAL DETAILS

Please complete all details requested in this section. Correspondence will be sent via email and post (to either your term time address or your out of term time address depending on the date at which a decision is made) If you wish to provide dates for when you will be at these addresses please do so. Any email correspondence will only be sent to your UCL address and it is requested that you use your UCL email should you wish to contact us regarding your application.

SECTION F: FUNDING & OTHER INFORMATION

Please complete all details requested in this section.

Your fee status can be found on your PORTICO profile if you do not know it.

SECTION G: STUDENT DECLARATION

Please read the student declaration and sign and date the form, Application forms will **not** be accepted without a signature. We will not accept photocopies of your signature.

You must read the Intercalated BSc Policy available at the following website:

http://www.ucl.ac.uk/medicalschool/bsc-ibsc/

IMPORTANT INFORMATION

APPLICATION DEADLINE
5th MARCH 2012 (5PM)

LATE APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED.

Applications must be delivered to the Intercalated Administrator – Rebecca Holmes, Room 138 (74 Huntley Street) Do **NOT** leave your application with any other member of staff, or in any other room in 74 Huntley Street.

Please remember 74 Huntley Street is occupied by offices so please keep noise to a minimum when in the building.

Room 138 will close promptly at **5pm** on the deadline date – you are advised to submit your application before the deadline date to avoid the rush. The doors to 74 Huntley Street lock automatically at 5pm.

You must submit your application with the supporting documents – applications will be checked when you bring them to the office and if you do not have the correct documents your application will not be accepted.

Please do not staple your documents together – a paper clip will suffice.

We cannot accept applications via email or fax.

We do not automatically send out acknowledgements of the receipt of application. If you require one please send an email to rebecca.holmes@ucl.ac.uk and you will get a response.