GRADUATE STUDENT APPLICATION

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THE FORM, USE BLACK INK AND BLOCK CAPITALS

WHEN YOUR APPLICATION HAS BEEN RECEIVED YOU WILL BE SENT (BY EMAIL) DETAILS OF HOW TO LOG ON TO UCL'S PORTAL, WHERE YOU CAN TRACK YOUR APPLICATION. PLEASE WRITE YOUR EMAIL ADDRESS CLEARLY.

PERSONAL DETAILS

1. Surname/Family Name (as in passport)

2. First Names (as in passport)

3. Title (Mr/Mrs etc.)

4. Sex (✔)

☐ Male ☐ Female

5. Do you require a student visa to study in the UK? (✔)

☐ Yes ☐ No

6. Nationality

7. Date of Birth

Day Month Year

8. Passport issue date

Day Month Year

9. Passport expiry date

Day Month Year

10. Passport Number

11. Country of Birth

12. Country of Ordinary Residence

13. Home Address

	Postcode
Tel	Fax
Email	

14. Correspondence Address (if different)

	Postcode
Tel	Fax
Email	
Dates when address is valid	From: To:

FOR OFFICE USE

Applic. No.

Date of Receipt

H/O/E/X

Initials

PROGRAMME OF STUDY FOR WHICH YOU WISH TO APPLY

15. UCL Department/Institute

16. Qualification Sought (MA, MSc, etc.)

17. Research Subject Area/Taught Programme Title

18. Method of study (✔)

☐ Full-time ☐ Part-time (where available)

19. Proposed Starting Date

Month Year

20. Name(s) of proposed supervisor(s), if known (MPhil/PhD, MD(Res) only)

21. Subject Area (MFA/MA/Graduate Affiliate Fine Art only) ☐ Painting ☐ Sculpture ☐ *Fine Art Media

***If you are applying for Fine Art Media, please indicate your primary area of practice:**

☐ Electronic Media ☐ Film/Video ☐ Photography ☐ Print ☐ Other (specify) _____

TO BE COMPLETED BY THE GRADUATE ADVISER/ADMISSIONS TUTOR AND RETURNED TO ADMISSIONS, UCL REGISTRY

Name of Tutor _____ Signature _____ Date _____

Departmental action (✔)

☐ Accept (Please complete boxes below) ☐ Reject

Admissions to send standard rejection letter? (✔)

☐ Yes ☐ No ☐ Withdrawn

1. Qualification (MA, MSc, etc.)

2. Research Subject Area/Taught Programme Title

3. Method of study (✔)

☐ Full-time ☐ Part-time ☐ Flexible

4. Start date (if not September)

Month Year

5. Research Duration

Years Months

6. Fee Rate* (✔)

☐ Science ☐ Clinical

* only for research in clinical sciences

7. Principal UCL Supervisor

8. Subsidiary UCL Supervisor

9. Off-campus Supervisor

10. Off-campus Institution (if applicable)

11. If Dean of Students (Academic) approval is required, please include a statement of support (see overleaf)

12. Conditions of Admission

13. Other information, e.g. any studentships or scholarships allocated/ nominated to be detailed on offer letter

EDUCATION - QUALIFICATIONS ALREADY OBTAINED

22a. Detail your qualifications already obtained ensuring you start with the most recent. Where appropriate include professional qualifications.

Name of College/University/ Awarding Body (state country if outside the UK)	Start date (Month/Year)	End date (Month/Year)	Qualification (e.g. BA, BSc)	Overall class/ grade/GPA	Degree Title: Subjects studied and grades obtained so far

EDUCATION - QUALIFICATIONS CURRENTLY BEING TAKEN

22b. Detail qualifications yet to be awarded. Where appropriate include professional qualifications.

Name of College/University/ Awarding Body (state country if outside the UK)	Start date (Month/Year)	End date (Month/Year)	Qualification (e.g. BA, BSc)	Overall class/ grade/GPA	Degree Title: Subjects studied and grades obtained so far

ENGLISH LANGUAGE

23. Is English your first language? (✔)

☐ Yes ☐ No

If "NO" detail any work experience or education that you have undertaken in English. Provide the date and grade(s) of any English language test taken. Any work experience, education or test must have been within three years of your proposed start date at UCL. A copy of the test certificate should be enclosed with this application.

FOR OFFICE USE. ADMISSIONS ADVICE FOR THE GRADUATE ADVISER/DEPARTMENTAL ADMISSIONS TUTOR

1. Academically qualified? (✔)

☐ Yes ☐ Not yet

☐ No ☐ Dean of Students (Academic) Approval

2. Academic equivalences

UK 2.2 (or overseas equivalent)

UK 2.1 (or overseas equivalent)

Standard of applicant

3. Met UCL English proficiency requirement? (✔)

☐ Yes ☐ No

4. Comments

EMPLOYMENT

24. List your employment to date. You may include a copy of your curriculum vitae if this is more convenient. Medical or dental graduates should include full details of all periods of clinical training and clinical attachments.

Name and Address of Employer (state country if outside the UK)	Start date (Month/Year)	End date (Month/Year)	Position held and main duties

25. General Medical Council (GMC)/General Dental Council (GDC) registration: if you hold either GMC or GDC registration, please provide your reference number.

SUPPLEMENTARY SUPPORTING STATEMENT

26. Describe your academic interests and reasons for applying. Detail your career objectives and any relevant non-academic achievements as well as any publications. Outline any other relevant experience including attendance at specialist workshops or short courses. Research (MPhil/PhD etc) applicants should state in which research areas or specific projects being offered by the department they are interested. You may attach a research proposal. LLM applicants should list the four subjects they wish to study. Applicants for other taught programmes, in particular flexible programmes, should indicate, where appropriate, the options/modules in which they are likely to be interested. Continue on a separate sheet if required.

FUNDING

Please refer to **www.ucl.ac.uk/scholarships** for information.

27. How will you be financing your studies at UCL? Please (✔) one or more boxes.

☐ Personal/Family Resources ☐ Loan ☐ Studentship/Scholarship ☐ Sponsorship ☐ Other (please specify)

28. If you hold or are intending to apply for funding please state:

Name of Award ____ Value and Duration of Award ____ Has it been awarded? (✔) ☐ Yes ☐ Decision Pending

Name of Award ____ Value and Duration of Award ____ Has it been awarded? (✔) ☐ Yes ☐ Decision Pending

Please note, completion of this section does not constitute an application for funding.

AVAILABILITY FOR INTERVIEW

29. Should the department wish to interview you, please indicate any periods when you might not be available. Overseas applicants are not normally required to attend but may be interviewed by telephone or VoIP (e.g. Skype). (Slade applicants see www.ucl.ac.uk/fine-art-portfolio)

KNOWLEDGE OF UCL

30. Where did you learn about the UCL programme applied for? Please (✔) or write in one or more boxes.

☐ UCL Website ☐ Other website (please specify) ☐ Prospectus/departmental brochure ☐ UCL academic staff

☐ Other academic staff ☐ Employer ☐ Former UCL graduate ☐ Student recruitment exhibition/fair ☐ British Council

☐ Careers Centre ☐ Newspaper/recruitment guide/magazine advertisement (please specify) ☐ Other (please specify)

DISABILITY/SPECIAL NEEDS

31. Do you have a disability? (✔)

☐ Yes ☐ No

Please also complete the disability and ethnic origin monitoring form enclosed. Any information on disability will be passed (in confidence) to UCL's Disability Co-ordinator. If you have a disability that may require reasonable adjustments to be put in place, you must independently contact the Disability Co-ordinator to discuss your needs.

REFEREES

32. Give details of the two people who have provided the references that you are returning with this application. At least one of your referees should, if possible, be a teacher acquainted with your academic ability. If you have previously studied at a UK university, one of your referees should be a teacher concerned with your studies there. Referees should not be family members or friends.

Name	
Position	
Address	
Tel	Fax
Email	

Name	
Position	
Address	
Tel	Fax
Email	

EQUAL OPPORTUNITIES POLICY

At UCL our principal concern when considering applications is to recruit and select students who are likely to complete the programme successfully and derive benefit from it. Once these requirements are met, we regard other issues such as disability, ethnic origin, sex, marital status, number of children, beliefs relating to religion, politics and sexual orientation as irrelevant.

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.)

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 organisations while I am applying for admission. I agree to the processing and disclosure of such data for any purpose connected with my studies, or my health and safety while on UCL's premises or for any other legitimate purpose.

Signature _____ Date _____

Please return this form, together with two letters of reference, transcripts/diploma supplements (please refer to guidance notes), the disability and ethnic origin monitoring form and, where appropriate, an English language test certificate to:

ADMISSIONS, UCL REGISTRY, UNIVERSITY COLLEGE LONDON, GOWER STREET, LONDON WC1E 6BT

REFERENCE FORM FOR GRADUATE STUDY

APPLICANT'S NAME: _____

PROGRAMME OF STUDY: _____

The above student is applying to UCL for admission to a graduate programme of study. To assist us in the selection process, we should be most grateful if you could complete the four sections of this form.

1. (a) How long have you known the applicant?

(b) In what capacity do you know the applicant?

(c) If you are an academic referee, please indicate the cohort against whom you are measuring the applicant (e.g. number of students/all students in current year/all students you have ever taught):

2. Please assess the applicant on a scale of 1 (lowest) to 10 (highest) in relation to the following criteria by circling the appropriate number:

Intellectual ability	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Motivation	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Written communication skills	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Oral communication skills	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Ability to organise workload	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Originality	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Overall assessment of applicant	1	2	3	4	5	6	7	8	9	10	Unable to Comment

3. We would be grateful if you would comment in writing on the applicant including if they have not yet graduated, what final degree classification or grade he/she is expected to obtain and any further relevant information, for example performance in the workplace or suitability for the programme applied for. (Continue overleaf or include a separate signed letter on headed paper if preferred.)

4. Recommendation (✔)

☐ I strongly recommend this applicant for the above programme of study.

☐ I recommend this applicant for the above programme of study.

☐ I do not recommend this applicant for the above programme of study.

☐ I am unable to comment.

CONTACT DETAILS

Name _____ Signature _____ Position _____

Tel _____ Email _____ Date _____

Thank you for your co-operation in completing this form. Please enclose this form and each letter in the envelope provided and sign across the seal before returning it to the applicant. Under the terms of the 1998 Data Protection Act, an applicant has the right to access any reference submitted to UCL. Please tick this box if you do not wish the applicant to have access to this reference. ☐

ADMISSIONS, UCL REGISTRY, UNIVERSITY COLLEGE LONDON, GOWER STREET, LONDON WC1E 6BT, UNITED KINGDOM

REFERENCE FORM FOR GRADUATE STUDY

APPLICANT'S NAME: _____

PROGRAMME OF STUDY: _____

The above student is applying to UCL for admission to a graduate programme of study. To assist us in the selection process, we should be most grateful if you could complete the four sections of this form.

1. (a) How long have you known the applicant?

(b) In what capacity do you know the applicant?

(c) If you are an academic referee, please indicate the cohort against whom you are measuring the applicant (e.g. number of students/all students in current year/all students you have ever taught):

2. Please assess the applicant on a scale of 1 (lowest) to 10 (highest) in relation to the following criteria by circling the appropriate number:

Intellectual ability	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Motivation	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Written communication skills	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Oral communication skills	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Ability to organise workload	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Originality	1	2	3	4	5	6	7	8	9	10	Unable to Comment
Overall assessment of applicant	1	2	3	4	5	6	7	8	9	10	Unable to Comment

3. We would be grateful if you would comment in writing on the applicant including if they have not yet graduated, what final degree classification or grade he/she is expected to obtain and any further relevant information, for example performance in the workplace or suitability for the programme applied for. (Continue overleaf or include a separate signed letter on headed paper if preferred.)

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☐ I strongly recommend this applicant for the above programme of study.

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ADMISSIONS, UCL REGISTRY, UNIVERSITY COLLEGE LONDON, GOWER STREET, LONDON WC1E 6BT, UNITED KINGDOM

DISABILITY AND ETHNIC ORIGIN MONITORING FORM

Please note that this form will not be passed to any admissions tutor. UCL is required to supply this personal information to the Higher Education Statistics Agency.

If you have a disability that may require adjustments to be put in place, you must contact UCL's Disability Co-ordinator, email: disability@ucl.ac.uk telephone: +44 (0)20 7679 0100; fax: +44 (0)20 7916 8530; address: UCL Registry, University College London, Gower Street, London WC1E 6BT.

SURNAME

FIRST NAMES

DISABILITY Please (✔) one box

A ☐ No disability

B ☐ You have a social/communication impairment such as asperger's syndrome/other autistic spectrum disorder

C ☐ You are blind or have a serious visual impairment uncorrected by glasses

D ☐ You are deaf or have a serious hearing impairment

E ☐ You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy

F ☐ You have a mental health condition such as depression, schizophrenia or anxiety disorder

G ☐ You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

H ☐ You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches

I ☐ You have a disability, impairment or medical condition that is not listed above

J ☐ You have two or more impairments/and or disabling medical conditions

97 ☐ Information refused

Are you currently or have you previously been in receipt of a UK disabled student's allowance? Please (✔) one box

☐ Yes ☐ No

ETHNICITY Please (✔) one box

10 ☐ White

16 ☐ Gypsy/Traveller

21 ☐ Black or Black British – Caribbean

22 ☐ Black or Black British – African

29 ☐ Other Black background

31 ☐ Asian or Asian British – Indian

32 ☐ White Asian or Asian British – Pakistani

33 ☐ Asian or Asian British – Bangladeshi

34 ☐ Chinese

39 ☐ Other Asian background

41 ☐ Mixed – White and Black Caribbean

42 ☐ Mixed – White and Black African

43 ☐ Mixed – White and Asian

49 ☐ Other Mixed background

50 ☐ Arab

80 ☐ Other Ethnic background

98 ☐ Information refused

Please return this form with the rest of your application to:

ADMISSIONS, UCL REGISTRY, UNIVERSITY COLLEGE LONDON, GOWER STREET, LONDON WC1E 6BT, UNITED KINGDOM

APPLICATION PROCESSING FEE PAYMENT FORM POSTGRADUATE TAUGHT PROGRAMMES ONLY

Applicants for MA, MSc, LLM, MClinDent, MFA, MArch, Postgraduate Diploma, Postgraduate Certificate or Graduate Diploma programmes

PLEASE NOTE

1. Applications will not be considered unless the application fee is enclosed.
2. The charge is £50 for paper applications and £25 for online applications except: Eastman Dental Institute programmes (£85 for paper applications and £60 for online applications) and the MA/MFA in Fine Art (these must be made online unless there are exceptional circumstances. The charge for submitting a paper application is £75 and the charge for online applications is £50).
3. The fee does not apply to the following taught postgraduate programmes: Economy, State and Society MA (International) (IMESS); Brain and Mind Sciences MSc; Radiation Biology MSc; Teaching and Learning in Higher Education Postgraduate Certificate.
4. The fee does not apply to postgraduate research programmes, including MRes, MPhil/PhD and Professional Doctorate programmes.
5. If you are applying to two postgraduate taught programmes you need to submit two separate payment forms.
6. The payment will show as UCL FSO on your bank statement or credit card bill.
7. When your application has been received, you will be sent (by email) details of how to log on to UCL's portal to track the progress of your application. Please make sure that your email address is written clearly.

If you wish to pay your Application Processing Fee by credit or debit card, complete the form below and enclose it with your application form.
If you are paying by banker's draft see the instructions below.

PAYING YOUR APPLICATION PROCESSING FEE BY CREDIT/DEBIT CARD

Forename _____ Surname/Family Name _____

Programme Title _____ Date of Birth _____

☐ I would like to pay my Application Processing Fee of: **£50**

☐ I would like to pay my Application Processing Fee for the Eastman Dental Institute of: **£85**

I would like to pay by: ☐ Visa ☐ Mastercard

American Express is not accepted ☐ Maestro UK ☐ Maestro

Card Holder Name

Card Number

Start Date (mm/yy) Expiry Date (mm/yy)

Card Issue Number (Maestro/Maestro UK only)

Signature of Card Holder _____ Date _____

THIS SECTION WILL BE DESTROYED ONCE PAYMENT HAS BEEN PROCESSED:

Security Code (last 3 digits on signature strip):

Full billing address of Card Holder (including postcode):

INSTRUCTIONS FOR PAYING BY BANKER'S DRAFT

1. The banker's draft must be drawn** on a British bank and be in UK Sterling (GBP). 2. The draft should be made payable to 'University College London'. 3. Please print your name, date of birth and programme of study on the back of the draft and attach it to this form. 4. Personal cheques are not acceptable. 5. Banker's drafts drawn** on overseas banks are not acceptable. 6. Banker's drafts not in UK Sterling (GBP) are not acceptable.

PLEASE NOTE: You may have to pay your bank an additional fee for the banker's draft.

** Drafts purchased outside the UK from a non UK bank are acceptable only if they clear at a UK bank and are in UK Sterling (GBP). Your own bank should be able to advise further on this.

FINE ART APPLICANTS ONLY

APPLICANTS FOR THE MA, MFA, MPHIL/PHD OR GRADUATE AFFILIATE STUDY IN FINE ART

PORTFOLIO LABEL

Please fill in this label, cut out and attach to your portfolio.

SLADE SCHOOL OF FINE ART, UCL
PORTFOLIO LABEL

Surname _____ Forename _____

Address _____

_____

Postcode _____ Tel _____

Tick as appropriate

☐ Portfolio to be returned by post (hard copy only)

☐ Portfolio to be collected by hand (hard copy only)

* all portfolios on CD-R or DVD only will be disposed of by the Slade school after the admissions process is complete.

Subject area (e.g. painting):