Guidance Notes: How to complete the Affiliate Application Form

When completing the form, please ensure you write clearly. The form should be completed using Black Ink and you should write in Block Capitals.

Affiliate Application Form: Page One

1. Surname / Family Name (as in passport)
   a. Write your Family / Last Name in block capitals exactly as it appears in your passport. If you have two surnames, please write them both in the order that they appear on your passport.

2. Given Names (as in passport)
   a. Please write all of your Given Names (First and Middle Name(s)) exactly as they appear in your passport.

3. Title
   a. If you are male, this will usually be “MR”.
   b. If you are female and not married, this will usually be “MISS”
   c. If you are female and married, this will usually be “MRS”

4. Date of Birth
   a. Write the Day of the Month first (e.g. 26)
   b. Write the Month in letter format (e.g. Jan, Feb, Mar, Apr, May, June, July, Aug, Sept, Oct, Nov or Dec)
   c. Write the year (e.g. 91 for 1991)

5. Sex
   a. Please tick the box for either Male or Female

6. Nationality
   a. Please write your nationality as stated in your passport.
   b. If you hold dual nationality, please write both (e.g. USA / French)

7. Country of Permanent Residence
   a. Please write the country where you are legally registered as a permanent resident

8. Country of Birth
   a. Please write the country where you were born

9. Home Address
   a. Write your home address clearly.
   b. Remember to include the number of your house/apartment
   c. Remember to include the name of the town/city you live in
   d. Remember to include the postal / zip code
   e. Remember to include the country
   f. Please ensure you write your email address very clearly. Important information will be sent to you via email so it is important that this is clear and correct.

10. Correspondence Address
    a. Write the address where you should be contacted during term time if this is different from the home address.
    b. Your home university might ask you to put their contact address here.
    c. Remember to include the name of the town/city
    d. Remember to include the postal / zip code
    e. Remember to include the country
11. Level of Study
   a. If you are currently studying towards a Bachelor’s degree at your home university, you should tick Undergraduate.
   b. If you are currently studying towards a Master’s degree at your home university, you should tick Graduate (taught).
   c. Please note that you will be expected to take a full course load at the appropriate level, and it is not possible to take a mix of undergraduate and graduate courses.

12. Category of Affiliate Study
    a. Most affiliate students should check Full-Time.
    b. If you are an international student, it is only possible to study at UCL on a Full-time basis.
    c. Occasionally it is possible for students from within the EU to apply to study at UCL on a part-time basis, however this is rare and you should check with the relevant department before submitting an application.

13. UCL department to which you wish to be admitted
   a. Here you should write down the name of the department where you wish to focus your studies. You will be expected to take at least 50% of your courses within this department.
   b. If you wish to apply for a joint admission, you should write here the name of the department where you will take at least 25% of your studies. You should apply for a joint admission if you wish to apply for one of the following:
      i. English Language & Literature on a joint basis (to take courses outside of the department)
      ii. At least one Higher level Economics class
      iii. The Applied Global Citizenship course (please write: Anthropology – Applied Global Citizenship)
      iv. At least one course in a department outside of your main department which you are REQUIRED to take for credit at your home university

14. Alternative UCL department(s) you wish to be considered for if your application to the department(s) shown above is unsuccessful.
   a. Please write the name of at least one alternative department you would like to be considered for if your application to the first department is unsuccessful. If your application to the department specified in box 13 is unsuccessful, your application will automatically be forwarded to the department specified in box 14 for review.
   b. If you do not write anything here, it will be assumed that you are only interested in admission to the department specified in box 13 a (and b). If your application to this department is unsuccessful, your application would not be considered by any other departments.

15. Duration of Study
   a. Please check the box to specify whether you are applying for the full year, Sept-December only or January-June only.
   b. Please note that due to the way in which courses and assessments are structured, you will be expected to attend UCL for the whole duration of the period specified.

16. Proposed Starting Date
   a. Please write the Month and Year you intend to apply for. For example:
      i. Full year: write September 2014
      ii. Fall semester only: write September 2014
      iii. Spring semester only: write January 2015
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17. Education
   a. Write the name of your current institution
      i. Ensure you include the month and year you started
      ii. If you are still at that institution, leave the End date blank
      iii. Write the qualification you are working towards
      iv. Give your current overall cumulative GPA / Class grade
      v. Specify your Major and Minor subjects
   b. If you transferred from another institution, please provide all the details above for your previous institution as well

18. Is English your first language?
   a. If it is, please check box Yes and move onto question 19.
   b. If English is not your first language, please check No and provide details of how you meet our English language requirements in the box (e.g. IELTS certificate enclosed, or currently studying at an institution in the USA).
      i. Remember to include original proof of English language proficiency where required.

19. Funding
   a. If you will be paying your own fees, please write SELF
   b. If you will continue to pay fees to your home institution, and they will cover the UCL tuition, please check with your home study abroad office to see whether or not we have a JYA agreement. If we do, please write “JYA link”.

20. Supplementary Information
   a. Please provide a preliminary list of courses you would be interested in taking whilst at UCL. A full catalogue can be found online in our study abroad guide (www.ucl.ac.uk/sag).
      i. Remember that you must choose at least 50% from your main department and at least 25% from your joint department where applicable.
      ii. Please check whether or not the courses you have chosen will be running in the semester you are applying for. This is indicated in the study abroad guide in the course description.
      iii. If you are REQUIRED to take specific courses for credit at your home university, please mark them with an asterisk (*).
      iv. Please note that this is just a preliminary list of courses to show the admitting tutor which courses and areas you would be interested in. All courses are subject to availability and Course Tutor Approval. If there are specific issues with the courses chosen on your application forms, these will usually be highlighted when an offer is made.

21. Personal Statement
   a. Please attach a personal statement describing your academic interests and reasons for applying to UCL.
      i. This should be around 1-2 A4 pages long
      ii. You should focus on your area of Academic interest, and why you are applying to UCL in particular
      iii. Please remember to write your name at the top of the page in case your statement is separated from the rest of your application

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22. Criminal Convictions
   a. If you do not have any criminal convictions, please check the No box
   b. If you have any criminal convictions, please check the Yes box and include further information (an adjoining statement on a separate sheet with the full details).
      i. All information will be treated as strictly confidential.

23. Supporting Documentation
   a. Our preferred method of receipt for all applications and documentation, including references and transcripts, is by email to affiliatestudents@ucl.ac.uk. Please include two academic references (these can be submitted to us directly by your referees if they wish), a transcript relating to your recent studies, the Disability and Ethnic Monitoring Form and, where appropriate, an English language test certificate.
   b. If you are unable to send all of your items together, you may send them in separately ensuring that all documents are clearly labelled with your name. Your application will be processed once all of the application materials have been received.
   c. We do NOT require original hard copies of any documents unless specifically requested after we have received your application. Scanned or digital copies of all documents are preferred, including transcripts, references and English language tests where appropriate.
   d. Your Academic Recommendations should come from Tutors who are familiar with your work. Ideally these should be scanned copies of references on university letter headed paper.
      i. If your Recommenders prefer, they may email a scanned copy of their recommendation directly to affiliatestudents@ucl.ac.uk from their university email account. (Please note that due to the large number of emails received, your recommendations may not be processed immediately).
   e. If it is not possible to send certain documents by email, please arrange for them to be posted to:

      ADMISSIONS, STUDENT AND REGISTRY SERVICES, UNIVERSITY COLLEGE LONDON, GOWER STREET, LONDON, WC1E 6BT, UNITED KINGDOM

24. Signature of Applicant
   a. You must sign and date your application to confirm that the information you have provided is accurate and complete.

Disability and Ethnic Monitoring Form

The Disability and Ethnic Monitoring Form will be removed after processing and will not be passed on to any admissions tutor. The data provided on this page will not impact on any admissions decisions, but is used to supply information to the Higher Education Statistics Agency

1. Please write your Surname
2. Please write your First Names
3. Please check the box which best describes your situation
4. Please confirm whether or not you have previously been in receipt of a UK disabled student’s allowance
5. Please check the box which best describes your ethnicity

If you currently receive adjustments or additional support at your home university for a disability (learning or physical), please contact UCL’s disability co-ordinator before you come to UCL.

Email: disability@ucl.ac.uk
Telephone: +44 (0)20 7679 0100
http://www.ucl.ac.uk/disability/