UCL

Certificate of Higher Education in the Classical World Application Form

Please read the guidance notes before completing the form. You may fill it in electronically, as all blank fields in this PDF version (except on the reference forms) are editable. The completed form can then be saved electronically before sending. Please make sure you initial the form where necessary. We would prefer to receive this form electronically, but alternatively you can print and send a hard copy. Please complete using black ink and BLOCK CAPITALS.

Completed application forms should be emailed to undergraduate-admissions@ucl.ac.uk or hard copies returned to: Undergraduate Admissions Office, Student and Registry Services, UCL, Gower Street, London, WC1E 6BT

Section 1

Personal details

1. Surname/Family name (as in passport)	2. First name/s (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	8. Passport issue date	9. Passport expiry date	10. Passport number
dd mm yyyy	dd mm yyyy	dd mm yyyy	

11. Country of birth

12. Country of ordinary residence

13. Home address

Postcode

Home tel

Mobile tel

Email

14. Correspondence address (if different)

Postcode

Home tel

Mobile tel

Email

Dates when address is valid from: dd mm yyyy to: dd mm yyyy

15. How would you like to complete your study?

☐ Part time   ☐ Full time   ☐ Modular

For office use	App. No.	Date of receipt	H/O/E/X	Initials

Section 2
Education

16a. Qualifications already obtained

Detail your qualifications already obtained ensuring you start with the most recent. High School qualifications, such as GCSEs and A Levels, should also be included. Where appropriate include professional qualifications. Please do not convert qualification titles or grading systems to another system. Please enter in format for your institution e.g 13/20, 85% etc.

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

16b. Qualifications currently being taken

Detail qualifications yet to be awarded. Where appropriate include professional qualifications. Please do not convert to another system. Please enter in format for your institution e.g 13/20, 85% etc

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

Section 3

English language and Employment

English language

17. Is English your first language? (✓)	**17a. If "No" have you? (✓)**

   ☐ Yes   ☐ No   ☐ Taken an English language test in the last two years?

                                      ☐ Been educated at degree level or above in English?

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 completed within two years of your proposed start date at UCL. A copy of the test certificate should be enclosed with this application.

Employment

18. List your employment to date			

Name and Address of Employer (state country if outside the UK)	Start date (Month/Year)	End date (Month/Year)	Position held and main duties (please also indicate whether full-time/part-time or paid/unpaid)

19. Membership of professional bodies

If you hold either General Medical Council (GMC), General Dental Council (GDC), General Pharmaceutical Council (GPhc) registration or Qualified Teacher Status (QTS), please provide your reference number.

Section 4

Funding and knowledge of UCL and disability/special needs

Funding

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

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

☐ Personal/Family resources   ☐ Loan   ☐ Studentship/scholarship

☐ Sponsorship   ☐ Employer   ☐ Other (please specify)

21. 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.

Knowledge of UCL

22. 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

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

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

Disability/special needs

23. 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.

Section 5

Supplementary personal statement

24. Academic interests and reasons for applying

Describe your academic interests and reasons for applying for your chosen programme. 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. 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.)

Section 6

Referee, Equal Opportunities Policy and Applicant's declaration

Referees

25. Give details of the person who has provided the reference that you are returning with this application.

In all cases, applicants should provide the name of a person who can vouch for their academic suitability for the course, or previous satisfactory performance on some other course.

Name

Position

Address

Postcode

Tel

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. Please note UCL is required to supply relevant information to the Higher Education Statistics Agency.

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 whilst on UCL's premises or for any other legitimate purpose.

Applicant's initials   Date   dd   mm   yyyy

Please return this form, together with a letter of reference, transcripts/diploma supplements (please refer to guidance notes) and, where appropriate, an English language test certificate to: **Undergraduate Admissions Office, Student and Registry Services, UCL, Gower Street, London, WC1E 6BT** (please note, alternatively the Disability and Ethnic Origin Monitoring form can also be returned by emailing to undergraduate-admissions@ucl.ac.uk)

Section 7
Reference form

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) Cohort measure

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. Assessment

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. Comments (see overleaf)

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

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 on a separate signed letter on headed paper if preferred.)

Thank you for your co-operation in completing this form. Please send this form directly to the Undergraduate Admissions Office (address below), or else enclose the form and any letter in an envelope 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. If a request is made and you indicate below that you do not agree to this access we will contact you to discuss it further and make a decision about whether the reference can be released. Please tick this box ☐ if you are happy for the applicant to see the reference without further consultation.

Undergraduate Admissions Office, Student and Registry Services, UCL, Gower Street, London, WC1E 6BT

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: student.wellbeing@ucl.ac.uk; telephone: +44 (0)20 7679 0100; address: UCL Student and Registry Services, University College London, Gower Street, London WC1E 6BT.

Surname/Family name	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 ☐ 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

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