**A Distance Learning Course for the Professional Stages of Training as a Notary**

**Notarial Practice Course**

2020-22­ Application (word)

**UCL Faculty of Laws**

|  |  |
| --- | --- |
| Surname: |  |
| First Name:  |  | Middle Name: |  |
| Your Title: | Mr, Mrs, Miss, Ms, Dr (delete as appropriate) | Date of Birth: |  |
| Nationality: |  | Do you require a visa?  |
| Home Address:  |  |
| Street |  |
| City |  |
| Postcode / Country |  |
| Mobile Number:  |  | Home Phone:  |  |
| Home Email:  |  |
| Work Email:  |  |
| Special Diet(workshop catering) | None | Vegetarian | Pescatarian. | Vegan. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Is English your first language?  | Yes / No (delete as appropriate)If no, AND you did not take your undergraduate or graduate degrees at a UK university, you will need to supply TOEFL or IELTs certification:* IELTS: Overall grade of 7.5 with a minimum of 6.5 in is each of the subtests
* TOEFL: Score of 109, plus 24/30 in the reading and writing subtests and 23/30 in the listening and speaking subtests. UCL TOEFL Code is 9163.
 |
| Are you a UCL Graduate?  | * Yes, I am a graduate of UCL. Please apply 15% discount.
* No, I did not graduate from UCL
 |
| Certificate of Exemption | Your application will be placed on hold until we receive confirmation of your Certificate of Exemption from the Faculty of Office* I am holding a Certificate of Exemption from the Faculty Office and enclose a copy
* I have applied to the Faculty Office for a Certificate of Exemption on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

 Please turn over

|  |  |
| --- | --- |
| Fee PaymentYou will be invoiced for the course fees  | * I am paying my own course fees – use the details above
* Invoice my employer - please complete the details below
 |
| Employer Fee Details | Company Name |  |
| Building |  |
| Street |  |
| Town |  |
| Postcode |  |
| Company No:  |  |
| VAT No:  |  |
| Account Phone:  |  |
| Accounts email |  |

To the best of my knowledge the information on this application is accurate and complete.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Data protection statement
The personal information (data) collected on this form, and on the attachments, (which includes the collection of sensitive personal data) is collected for the purpose of processing your application to join the UCL Notarial Practice Course. Unless you direct otherwise (for example if you do not receive your Certificate of Exemption from the Faculty Office and would like the application kept on file for the next entry year) the application forms (and attachments) of will be destroyed after 1 year. It is UCL’s policy to protect, and keep secure, all personal data collected. All personal data is processed for the purpose of application for the Notarial Practice Course, and, in the case of successful applications, for the satisfactory administration of their course, and for no other purpose.

RETURN THIS FORM TO:
Lisa Penfold, Notarial Practice Course Admissions
UCL Faculty of Laws, Bentham House, Endsleigh Gardens, London WC1H 0EG

OFFICE USE ONLY:

Received: \_\_\_/\_\_\_/\_\_\_ C0E: \_\_\_/\_\_\_/\_\_\_ Admitted: \_\_\_/\_\_\_/\_\_\_ Customer code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_