



Graduate Student Application

Please read the guidance notes before completing the form. You may fill it in electronically, as all blank fields in this PDF version (except signature fields) are editable. The completed form can then be saved electronically before printing and sending. Or, alternatively, please complete using black ink and BLOCK CAPITALS. Please make sure you sign the form where necessary. When your application has been received you will be emailed details of how to log on to UCL's portal, where you can track your application. Please write your email address clearly.

Completed application forms should be sent by hard copy mail, along with the application fee payment form (if applicable) to: Graduate Admissions, Access and Admissions, Student and Registry Services, University College London, Gower Street, London, WC1E 6BT, United Kingdom. Please note that in the interests of ensuring the security of any financial information included, you must not provide this information to UCL using email (or any other end-user technology).

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 (✓)		5. Do you require a student visa to study in the UK?				6. Nationality				
Male	Female	Yes	No							
Other										
7. Date of Birth		8. Passport issue date		9. Passport expiry date		10. Passport number				
11. Country of birth				12. Country of ordinary residence						
13. Home address				14. Correspondence address (if different)						
_____				_____						
_____				_____						
_____				_____						
Postcode _____				Postcode _____						
Home tel _____				Home tel _____						
Mobile tel _____				Mobile tel _____						
Email _____				Email _____						
Dates when address is valid from:							to:			

For office use

App. No.

Date of receipt

H/O/X

Initials

Section 2

Programme of study for which you wish to apply

15. UCL department/institute

16. Qualification sought (MA, MSc, etc)

17. Taught programme title/research subject area

18. Mode of study (✓)

Full-time Part-time
(where available) Modular/Flexible
(where available)

19. Distance learning/mixed mode (✓)

Please indicate whether, if available, you wish to follow your studies on either of the following bases:

Distance learning Mixed mode

20. Proposed start date

Month Year

21. Name(s) of proposed supervisor(s), if known (research programmes only)

22. 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 (please specify)

Section 3

Education

23a. Qualifications already obtained

Detail your qualifications already obtained ensuring you start with the most recent. 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

23b. 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 4

English language proficiency, GRE Test and Employment

English language proficiency

24. Is English your first language? (✓)

Yes No

24a. If "No" have you? (✓)

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.

GRE Test

25. If your undergraduate degree was completed outside the UK and you are applying for MSc Economics you must provide GRE test scores (below). Please include a copy of your GRE test results document with this application

Test date	Quantitative total	Verbal total	Analytical writing total
<input type="text"/>	Quantitative percentile	Verbal percentile	Analytical writing percentile

Employment

26. 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 (please also indicate whether full-time/part-time or paid/unpaid)

27. 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 5

Funding, availability for interview, knowledge of UCL and disability/special needs

Funding

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

28. 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)

29. 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

30. 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 should note that the Slade School will invite candidates who are successful at the portfolio stage to attend an interview in person at the Slade.

Knowledge of UCL

31. 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

32. 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 6

Supplementary personal statement

33. 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. Any specific points to address for your programme will be listed on our additional requirements page: www.ucl.ac.uk/prospective-students/graduate/taught-degrees/how-apply-step-step-guide/programmes-additional-requirements (Continue on a separate sheet if required.)

Section 7

Referees, Equal Opportunities Policy and Applicant's declaration

Referees

34. 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 be a tutor/lecturer acquainted with your academic ability. Referees should not be family members or friends.

Name	<input type="text"/>	Name	<input type="text"/>
Position	<input type="text"/>	Position	<input type="text"/>
Address	<input type="text"/> <input type="text"/> <input type="text"/>	Address	<input type="text"/> <input type="text"/> <input type="text"/>
	Postcode <input type="text"/>		Postcode <input type="text"/>
Tel	<input type="text"/>	Tel	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>

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.)

UCL's Prospective Students (Enquirers and Applicants) Privacy Notice, including further information about UCL's processing of student personal data, can be viewed at www.ucl.ac.uk/legal-services/privacy/ucl-prospective-students-enquirers-and-applicants-privacy-notice

Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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: **Graduate Admissions, UCL Student & Registry Services, University College London, Gower Street, London WC1E 6BT**

Graduate Student Application

For use with MPhil/PhD, Specialist Doctorates, Master's, Postgraduate Diplomas/Certificates, Professional Certificates and Graduate Affiliate programmes

Section 8.1

Reference form for graduate study

Applicant's name	Programme of study
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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?
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(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	<input type="text"/>	Position
	Signature	
Tel	Email	Date

3. Comments (from overleaf)

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 enclose this form and any letter in an envelope and sign across the seal before **returning it to the applicant**. Under the terms of the 2018 Data Protection Act and General Data Protection Regulation (GDPR), 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.

**Graduate Admissions, UCL Student & Registry Services, University College London, Gower Street,
London, WC1E 6BT, United Kingdom**

Section 8.2

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) 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	<input type="text"/>	Signature	<input type="text"/>	Position	<input type="text"/>
Tel	<input type="text"/>	Email	<input type="text"/>	Date	<input type="text"/>

3. Comments (from overleaf)

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 enclose this form and any letter in an envelope and sign across the seal before **returning it to the applicant**. Under the terms of the 2018 Data Protection Act and General Data Protection Regulation (GDPR), 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.

**Graduate Admissions, UCL Student & Registry Services, 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 Student & Registry Services, University College London, Gower Street, London WC1E 6BT.

Surname/Family name		First names	
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Disability (please (✓) one box)

A	No disability	G	You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
B	You have a social/communication impairment such as asperger's syndrome/other autistic spectrum disorder	H	You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
C	You are blind or have a serious visual impairment uncorrected by glasses	I	You have a disability, impairment or medical condition that is not listed above
D	You are deaf or have a serious hearing impairment	J	You have two or more impairments/and or disabling medical conditions
E	You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy	97	Information refused
F	You have a mental health condition such as depression, schizophrenia or anxiety disorder		

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	39	Other Asian background
16	Gypsy/Traveller	41	Mixed – White and Black Caribbean
21	Black or Black British – Caribbean	42	Mixed – White and Black African
22	Black or Black British – African	43	Mixed – White and Asian
29	Other Black background	49	Other Mixed background
31	Asian or Asian British – Indian	50	Arab
32	Asian or Asian British – Pakistani	80	Other ethnic background
33	Asian or Asian British – Bangladeshi	98	Information refused
34	Chinese		

Please return this form with the rest of your application to: **Graduate Admissions, UCL Student & Registry Services, University College London, Gower Street, London, WC1E 6BT, United Kingdom**

Application processing fee payment form postgraduate taught programmes only

Please note

1. Applications will not be considered unless the application fee is enclosed.
2. The charge is £115 for paper applications and £90 for online applications except: Eastman Dental Institute programmes (£145 for paper applications and £120 for online applications); Slade School of Fine Art programmes (£60 for paper applications and £35 for online applications); MSc Management, MSc Finance, MSc Project and Enterprise Management, or MSc Business Analytics (with Management Science), (£160 for paper and online applications).
3. The fee does not apply to taught postgraduate programmes as detailed at:
www.ucl.ac.uk/prospective-students/graduate/apply-graduate-study/special-arrangements/no-application-fee
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 or more postgraduate taught programmes you need to submit a separate payment form for each.
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: **£115**

I would like to pay my Application Processing Fee for the Eastman Dental Institute of: **£145**

I would like to pay my Application Processing Fee for the Slade School of Fine Art of: **£60**

I would like to pay my Application Processing Fee for the MSc Management, MSc Finance, MSc Project and Enterprise Management, or MSc Business Analytics (with Management Science) of: **£160**

I would like to pay by:

Visa

Mastercard

**American Express
is not accepted**

This section will be destroyed once payment has been processed:

Card Holder name

Card number

Start date (mm/yy)

Expiry date (mm/yy)

Signature of Card Holder

Date

Full billing address of Card Holder (including postcode):

Instructions for paying by Banker's Draft (Please note: You may have to pay your bank an additional fee for the banker's draft)

- (1) The banker's draft must be drawn on a UK 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.

Completed payment forms should be sent by hard copy mail, along with the application form itself to: Graduate Admissions, Access and Admissions, Student and Registry Services, University College London, Gower Street, London, WC1E 6BT, United Kingdom. Please note that in the interests of ensuring the security of your financial information, you must not email this information to UCL. If you do, the information will be deleted immediately and UCL will not process your payment or application for admission.