

## Guidance notes for postgraduate applications

These guidance notes outline how to submit an application for one of the postgraduate programmes offered by the University of London International Programmes.

### **Have you applied to the University of London International Programmes before?**

If you have an application in progress or currently registered for a programme and simply wish to change courses, please contact the admissions office for advice as you may not be required to submit a new application. Our contact information can be found on the following link: <http://www.londoninternational.ac.uk/contact-us>

### **1. Making your application**

Please apply as early as possible and do not wait until the application deadline date. A number of programmes only accept a limited number of new students each year. The latest date by which your application must be received is given in the relevant programme details page on <http://www.londoninternational.ac.uk>.

### **2. How to use the application form**

- A. Click on the Create Account Button.
- B. If you are a returning applicant, enter your email address and password then login. If you have forgotten your password, click on the 'Forgotten password?' link.
- C. Complete the appropriate fields to create your user account. At this point an email will automatically be sent to the email address you have provided so please ensure the email address is correct and accessible. Complete and submit the application and upload your certificates and supporting documents. Your application will only be fully submitted for processing once you have clicked on the 'Next' button on the 'Document upload' page and you see the confirmation page.

### **3. Need help with completing the application?**

If you have any further questions about the application process, please complete the enquiry form at the following link <http://www.londoninternational.ac.uk/contact-us>

### **4. Acknowledgement**

When you have submitted your application you will receive confirmation, by email, that your application has been received by the Admissions Office and notification of your student number. We allocate a student number to everyone who applies and it does not mean that you have been accepted onto a programme.

### **5. How to submit your documents**

If you have your documents to hand, we recommend that you upload a scan of the verified copy of your documents as part of your application. For a full list of acceptable verifiers,

please see the following link: <http://www.londoninternational.ac.uk/applications-admissions/how-apply/documentary-evidence/postgraduate>.

If you do not have all your documents to hand or if you are waiting to sit an examination or if you are waiting to receive the results of an examination, we recommend that you still submit your application. We can often begin to process your application without all the evidence, although we will not be able to give you a final decision until all the necessary documentation has been received.

After you have submitted your application, you can email scanned copies of verified documents to [documents@london.ac.uk](mailto:documents@london.ac.uk). Please ensure that you quote your name and student number within the email. Your referees can also send a scan of their signed reference letter to [documents@london.ac.uk](mailto:documents@london.ac.uk).

If you are unable to upload or email your documents, you can print off and complete a copy of this [Document Enclosure Form](#) and send it together with all the required documents by post or courier to **University of London International Programmes, Admissions Office,**

**Stewart House, 32 Russell Square, London WC1B 5DN, UK.** Alternatively you can ask your awarding/examining authority to send the completed form and the relevant statement/transcript of results to the Admissions Office by post or courier to the above address.

**Please do not send original documents.** If none of the options listed are available to you, please contact the Admissions Office for further guidance at <http://www.londoninternational.ac.uk/contact-us>.

**Please upload the following:**

**A. References**

If the programme for which you are applying indicates that references are required you should upload a scan of the signed reference letter. We normally require one academic reference preferably by an academic from the institution where you graduated and one employment reference from your current or most recent Line Manager, Head of Department. All references must be specifically written for your application to study this programme. Two employment references are acceptable if you have graduated several years ago and are not able to obtain an academic reference.

\* If applying for the Global MBA then you should read the following reference criteria: [references-mba](#)

**B. Personal identification**

Evidence of your full name and date of birth as stated on your application. This must be a scan or photocopy of either your birth certificate, or passport, or national identification card (ID). If you have changed your name from that which is on the above document or certificates, you must provide official evidence of the change, e.g. a scan or photocopy of your marriage certificate or statutory declaration.

**C. Educational certificates**

The verified copies of all the qualifications you have listed on your application.

#### **D. Transcript**

If either your degree was not awarded 'with Honours' or if you are applying on the basis of a professional qualification, you must also provide a verified copy of the transcript of your qualification. The transcript must include all the subjects taken, the marks/grades obtained and the date of the final award.

#### **E. English Language Proficiency evidence**

A verified copy of your certificate/evidence of English Language proficiency in support of the information you have provided on the application form.

OR

A signed letter from your employer or the institution where you studied, if you have indicated that you have at least 18 months employment or education in the medium of English.

We reserve the right to ask for further or alternative evidence of your qualifications, if required.

#### **F. Curriculum vitae**

A current/up-to-date employment curriculum vitae