

University of London Programmes Guidance Notes for Application

(Please read carefully before you complete this application form)

Important Notes

- A. Complete the questions on the following pages in full and in **BLOCK LETTERS** with **black** pen. If you have any problems, please look for advice in the following notes **and** in the accompanying prospectus.
- If there are any questions which are not applicable to you, write N/A.
 - Questions 10 to 14 concern the University's entrance requirements, as listed in the relevant section of the accompanying prospectus. Even if you do not satisfy these requirements, we can still consider your application. However, you may be required to complete another course of study first, before we admit you.
- B. Fees **are not refundable**. The completed application form together with the appropriate application fee should be submitted to HKU SPACE. **Do not send the fee separately.**
- C. It is **your** responsibility to ensure that the application is submitted before the closing date. **The University cannot be held responsible if you, or a third party, submit the application after the closing date has passed.**
- D. Remember, if you enrol with a college or other institution for a course of tuition, it **does not** constitute registration as a University of London student. You are strongly advised to wait for confirmation from the University that you have been given an offer of registration **before** you enrol for a particular qualification.
- E. If you are required to submit any information in support of your application, it is **your** responsibility to obtain it. The University cannot undertake to obtain information/evidence on your behalf.
- F. Please provide your up-to-date email address as this will be used for communication.

How To Apply

The completed application form together with the following documents should be returned to HKU SPACE office in person at the following address during opening hours as below:

University of London (Admissions Office)
HKU SPACE Admiralty Learning Centre
Room 313, 3/F, Admiralty Centre
18 Harcourt Road
Hong Kong

Opening Hours: Monday – Friday: 9:00 am – 7:30 pm
Saturday : 9:00 am – 1:00 pm
(Sunday and Public Holiday: Closed)

- (i) **original and photocopied evidence of your full name (including any change of name) and date of birth** (i.e. Hong Kong identity card, passport, birth certificate, marriage certificate, deed poll or statutory declaration);
- (ii) **evidence of every qualification listed on your application form, including original certificate/s and ONE set of photocopies; and** (Original certificate/s will be verified by our Admissions Office and returned to you immediately at no extra cost. If you cannot provide original certificate/s, you should contact the appropriate awarding/examining authority and arrange for them to send us direct a certified statement of results.)
- (iii) **application fee of £97** (Fees can be paid by banker's draft or crossed cheque *in pounds sterling* and made payable to "The University of London". In addition, HKU SPACE also accepts VISA/MasterCard, EPS and cash *in HK\$* at the daily exchange rate).

Deadline for Applications - 1 October

Please note that this deadline is not necessarily the same as the application deadline of HKU SPACE supporting tuition courses. Some HKU SPACE courses may be full or start well before the application deadline of the University of London programmes. Therefore, you are strongly advised to submit your University of London application as soon as possible, such as before June every year.

List of University of London Programmes

LAWS	COMPUTING
<ul style="list-style-type: none"> – Bachelor of Laws (LLB) – Graduate Diploma in Commercial Law – Laws Individual Courses 	<ul style="list-style-type: none"> – BSc in Computing and Information Systems (CIS) – BSc in Creative Computing (CC)
<p>ECONOMICS, MANAGEMENT, FINANCE AND THE SOCIAL SCIENCES (EMFSS)</p>	<ul style="list-style-type: none"> – Work Experience Entry Route to the BSc in CIS – Work Experience Entry Route to the BSc in CC
<ul style="list-style-type: none"> – BSc Accounting and Finance – BSc Banking and Finance – BSc Business and Management – BSc Data Science and Business Analytics – BSc Development and Economics – BSc Economics – BSc Economics and Finance – BSc Economics and Management – BSc Economics and Politics – BSc International Development – BSc International Relations – BSc Management and Digital Innovation – BSc Mathematics and Economics – BSc Politics and International Relations 	<p>HUMANITIES</p>
<ul style="list-style-type: none"> – Graduate Diplomas: 	<p><u>English</u></p> <ul style="list-style-type: none"> – BA in English – Diploma of Higher Education in English – Certificate of Higher Education in English – English Individual Courses
<ul style="list-style-type: none"> Business Analytics / Data Science / 	<p><u>History</u></p> <ul style="list-style-type: none"> – BA in History
<ul style="list-style-type: none"> Digital Innovation / E-Business and Social Media / 	<p><u>Philosophy</u></p> <ul style="list-style-type: none"> – BA in Philosophy – Diploma of Higher Education in Philosophy – Certificate of Higher Education in Philosophy – Philosophy Individual Courses
<ul style="list-style-type: none"> Economics / Finance / International Development / Management / Mathematics 	<p><u>Theology</u></p> <ul style="list-style-type: none"> – Bachelor of Divinity – Diploma of Higher Education in Theology – Certificate of Higher Education in Theology – Theology Individual Courses
	<p>BUSINESS ADMINISTRATION</p>
	<ul style="list-style-type: none"> – BSc in Business Administration <p>Pathway: General / Marketing / Human Resource Management / International Business</p>



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(for office use only)

Application Form

Please complete all parts in BLOCK LETTERS and with BLACK PEN.

1–8. Personal Details

1. Student Name (name as appeared on H.K.I.D. card or Passport)

Surname/Family Name:

First Name(s)/Given Name(s):

Your names **in the order** you wish them to appear on the University’s records and on your final certificate:

2. Title: Prof Dr Mr Mrs Ms 3. Gender: Male Female

4. Date of Birth (DD/MM/YY): ____/____/____ 5. H.K.I.D./ Passport No.:

6. Nationality: 7. Contact Phone No.:

8. Home Address:

Country:

Email Address (please complete in BLOCK LETTERS):

9. Programme for which you are applying

(For details, please refer to the List of Programmes under the Guidance Notes.)

Do you wish to be considered for the GRADUATE ENTRY ROUTE?

(Graduate Entry Route is ONLY available for the LLB programme and BSc degrees in the fields of Economics, Management, Finance and the Social Sciences, except for “BSc Mathematics and Economics” programme)

YES NO

Please do not fill in anything below this line – FOR OFFICE USE ONLY

ACCREDITATION OF PRIOR LEARNING (APL)		STENCIL/S	DATE
A. APPLICATION MADE <input type="checkbox"/>		REFERRAL DETAILS AND DECISION	
B. DECISION (✓ as appropriate)			
• Request not valid, cannot be considered	<input type="checkbox"/>		
• APL given (for the subject/s listed)	<input type="checkbox"/>		
• First Check (initials)	<input type="text"/>	LETTER OF ELIGIBILITY ISSUED FOR	
• Second Check (initials)	<input type="text"/>	DATE OF ISSUE _____	
Application Fee	£	APL _____	
Fee Paid		_____	
Date Received		_____	
Method of Payment		_____	

10. School Leaving Qualifications

(e.g. HKDSE, GCSE, ‘O’ and ‘A’ levels; Baccalaureate; High School Diploma, etc. Give full details of subjects passed, in chronological order. Group together all subjects that were passed in one sitting.)

(For office use only)

Month/Year	Examining Body	Full Title of Subject	Level	Grade

11. Degree, Diploma or Teaching Certificates

Give full details of degrees, higher educational diplomas or certificates. This information **must** include the awarding/examining body, the full title of the award, the classification/GPA (if applicable) the date awarded, the length of the course and whether the course was taken full time or part time. You should also include details of any qualification on the basis of which you are seeking Accreditation of Prior Learning (see question 15).

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12. Occupational and Professional Qualifications

Give full details of any final examination/s which you have passed, indicating membership (including level/status), if appropriate. You should also include details of any qualification on the basis of which you are seeking Accreditation of Prior Learning (see question 15).

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13. Examinations for which you are awaiting results

Examinations for which you are awaiting results (including date(s) of examinations)

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14. English Language Proficiency

- A.** Is English your first language/mother tongue? Yes No
- B.** If your first language/mother tongue is not English, please answer the following questions:
- i)** Have you had substantial (minimum of 18 months) secondary/higher education conducted in English?
 Yes (provide evidence) No
- ii)** Have you had substantial (minimum of 18 months) work experience conducted in English?
 Yes (provide evidence) No
- iii)** Have you passed an examination in English language (for example GCSE/GCE ‘O’ level)?
 Yes (provide evidence) No
- iv)** Have you passed, at an appropriate level, a test of proficiency in English language in the last three years that is acceptable to the University of London (for example, TOEFL or IELTS)?
 Yes (If ‘yes’, please give full details below and provide evidence) No Go to question 15

Examination or Test	Grade or Score	Subject	Date

15. Accreditation of Prior Learning (APL)

(Please read the section on APL applications in the prospectus carefully before completing this question.)

Notes:

- a. Do not complete this question if you are applying for Graduate Entry Route of the LLB degree programmes as you cannot be considered for APL if you wish to register via this route.
- b. A fee is charged for consideration to be given to APL requests received by the University of London. The **only** exception is when a qualification gives ‘automatic’ APL – these are listed in the Prospectus and Regulations for each degree. **Do not send the fee with your application form.** You will be sent an APL Request Pack when your application has been received by the Admissions Office. You will be asked to return the form, together with the necessary fee, if required. **Please note that the APL fee is not refundable even if the APL is not subsequently awarded.**
- c. No APL will be awarded unless **specific** application has been made for the APL to be considered (even if the APL is listed as ‘automatic’).
- d. Include full details of any qualifications with which you are seeking APL as given in questions 11 and 12.
- e. All APL requests are considered on an individual basis and are awarded at the discretion of the University of London.

Do you wish to apply for APL?

No Go to question 16 Yes Complete the details below

<p>A. List the papers or complete year’s study for which you are seeking APL:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>B. On the basis of which qualification/s (detailed in questions 11 or 12) are you making this request?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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19. Previous Applications / Registrations

A. Have you ever submitted an application to the University of London before?
 No Yes If 'yes', please give the year

B. Have you received an Offer Letter from the University of London before?
 No Go to question 20 Yes Complete the questions below

i) Were you an Internal / On-campus or Off-campus student? *(Please ✓)*
Internal / On-campus **Off-campus**

ii) Write your name as it appears on the Offer Letter _____
 Your student number (if known) _____ Year of offer
 The Programme to which it applies _____
 Which school of the University of London were you an internal student? (if applicable) _____

iii) Did you subsequently register as a student of the University of London?
 No Yes If 'yes', please give the year

20. Use of Personal Data

a. The University will send you the latest updates and promotional materials on the availability of the programmes and courses, seminars and events and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives through various communication channels such as direct-mail, email and mobile phone, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the University.

If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, please check this box.

b. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the University to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to us.

c. For details on the University's policy on personal data (privacy), please refer to the prospectus or website.

21. Declaration to be signed by the Applicant – please read carefully **before** signing

- a. I declare that the information I have given and the statements made by me on this form are, to the best of my knowledge and belief, true and correct.
- b. I agree to the University processing the personal data provided in this form for admission, registration and academic and administrative communication purpose.
- c. I confirm that I have (or will have) online access by the time I register for this programme.

Signature: _____ Date: _____

Name in Block Letters: _____