

This application form is intended only for those applying for a postgraduate (part or full-time) or part-time undergraduate course. If you intend to apply for a full-time undergraduate course you must do so through UCAS at: www.ucas.ac.uk or Tel: 0870 112 2200. For Graduate Teacher Training Registry (GTTR) Tel: 0871 468 0469.

Closing Dates for Applications

The University has no formal closing dates for receiving applications but you should aim to apply as early as possible. Some of our courses are very popular and places are filled early in the year.

Scholarships

If you wish to apply to be considered for a scholarship please go to the following web pages for further information.

Home and EU students www.lsbu.ac.uk/fees/financialHelpLSBU.html

International students www.lsbu.ac.uk/fees/international.html

Completing the Application Form

Please complete this form **in black ink using block capitals**. Complete **ALL SECTIONS** of the application form. The application form is your chance to sell yourself to us and you should complete it yourself.

We are unable to accept application forms completed by anyone but the applicant.

Section 1: PERSONAL DETAILS

Please complete this section with your personal details as they are given on your passport or birth certificate. It is important that you include legible email, mobile and telephone details.

Section 2: HAVE YOU PREVIOUSLY STUDIED IN THE UK?

If you have previously studied in the UK please complete all details.

Section 3: DISABILITY/SPECIAL NEEDS

Please enter in the box the code from the list of statements below which is most appropriate to you. The information you provide does not affect any decision regarding your academic suitability for a course and is treated confidentially. This information will help the university to provide the best available support for you.

0	No known disability
1	You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
2	You are blind or have a serious visual impairment uncorrected by glasses
3	You are deaf or have a serious hearing impairment
4	You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
5	You have a mental health condition, such as depression, schizophrenia or anxiety disorder
6	You have physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
7	You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
8	You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
9	You have two or more impairments and/or disabling medical conditions

Section 4: CARE LEAVERS

We are proud to have achieved the Frank Buttle Trust quality mark. The Trust has developed a Commitment to Care Leavers in Higher Education, which provides a charter through which universities and colleges can demonstrate their commitment to help. If you are a care leaver tick the appropriate box.

Section 5: CRIMINAL CONVICTIONS

The University has a duty of care towards its students and staff. You are therefore required to declare whether or not you have been convicted of any criminal offences, other than minor motoring offences (three penalty points or less) and offences considered as "spent" under the Rehabilitation of Offenders Act 1974. If you tick 'yes' you should give further information about your conviction. Declaring a criminal conviction will not automatically affect your admission to the University. If you receive a conviction after applying and before commencing your course, you must inform the University Admissions team immediately. Please note that health programmes are exempt from the Rehabilitation of Offenders Act. This means you must declare any convictions even if they are 'spent'. A Criminal Records check will be carried out on all successful applicants to these courses. The information supplied will be treated in strict confidence.

Section 6: PROGRAMME OF STUDY

Please read the current Prospectus carefully before filling out this section ensuring you have the correct Award = level of study (i.e. MSc), Course Title, Year of Entry (indicated entry point yr 1,2,3 or 4) and mode of study (full or part time).

If you have more than one choice of courses you will be considered for your first choice, if you are unsuccessful, you will be considered for your second choice and will be notified by email/post.

Part-time Study

If you wish to study part-time please check the prospectus to verify that this mode of study is available.

Overseas applicants from non EU countries should note that the terms of entry into the UK will normally prevent you from seeking employment and it will not be possible for you to register to undertake a course on a part-time basis.

Section 7: FEE STATUS

The University is required to assess your fees status, please answer all questions in this section and give details of who you expect to pay your fees. This section of the application will be used to make an informal fee assessment and should be fully completed.

Section 8: CURRENT STUDIES

Please fill in relevant information as required. If you are currently studying a degree or postgraduate programme then please provide copies of transcripts.

Section 9: EDUCATIONAL QUALIFICATIONS

Please give details of examinations already passed including professional, postgraduate, degree, diploma, A levels, GCSE or any secondary school qualifications starting with the most recent first and provide copies of certificates and transcripts (including explanation of the marking system). If these are in a language other than English please include an official translation. These need to include title of course undertaken. You will be expected to bring original documentation when you enrol with us.

Section 11: ENGLISH LANGUAGE

For applicants whose first language is not English you must have an English language qualification before starting a programme of study at London South Bank University. Acceptable English language qualifications can be found on our website www.lsbu.ac.uk/international/english-Requirement.shtml

If you have already taken one of the relevant tests, please enclose your test score report. Applicants with high language scores may find they may need additional language support before and during their studies. London South Bank University offers summer courses in English (Pre-study English Course). If you are interested, further information can be found on our website www.lsbu.ac.uk/bcim/progs/fgs/pse/

Section 12: WORK EXPERIENCE

Please include all your work experience paid or unpaid, full or part time which is relevant to the course.

Section 13: PERSONAL STATEMENT

Please write your personal statement yourself, in your own words. We want to know about your experiences and your interests. If you have been out of education for a while please outline any relevant experiences that may be taken into consideration in lieu of formal qualifications.

Section 14: NAME AND ADDRESS OF REFEREE(S)

TWO references are required (one academic and one from an employer). Reference forms must be signed and officially stamped or provided on official headed paper.

Section 15: HOW DID YOU HEAR ABOUT THE COURSE AT LONDON SOUTH BANK UNIVERSITY?

Please indicate how you heard about us.

Section 16: DECLARATION

Any material omissions or falsehood in your application may result in the cancellation of your application or registration.

Data Protection Legislation

Many students apply to us from overseas but have friends or family in the UK who contact the University on the student's behalf. If you wish to authorise a friend or family member to request and receive information on your behalf please email international.admissions@lsbu.ac.uk and request our Data Protection Authorisation form.

Checklist/Documents Required*

When you have completed the application please return it to the address printed on the form along with:

- Photocopy of your current passport.
- Photocopies of all your educational certificates – with **translated** copies where necessary.
- Two written / typed references stamped with an official stamp or on headed paper from an academic / employer who can recommend your suitability as a student.
- An IELTS, TOEFL or Cambridge certificate if English is not your first language.

If you are not able to provide all these documents at the time of your application do not worry; we can make a initial decision based on the information you provide, however you may be asked to provide the additional documents at a later date.

*Please note: **DO NOT** send us original documents at this stage.

Assessing your Application

Your application will be assessed on the basis of the information you enter on your application form and the content of your references. It is therefore important that you complete this form carefully so it is both accurate and legible and that you explain clearly why you wish to take the particular course, type of experience you have and why you think you should be given a place.

The University encourages applications from those with disabilities. If you require further information please go to our website www.lsbu.ac.uk/learningsupport/disabilities/aboutus.shtml

The Decision Process

Applications are processed by our Admissions Team at the University. However, if you wish to apply for second or third year entry, your application will be forwarded to an Admissions Tutor / Course Director for consideration.

A formal decision letter notifying you of the outcome of your application will be emailed or posted to you if you do not have an email address.

Conditional Offer

If you hold a conditional offer you will need to provide proof of meeting these conditions to the admissions office in the form of photocopied documentation.

Unconditional Offer

If you hold an unconditional offer you need to confirm your place by returning your Acceptance Reply form.

Reply Acceptance Slip

You must return your reply slip confirming your acceptance of the offer to study at London South Bank University.

International Students -

Confirmed Unconditional Place

As soon as you have firmly accepted an unconditional place with us you will be required to pay a deposit towards your course.

On receipt of your deposit you will be issued with a Confirmation of Acceptance for Studies number which you will need when applying for your visa www.bia.homeoffice.gov.uk/studyingintheuk/

Application Form

Please complete this application form in block capitals and in black ink

Application No: _____

1. PERSONAL DETAILS

Title: Mr/Ms/Miss/Mrs etc:

Surname/Family name:
(as stated in Passport)

First name(s):

Correspondence /Agent address:

GEEBEE EDUCATION PVT. LTD.
HEAD OFFICE :
27, Vaswani Mansions, 5th Floor, Opp. K.C. College,
Dinshaw Vachha Road, Churchgate, Mumbai-400 020. India
Tel. : 91-22-43222333 Fax : 91-22-22854453
Email : info@geebeeworld.com

E-mail:

Home address (if different):

Country: Postcode:

Sex: Male Female

Date of birth: Day: Month: Year:

2. HAVE YOU PREVIOUSLY STUDIED IN THE UK

Have you previously studied in the UK? Yes No

Please state which School/College/University

If you have been a student at London South Bank University please give your Student ID No. _____

Attended from(dd/mm/yy) _____ to _____

3. DISABILITY/SPECIAL NEEDS – SEE GUIDANCE NOTES

Do you have a disability? Yes No

If **yes** please enter the appropriate code

4. CARE LEAVERS:

If you are a care leaver please tick the box

5. CRIMINAL CONVICTIONS

Do you have a criminal conviction Yes No

6. PROGRAMME OF STUDY

	Award	Title of Course	Start Date (Enter Month & Entry)	Year of Entry (1, 2, 3, or 4)	Course Code	FT /PT
Choice 1						
Choice 2						

7. FEE STATUS

(i) Country of Birth:

(ii) Nationality (as on Passport):

(iii) Passport No:

(iv) If you have ever lived outside (or were born outside) the UK/EU please answer the following:

(a) Please state the time spent outside the UK/EU

Dates: From: To:

(b) Have you been granted Humanitarian Protection on the grounds of refused asylum application or have you been granted Refugee status?

Yes Date granted: No

(c) Is your stay in the UK/EU for education purposes, ie a student visa?

Yes No

(d) Have you been granted indefinite leave to remain or enter?

Yes Date granted: No

(e) How will your fees be paid?

Self financing Sponsored by Family

UK Government Student Loan/Bursary

Other sponsor (please specify)

DECISION BY ADMISSIONS TUTOR – OFFICE USE ONLY

Date Received: Faculty:

LSBU Course Code: Year:

Course Offered:

Conditional Offer: Yes No

The conditions of the offer are:

1

2

3

Unconditional Offer: Yes No

Reject: Yes No

If reject please state reasons and/or possible alternative course.

Refer to Cambridge Education Group

Exemptions given: (Please state)

Academic Name :

Print Name

Academic signature:..... Date:

8. CURRENT STUDIES (IF YOU ARE CURRENTLY COMPLETING A DEGREE/MASTERS PLEASE COMPLETE AND ATTACH TRANSCRIPTS)

Course Title

Awarding Body/University

City/County

Country

Start Date of Course

Expected Completion Date

9. EDUCATIONAL QUALIFICATIONS PLEASE STATE MOST RECENT FIRST AND ATTACH COPIES OF CERTIFICATES OR TRANSCRIPTS.

University/College/ School attended Name and Address	Degree/Dip/ Cert/GNVQ/ A level	Subject	Date Awarded	Grade

10. HIGHEST LEVEL OF QUALIFICATION

Please state what you expect to be your highest level qualification at the time of enrolment

Title Date Achieved

11. ENGLISH LANGUAGE

If your first language is NOT English, please give your

If you have not taken an English test yet, what date do you plan to take the test

IELTS score TOEFL score Date

12. WORK EXPERIENCE (PLEASE GIVE DETAILS OF WORK EXPERIENCE, TRAINING AND EMPLOYMENT, MOST RECENT FIRST)

Dates from	Dates to	FT/PT	Post Held	Organisation Name	Brief description of duties

13. PERSONAL STATEMENT CONTINUE ON A SEPARATE SHEET IF REQUIRED.

14. NAME AND ADDRESS OF REFEREE(S)

- Indicate below the two persons you have sent the enclosed reference forms to:
- Please try to supply:
 - One Academic Reference from your School, College or University
 - A Reference from your present/recent employer
- London South Bank University will **NOT** request references from your referees. It is your responsibility to ensure that all references are forwarded to the Admissions Office at London South Bank University.
- To ensure that you receive a prompt decision on your application we recommend that your completed references are attached to your completed application form.

REFEREE 1.

Name:

Post held:

Address:

Telephone No:

REFEREE 2.

Name:

Post held:

Address:

Telephone No:

15. HOW DID YOU HEAR ABOUT THE COURSE AT LONDON SOUTH BANK UNIVERSITY

Please indicate how you heard about the course:

Family Friend

Other (please specify)

GEEBEE EDUCATION PVT. LTD.
HEAD OFFICE :
 27, Vaswani Mansions, 5th Floor, Opp. K.C. College,
 Dinshaw Vachha Road, Churchgate, Mumbai-400 020. India
Tel. : 91-22-43222333 Fax : 91-22-22854453
 Email : info@geebeeworld.com

publicity more effectively.

16. DECLARATION

Under the Data Protection Act 1998, the information you supply will be held in strict confidence for the purpose of ascertaining your suitability for your chosen course of study. In the event that you become a registered student with the University your data will form the basis of your student record. I confirm that the information given in this form is correct and complete. I understand that the University reserves the right to withdraw any offer or cancel a registration made on the basis of the information which proves to be false or misleading.

Signature of Applicant: Date:

(Overseas Applicants)

If your application is unsuccessful, we may wish to forward the information contained within this application to academic partners Cambridge Education Group (CEG) for consideration for a Foundation Programme for International Students. If you **do not** want us to do so, please tick this box

CHECKLIST/DOCUMENTS REQUIRED

- | | | |
|----------|---|--------------------------|
| Have you | 1. Completed the application form in full | <input type="checkbox"/> |
| | 2. Attached copies of transcripts/certificates of your qualifications | <input type="checkbox"/> |
| | 3. Copy of IELTS/TOFEL results (overseas applicants) | <input type="checkbox"/> |
| | 4. Attached completed reference forms with official stamp or on headed paper signed and dated | <input type="checkbox"/> |
| | 5. Attached documentary evidence of your settlement status in the UK or EU (if appropriate) | <input type="checkbox"/> |
| | 6. Copy of passport / Travel Document (overseas applicants) | <input type="checkbox"/> |

Please return this completed application form with references to:

The Admissions Office
 London South Bank University
 103 Borough Road, London SE1 0AA

Telephone: 020 7815 6100 Fax: 020 7815 8273 Email: ercadmit@lsbu.ac.uk

APPLICANT: PLEASE COMPLETE THIS SIDE OF REFERENCE FORM

Application No:

REFERENCE REQUEST FOR STUDY AT LONDON SOUTH BANK UNIVERSITY

Dear Referee,

The person named in the panel below is applying for entry to study at London South Bank University. The applicant would like you to support his/her application and has sent this form directly to you. London South Bank University has adopted this procedure in an attempt to reduce any delays with the applications we receive. We would be very grateful if you would let us have, on the reverse of this sheet or in a separate letter (attached to this sheet), your opinion of this applicant. You may find it convenient to refer to the numbered questions overleaf.

Please complete this form and use your official stamp in box provided, enclose it in a sealed envelope and return it to the applicant for submission to the Admissions Office.

Please accept my thanks in advance.

Yours faithfully

Admissions Officer
Tel: 020 7815 6125
Email: ercadmit@lsbu.ac.uk

DETAILS OF APPLICANT

Applicant's first name	
Applicant's surname	
Applicant's address	
Date of birth	
Course(s) applied for	1.
	2.
	3.

CONFIDENTIAL STATEMENT BY REFEREE

Name of referee:

Position/Occupation/Relationship to applicant:

Address of referee:.....

..... Postcode:.....

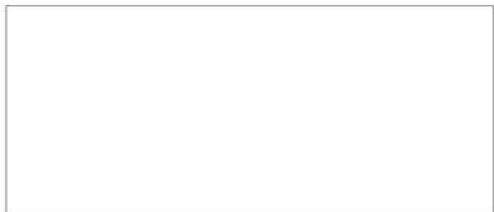
Telephone No: Fax No:

It would be helpful if the following information about the applicant could be covered in your statement below:

- (i) Motivation and commitment
- (ii) Intellectual qualities including present and potential performance
- (iii) Personal qualities, including self-discipline
- (iv) Ability to organise his/her own time
- (v) Communication skills - Oral and Written
- (vi) Any other comments which you feel may be relevant to the candidate's application

Statement by Referee: If you are submitting a reference separately, this must be done on official headed paper.

OFFICIAL STAMP



SIGNED:

DATE: