UNIVERSITY OF LONDON

HKUSPACE
香 港 大 學 專 業 進 修 學 院
HKU School of Professional and Continuing Education

Tel.: 3761 1122   Fax: 2527 0489
Website: http://hkuspace.hku.hk/londonu

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 £92** (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$*).

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

LAWS	**COMPUTING**
— Bachelor of Laws (LLB) — Laws Individual Courses	— BSc in Computing and Information Systems (CIS) — BSc in Creative Computing (CC)
ECONOMICS, MANAGEMENT, FINANCE AND THE SOCIAL SCIENCES (EMFSS)	— Work Experience Entry Route to the BSc in CIS — Work Experience Entry Route to the BSc in CC
	— Computing Individual Courses
— BSc Accounting and Finance	**HUMANITIES**
— BSc Banking and Finance	English — BA in English — Diploma of Higher Education in English — Certificate of Higher Education in English — English Individual Courses
— BSc Business and Management	
— BSc Development and Economics	
— BSc Economics	
— BSc Economics and Finance	History — BA in History
— BSc Economics and Management	
— BSc Economics and Politics	Philosophy — BA in Philosophy — Diploma of Higher Education in Philosophy — Certificate of Higher Education in Philosophy — Philosophy Individual Courses
— BSc International Development	
— BSc International Relations	
— BSc Management and Digital Innovation	
— BSc Mathematics and Economics	
— BSc Politics and International Relations	Theology — Bachelor of Divinity — Diploma of Higher Education in Theology — Certificate of Higher Education in Theology — Certificate of Higher Education in Philosophy, Religion and Ethics — Theology Individual Courses
— Graduate Diplomas: *Accounting / Banking / Digital Innovation / E-Business and Social Media / Economics / Finance / International Development / International Relations / Management / Mathematics / Politics*	
BUSINESS ADMINISTRATION	**COMBINED DEGREES SCHEMES**
— BSc in Business Administration Pathway: General / Marketing / Human Resource Management / International Business	— BA / Diploma of Higher Education / Certificate of Higher Education: *English with Computing / Philosophy / Theology **OR** Philosophy with Computing / English / Theology **OR** Theology with Computing / English / Philosophy*

UNIVERSITY OF LONDON

SRN ☐☐☐☐☐☐☐☐☐

(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** ☐

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

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.)

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).

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).

13. Examinations for which you are awaiting results

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

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 / EMFSS 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.
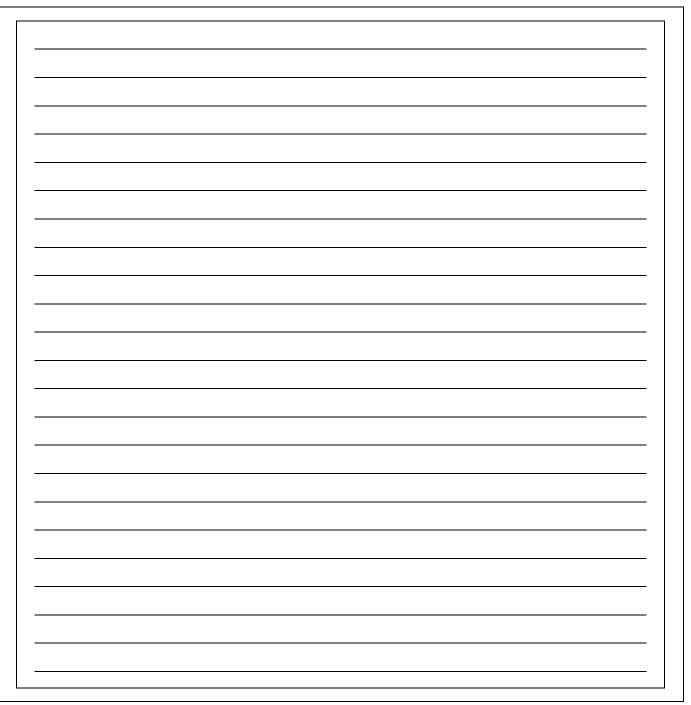
Do you wish to apply for APL?

No ☐   Go to question 16   Yes ☐   Complete the details below

A. List the papers or complete year's study for which you are seeking APL:	B. On the basis of which qualification/s (detailed in questions 11 or 12) are you making this request?

16. Work Experience (if applicable)

What is your current/previous occupation? (including length of service). Please tell us if you are not working or are retired, and give details of your previous employment.

17. Supporting Statement – What are your reasons for applying to register for this programme?
(Please give your reasons below **in a minimum of 100 words**; you may continue on a separate sheet if you wish.)

18. Students with a Disability and/or Special Needs

Do you have a disability and/or other specific access requirements?

Yes ☐   No ☐

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: _____