



LONDON COLLEGE OF SOCIAL STUDIES

1 - 4 Pope Street, London, SE1 3PR, UK

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3 Photographs

INTERNATIONAL STUDENT APPLICATION

Part A (To be completed by all applicants)

Personal Details:

Surname				First Name/Names			
Mr	Miss	Mrs	Ms				
Present Address:				Permanent Address:			
Telephone:				Telephone:			
Email:				Date of Birth: / / (apply if you are minimum 18 years old)			
Passport No:				Country of Birth:			
Marital Status:				Number of Children:		Country of Citizenship:	

Part B (To be completed by all applicants)

Programme of Study: (Please check one – Note: Minimum study hours: 18/week during term time)

The Institute of Commercial Management (ICM):

- Certificate/Diploma/Advance Diploma in Accounting and Finance
- Certificate/Diploma/Advance Diploma in Business Studies
- Certificate/Diploma in International Trade
- Certificate, Diploma and Advance Diploma in Tourism and Business Studies
- Diploma/Advance Diploma in Marketing, Advertising & Public Relations
- Certificate in Hotel & Catering Supervision/Travel & Tourism
- Diploma/Advance Diploma in Marketing, Advertising & Public Relations
- Diploma in Sales Management & Marketing
- Graduate Diploma in Management Studies
- Diploma/Advance Diploma in Project Management
- Diploma/Advance Diploma in Human Resource Development
- Certificate/Diploma/Advance Diploma in Professional Computing and Information Processing
- Certificate in Hotel & Catering Supervision/Travel & Tourism
- Diploma in Hospitality Management
- Others (Please specify and contact college if necessary)

The British Computer Society (BCS):

- BCS Certificate in IT
- BCS Diploma in IT
- BCS Professional Graduate Diploma in IT

The Oxford Cambridge RSA Examinations (OCR):

- Health and Social Care NVQ 1, II, III, IV (mark appropriately)
- Award in Assessing Candidates Using a Range of Methods Level III
- Award in Assessing Candidates' Performance through Observation Level III
- Award in Conducting External Quality Assurance of the Assessment Process Level IV
- Award in Conducting Internal Quality Assurance of the Assessment Process Level IV
- NVQ Certificate in FE Teaching Stage 1 Level IV
- NVQ Certificate in FE Teaching Stage 2 Level IV
- NVQ for IT Users Level I, II
- Customer Service Level II, III
- Administration Level II, III

The Chartered Institute of management Accountants (CIMA):

- CIMA
- Others (Please specify and contact college if necessary)

Note: The above courses are subject to the availability, please confirm with admission office before apply

Check the session/term you wish to begin (Tick appropriate box)

Jan - Mar Apr - Jun Jul - Sep Oct - Dec 2009 2010 2011 2012

IELTS/TOEFL Score:

Special Needs:

Yes/No (As for any physical condition)

Please describe separately and enclose with this application

Part C (To be completed by all applicants)

Education/Training History: (Please write your Diploma, Graduate & Post-Graduate Qualifications only)

Certificate Awarded	Name of the Institute	Major Subjects	Class / Grade	Year
1.				
2.				
3.				
4.				

Part D (To be completed by all applicants)**Employment History (If there is any, most recent first):**

	Employer	Date From		Date To		Position
		mm	yy	mm	yy	
1.						
2.						
3.						

Part E (To be completed by overseas students currently in the UK and transferring from other institute)

Date of entry into the UK: _____

Date visa Expires: _____

Other Institutes in the United Kingdom attended (Most recent first):

	Name of the Institute & Address	Date From		Date To		Course Details
		mm	yy	mm	yy	
1.						Name: Completed? Reason for Leaving:
2.						Name: Completed? Reason for Leaving:
3.						Name: Completed? Reason for Leaving:

(Please enclose additional sheet for details if necessary)

Declaration (To be completed by all applicants)

I confirm that the information given on this form is correct and I, the undersigned hereby agree to abide by the terms and conditions as set out.

Signature of Applicant	Date
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Note: When forwarding this application form to the London College of Social Studies, please ensure to enclose the followings:

- i. A bank draft/cheque for £100.00 as registration fee (non-refundable), payable to 'London College of Social Studies'.
- ii. Three coloured passport sizes photographs.
- iii. Copies of all academic certificates and transcripts as stated in this form.
- iv. A document either in the form of bank statement or affidavit of support (notarised) showing sufficient funds to cover tuition and living expenses during the course of study in the UK.
- v. A minimum deposit of £2,000.00, payable to 'London College of Social Studies', as part of tuition fee must be paid before an official Letter of Acceptance is issued. This deposit is only refundable in full if visa is not granted. In order to claim a refund the candidate has to provide documentary evidence that he/she has been refused a visa, and also he/she must need to return all original admission documents (letter of acceptance and others) to the college. The registration fees of £100 will not be refunded in case of visa refusal.

The payment of fees can be made by International Money Order or by cheque drawn on a London bank. Or may be paid by direct bank transfer to: **London College of Social Studies** at HSBC Bank Plc, 117 Balham High Road, Balham, London, SW12 9AS; Sort Code No: 40 - 01 - 07, Account No: 61579185.

Refund:

Usually no refunds are due where students in the UK have postponed the commencement of their course. Enrolment for a programme, together with the payment of the required deposit, creates a binding agreement to follow the programme and pay the full fee. If the official admission form is signed by the candidate or on behalf of the student by his/her sponsor/guardian/representative, these conditions remain binding to both parties. Should poor attendance or prolonged absence result in authorities taking action against the student then fees paid will not be refundable should such action result in the student leaving the College. If student interrupt his/her studies or withdraw from his/her course on a temporary or permanent basis it is essential he/she immediately contact our office in order to complete a withdrawal form. Without this information the college will assume he/she is still attending and will experience the inconvenience of being pursued for fees that may not be due. Tuition fees are also not transferable and not normally refunded.

Please, forward your application to: **Office of Admission, London College of Social Studies, 1 - 4 Pope Street, London, SE1 3PR, UK****For official use:**

Reg. No:		Ref:	
Paid:		Due:	