



## Postgraduate Application Form

### Completing your Application

1. Read the instructions on the form carefully as you complete your application
2. Please type or complete the form using black ink
3. Please be sure to provide all supporting documentation, as detailed in the checklist below
4. This application may be returned to ULIP either in hard copy or electronically.

**Hard copy** applications should be posted to:

Student & Academic Services  
 University of London Institute in Paris  
 9-11 rue de Constantine  
 75340 Paris Cedex 07, FRANCE

**Electronic** applications (and scanned supporting documentation) should be sent to [contact@ulip.lon.ac.uk](mailto:contact@ulip.lon.ac.uk)

5. If you require assistance, please contact us on : +33 (0)1 44 11 73 83/76/94 or [contact@ulip.lon.ac.uk](mailto:contact@ulip.lon.ac.uk)

### Document Checklist

We cannot assess your application if you do not complete all relevant parts of the form and send supporting documentation. **Original documents must be produced at enrolment.**

*Please tick as included*

- |    |   |                          |
|----|---|--------------------------|
| a. | Completed application form  | <input type="checkbox"/> |
| b. | A copy of your university transcript(s) and degree certificate(s). If you have not yet completed your degree, please provide a record of courses taken and grades achieved to date.   | <input type="checkbox"/> |
| c. | Two letters of reference.<br><br>Please provide two references from your previous academic institution. If you have left university you may provide one academic and one employer reference. Letters of reference can be enclosed with this application or sent directly by the referees to ULIP's Student and Academic Services.   | <input type="checkbox"/> |
| d. | A photocopy of a statutory identification document such as a passport.<br><br>Should your application be accepted, you will be asked to bring the original document for formal enrolment.   | <input type="checkbox"/> |
| e. | A Statement of Purpose.<br><br>To be written in English, this should explain your reasons for wanting to study at ULIP, and include reference to relevant (academic and/or occupational) experience. It should be no more than 1000-1200 words.   | <input type="checkbox"/> |
| f. | A Resume / Curriculum Vitae (CV)<br><br>Please provide a recent version of no more than two sides of A4.  | <input type="checkbox"/> |
| g. | Two samples of written work.<br><br>These must be written in English and are non-returnable. They should take the form of short academic essays of approximately 2000 words.  | <input type="checkbox"/> |
| h. | Proof of English Language ability (non-native speakers only)<br><br>Those for whom English is a second language must provide satisfactory evidence of proficiency in English in the form of one of the following English-language examinations taken in the last 2 years: <ul style="list-style-type: none"> <li>• International English Language Testing Service Examination (IELTS): score of 7.0, including a minimum score of 7.0 in the Written English component of the examination.</li> <li>• Test of English as a Foreign Language (TOEFL): paper-based test (PBT) overall score of 600 or above; internet-based test (iBT) overall score of 100.</li> </ul> | <input type="checkbox"/> |

### **Research students only**

- |    |   |                          |
|----|---|--------------------------|
| i. | Research Proposal<br><br>If you are applying for an MPhil / PhD degree, please provide an outline of your proposed research of no more than 1000-1200 words, plus bibliography. | <input type="checkbox"/> |
|----|---|--------------------------|



**Personal Details**

**Title** (Mr / Mrs / Miss / Ms / Other) :

**Family name:**

**First name(s):**

*Please provide your name as on your passport.*

If the name which appears on your official documents (eg transcripts) is different from that given above, enter your former name in the boxes provided below. You will be required to produce documents authenticating any change of name.

Former family name:

Former first name(s):

**Gender:** Male  Female  **Date of birth** (dd/mm/yyyy):        /        /        **Nationality:**

**Country of permanent residence:**

Note: correspondence will be sent to your correspondence address. Please inform us every time that this changes.

**Address for correspondence:** First line address:

City/Town:

State/County:

Postcode/Zipcode:

Country:

Home phone:

Mobile phone:

Personal email:

You **must** provide a **personal** active email address – this is essential for you to be kept informed about your application.

If different from the above, please provide us with details of your permanent home address:

**Permanent home address:**

City/Town:

State/County:

Postcode/Zipcode:

Country:

**Programme of Study**

MPhil  PhD

Please note that ULIP Regulations demand that all doctoral research commences with an MPhil, with the opportunity to convert to a full PhD within a maximum of 20 months.

Proposed start date (dd/mm/yyyy):        /        /       

Full time  Part time

Name of supervisor (if known):

Area of Study:

**For office use only**

Date received: \_\_\_\_\_ Ack: \_\_\_\_\_ Date logged: \_\_\_\_\_

App. No. \_\_\_\_\_

Offer: U  C  R  ULIP reply date: \_\_\_\_\_ Confirmation: \_\_\_\_\_



**Academic & Professional Qualifications**

	<b>Name of Institution</b>	<b>Location of Institution</b>	<b>Title/Subject</b>	<b>Dates of study (from – to)</b>	<b>Class / Grade/GPA</b>	<b>Date of award</b>
<b>First Degree or Diploma</b>						
<b>Postgraduate Degree or Diploma</b>						
<b>Other Qualification</b>						

Please give details of any awards which you expect to obtain in support of this application.

<b>Qualification</b>	<b>Name of Institution</b>	<b>Location of Institution</b>	<b>Title/Subject</b>	<b>Dates of study (from – to)</b>	<b>Predicted Class / Grade/GPA</b>	<b>Date award expected</b>

**English Language Proficiency**

For non-native English-language speakers, please give details of English language proficiency examinations you have taken or will be taking.

<b>Title of Qualification(s) (eg IELTS, TOEFL, etc)</b>	<b>Name &amp; location of awarding institution/test centre</b>	<b>Overall score</b>	<b>Written English score</b>	<b>Date awarded / to be awarded</b>

**Employment History**

If you have been in paid or voluntary employment, either during your studies or since graduating from university, please provide details including a brief description of your main duties and responsibilities.

<b>Job title</b>	<b>Employer's name</b>	<b>Employer's location</b>	<b>Dates (from – to)</b>	<b>Brief description of main duties and responsibilities</b>



**Financial Support**

How will you be funding your studies?      Self/Family       Employer/Sponsor       Loan

Please give full details of any scholarships or grants that:

a) you have been awarded:

b) you are applying for:

Will you be able to support yourself through your studies if you are unable to secure an award?      Yes       No

If you are a sponsored student, please complete the following:

Name of sponsor:

Address:

Tel no.:

Fax no.:

Email:

**Fee Status**

We need detailed information about your areas of residence over the past three years to assist us in assessing your status for the purpose of paying fees.

Are you a British citizen and have always lived in the UK?      Yes       No

Are you a National of the European Economic Area, other than the UK?      Yes       No

Do you class yourself as an international student?      Yes       No

What is your country of birth?

What is your country of permanent residence?

If you are not a British citizen but you do reside permanently in the UK, please give details of your immigration status:

Do you have citizenship of two or more countries?      Yes       No

If yes, please list them:

Mother's nationality:

Father's nationality:

Spouse's nationality:

Do you have any restrictions / time limit on your right to stay in France?      Yes       No

If yes, please specify:      Student visa       Tourist / Visitor visa       Work permit       Other

Please provide details:

Date of expiry of most recent permissions to stay (dd/mm/year):      /      /

Please give details of the countries in which you have been resident for the past three years:

Country	Date residency began	Main reason for residence (eg living with family, work, study)
1.	1.	1.
2.	2.	2.
3.	3.	3.

Is your residency in the UK/EU wholly, or mainly, for the purpose of receiving full-time education?      Yes       No

Have you been absent from the UK/EU during the past three years?      Yes       No

If yes please state the reason      Work       Other       Please specify:

If the absence was due to work, who was the employee?      Yourself       Parent / Guardian       Spouse

Was the contract of employment:      Permanent       Temporary



### **Disability and Specific Learning Difficulties**

All applications are considered on academic merit in accordance with ULIP's commitment to promoting equal opportunities. It would assist us in offering appropriate advice and support if you could tick the relevant box(es) below.

- |  |   |
|--|---|
| <input type="checkbox"/> No known disability or specific learning difficulty | <input type="checkbox"/> Unseen disability eg asthma, epilepsy        |
| <input type="checkbox"/> Learning difficulty                                 | <input type="checkbox"/> Autistic Spectrum disorder                   |
| <i>Please specify:</i>   | <input type="checkbox"/> Other  |
| <input type="checkbox"/> Blind / partially sighted                           | <i>Please specify:</i>  |
| <input type="checkbox"/> Deaf / hearing impairment                           |   |
| <input type="checkbox"/> Wheelchair user / mobility difficulties             | <input type="checkbox"/> I have a disability and receive a DSA        |
| <input type="checkbox"/> Mental health difficulties                          | <input type="checkbox"/> I have a disability but do not receive a DSA |

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### **Criminal Convictions**

Have you ever been charged with any offence in the UK or abroad that has not been disposed of? Yes  No

Are you aware of any current police investigation in the UK or abroad following any allegations made against you? Yes  No

*If the answer to the above is "Yes", please give details of the nature of the offence, the date on which you were charged and details of any on-going proceedings against you.*

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### **References**

Please give the details of two referees who are familiar with your work. Applicants are asked to contact their referees themselves asking them to provide letters of reference (which should be included with the submission of this application form or sent directly by the referees to ULIP's Student and Academic Services).

1. Referee name:

Position:

Address:

Telephone:

Email:

2. Referee name:

Position:

Address:

Telephone:

Email:

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**Declaration**

All applicants must read and sign the following declaration:

- I declare that the above information is correct and complete to the best of my knowledge. I understand the University of London Institute in Paris reserves the right to withdraw any offer it may make, should any statement in this application prove to be false.
- I confirm that, if admitted to the Institute, I shall conform to all Institute Regulations.
- I understand that the Institute reserves the right to withdraw or alter any course at any point before the start of the academic year in which that course is due to be offered.
- I understand that information provided by me to the University of London Institute in Paris will be treated in confidence but I agree that the Institute may pass information to official UK and French government bodies to assist in their duties.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Helpful Information**

These questions are for internal marketing purposes and will not be considered when assessing your application.

**How did you hear about the University of London Institute in Paris?** (please tick all that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Education Fair (please state where):                    | <input type="checkbox"/> Website (please state which):   |
| <input type="checkbox"/> Recommendation by friend or teacher                     | <input type="checkbox"/> University of London            |
| <input type="checkbox"/> Recommendation by current or former student             | <input type="checkbox"/> Directory (please state which): |
| <input type="checkbox"/> Recommendation by work colleague / professional contact | <input type="checkbox"/> Other (please specify):         |

**Which other Institutions have you applied to?**

Please give details of other Institutions to which you have also applied, indicating if any have already offered you a place.

Name of Institution	Tick if you have already received an offer
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>