

The Centre for Financial & Management Studies

Distance Learning Application Form January 2009

(This Application Form is for distance learning applicants only)

An application for a distance learning programme comprises:

1. **The Application Form;**
2. **Personal Statement of around 500 words explaining why you wish to undertake this programme, and how you see it in relation to your future career direction;**
3. **Either the original or a certified copy (see notes below) of your university transcript(s);**
4. **IELTS or TOEFL certificate where English is a second language**
5. **A copy of an identity document.**

Applications can be made online, or by completing this form and sending it by post.

Applicants who submit only the Application Form and Personal Statement (such as those submitting an application online) may only receive an offer which is conditional upon the receipt of the original or certified copy of their University transcript(s) and a copy of an identity document.

Please complete ALL sections of this form in BLOCK CAPITALS and tick the boxes where appropriate.

The deadlines for applications are 17th November 2008 for a January 2009 start and 31st March 2009 for a June 2009 start.

When you have completed this Application Form, please send it to: **The Centre for Financial and Management Studies, University of London, SOAS, Thornhaugh Street, Russell Square, London, WC1H 0XG, United Kingdom.** Alternatively, you can make an online application at www.cefims.ac.uk

All applications are considered on academic criteria regardless of the applicant's race, religion, gender, ethnicity, disability, nationality or intellectual conviction.

Any information or supporting documentation provided in an application is treated as strictly confidential.

PERSONAL DETAILS

Family name

First name(s)

The name you give will be that under which the application will be filed and, if you are admitted, you will be registered with the University of London. If your name has changed since graduation, please supply a copy of the document that confirms this change. To avoid difficulties and possible embarrassment, the form of your name should correspond exactly with that used in your university transcript(s) and identity document.

Gender

Male

Female

Title

Mr

Ms

Mrs

Dr

Other (please specify):

Date of birth
(day/month/year)

 / /

Address

City/Town

County/
State
(if applicable)

Post /
Zip code

Country

The address you give will be the one we will use to communicate with you and, if you are admitted, the one to which we will send your course materials. Please ensure that this address is complete to avoid any inconvenience and delays.

Nationality

Telephone numbers (including country code)

Home

Work

Mobile/
Cell phone

Email address (this is how we prefer to contact you)

Fax numbers (including country code)

Home

Work

EDUCATION

Please fill in the following as appropriate. Please ensure that you complete **all** sections as requested. This will enable us to make a thorough assessment of your academic qualifications.

First degree

Title of degree (Please give exact title of your degree)

University

Country

Grade

Subjects studied

Start date (month/year)

Award date or date to be awarded

Other degree or diploma

Title of degree (Please give exact title of your degree)

University

Country

Grade

Subjects studied

Start date (month/year)

Award date or date to be awarded

Masters degree

Title of degree (Please give exact title of your degree)

University

Country

Grade

Subjects studied

Start date (month/year)

Award date or date to be awarded

Professional qualification

Title of qualification

Institution/Awarding body

Grade/GPA

Subjects studied

Start date (month/year)

Award date or date to be awarded

Professional qualification

Title of qualification

Institution/Awarding body

Grade/GPA

Subjects studied

Start date (month/year)

Award date or date to be awarded

PROGRAMME

Please indicate the programme you would like to apply for. Tick **one** box only.

MBA Banking

PG Dip Banking

MSc Finance (major: Economic Policy)

PG Dip Economic Policy

MSc Finance (major: Financial Sector Management)

PG Dip Financial Sector Management

MSc Finance (major: Quantitative Finance)

PG Dip Quantitative Finance

MSc Finance and Financial Law

PG Dip Finance and Financial Law

MSc International Management (China)

PG Dip International Management (China)

MSc Public Policy and Management

PG Dip Policy Studies

PG Dip Public Management

PG Dip Public Financial Management

Individual Professional Course (IPC)

Individual Professional Course – course choice:

Please state the code and title of the course(s) you intend to study. You can select up to THREE courses.

Code

Title

Code

Title

Code

Title

EXAMINATIONS

Please state the country in which you propose to sit your written examinations.

Do you feel that you have a disability, health problems, mental health difficulties or specific learning difficulties, such as dyslexia, that may require special examination arrangements?

No

Yes

If **yes**, please describe your condition (you may be asked to provide evidence in support of this request in due course).

FEES

If someone other than yourself will be responsible for paying your fees, please give the details of your sponsor.

Family name

First name(s)

Title

Mr

Ms

Mrs

Dr

Other (please specify):

Organisation (if applicable)

Address

City/Town

Post /
Zip code

Country

WHERE DID YOU FIRST LEARN ABOUT THIS PROGRAMME?

Advertisement (please say where)

Website (please give name)

Higher Education Fair/British Council (state country)

Other source (please say where)

CHECKLIST

Please tick the boxes below to confirm the supporting documents that are attached to this form. If you are attaching copies, you must provide the correct type:

- **Photocopy.** You can use this to provide copies of your identity document.
- **Certified copy.** This is a photocopy of a document that has been made, stamped and verified by a British Council official. You **must** use this if you are providing a copy of your university transcript(s). If this option is not available to you, please contact The Centre for Financial and Management Studies for advice.

An original or certified copy of your university transcript(s)

If your university is sending your transcript directly to us, please tick this box.

A photocopy of an identity document, such as a birth or marriage certificate, or passport

IELTS or TOEFL certificate where English is a second language

Your Personal Statement is attached.

All documentation **must** be in English. If it is necessary for documents to be translated, please send a certified copy of the original document with a certified translation. It is your responsibility to arrange for all the necessary documentation to be obtained in support of your application. We cannot undertake this on your behalf. Please note that we reserve the right to verify your qualifications with the relevant awarding body, if necessary.

PERSONAL STATEMENT

Your application **must** be accompanied by a written statement of around 500 words, describing why you would like to study at The Centre for Financial and Management Studies. This should include a brief account of your academic background and present job or career, and a more extended justification of your reasons for wanting to study at postgraduate level. It does not matter whether your interest in studying is for career advancement or personal interest, but we do want to be convinced of your commitment to a sustained programme of study.

This is an important part of the application and must be completed by ALL distance learning applicants.

CONTACT DETAILS

If you have any queries about us and our programmes, please contact:

**The Centre for Financial and Management Studies
University of London, SOAS
Thornhaugh Street
Russell Square
London, WC1H 0XG
United Kingdom**

Tel +44 (0)20 7898 4050

Fax +44 (0)20 7898 4089

Email enquiries@cefims.ac.uk

DECLARATION

I declare that the statements made by me are, to the best of my knowledge and belief, true and correct. I am not at present registered as an External, Internal, Occasional or Associate student at the University of London.

UK Data Protection Act 1998

I agree to SOAS, University of London processing personal data on this form or other data which SOAS, University of London may obtain from me or other people or organisations whilst I am applying for admission. I agree to the processing of such data for any purpose connected with my studies or for any other legitimate purpose.

Signature

Date (day / month/year)