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CITY OF LONDON COLLEGE

71 Whitechapel High Street, London E1 7PL. United Kingdom
Tel: +44 (0)20 7553 0430 **Fax:** +44 (0)20 7553 0431 **Email:** info@clc-london.ac.uk
www.clc-london.ac.uk

APPLICATION FOR ADMISSION

(Please read the College prospectus before completing this form)

Please complete this form in BLOCK capitals using black ink.

Family name _____	First name(s) _____
Date of birth _____	Nationality _____
Address (if in London) _____ _____ _____	Address (if international) _____ _____ _____
Telephone no. _____	Telephone no. _____
Mobile no. _____	Mobile no. _____
Date of entry to UK (if applicable) _____	E-mail address _____
E-mail address _____	Sex: Male <input type="radio"/> Female <input type="radio"/>
Course Title: (Please state the course for which you wish to apply) _____ _____	Passport No. _____ _____
Course Level: (Please state the course level/modules you wish to apply) _____ _____	

Mode: (International students requiring student visa may only take full-time courses)

Full-time One-Day Release Part-time (Day) Part-time (Evening)

Commencement: (Please indicate the date you wish to commence your course of studies by ticking one of the following)

July 200 ____ September 200 ____ January 200 ____ April 200 ____

Course Duration: (1 term = 3 months) Please indicate the duration of your intended course by ticking one of the following

1 term 2 terms 1 year 2 years

3 years For English Language courses only - Number of weeks _____

Who will pay your fees? Please tick as appropriate

Parents Family Member Employer (Please attach evidence) Self

Others Please Specify _____

Educational Qualifications:

Title	Examining Board/Institution	Date Awarded	Subjects passed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Examinations to be taken/results pending:

Title	Examining Board/Institution	Result Date	Subjects passed
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

English Language Proficiency:

- Is English your first language? (Please tick box as applicable) Yes No
- Have you attended any courses in English Language? Yes. If Yes please attach evidence No
- Have you taken any English Language Proficiency test? Yes. If Yes please attach evidence No

Work Experience (if any):

Job Title	Name of organisation	Full/Part-time	From	To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

To help us provide assistance wherever possible please state briefly if you have any special needs requiring support or facilities:

Please give reasons for choosing this programme of study.

What are your future education plans?

What kind of employment do you intend to seek on completion of your studies?

Please write a brief statement about your interests and hobbies.

REFERENCE:

This section must be completed by your present or past teacher, employer or a person who knows you well, academically and/or socially. Incomplete application forms will not be processed. Students who are currently studying in the UK do not need to complete this section. Instead, an interview with the applicant will be required.

Note to Referee:

As many potential candidates apply, selection is extremely difficult. Your comments will provide us with important information in assessing this application.

How long have you known the applicant and in what capacity?

What is your opinion of the Applicants suitability for the course chosen?

Please tick appropriately – One tick per row

		Outstanding	Excellent 90-94%	Very Good 75-89%	Good 60-74%	Average	Below Average	Not known
Intellectual /Academic ability		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fluent and logical communication in English	Oral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Written	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work hard		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perseverance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Concern for others		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any other information that you feel is relevant

Referee's name _____ Referee's signature _____

Date _____

How did you hear about the College?

Newspaper/Magazine

Name of Newspaper/Magazine _____

Relative/Friend

Other sources (please state) _____

Declaration:

I confirm that, to the best of my knowledge, the information in this form is correct. I have read the College prospectus/brochure. I understand and agree to abide by the conditions and regulations set out there, which I accept as a condition of this application:

Applicant's signature _____

Date _____

ENROLMENT PROCEDURE:

- Complete the Application for Admission form, and send it with
 - certified copies of relevant certificates
 - 1 colour passport-size photograph
 - International students (not based in the UK), copy of passport page with photo. International students (based in the UK), copy of passport page with photo and copy of a valid UK Residence Permit (student visa)
 - the registration fee*: £50 for full-time & £15 for part-time courses to the Registrar, City of London College, 71 Whitechapel High Street, London E1 7PL. Registration / Tuition fees can be paid via bank transfer to : National Westminster Bank plc, Watford Town Centre Branch, PO BOX 237, 72/74 High Street, Watford, Herts, WD1 2BQ, UK. Account Number: 48899143 Sort Code: 60-00-08
*** The registration fee is non-refundable.**
- When your application has been processed, the College will issue a Letter of Acceptance (LOA). International students may use the LOA when applying for foreign exchange.
- On receipt of the tuition fee, the College will issue the Letter of Enrolment (LOE). This document is essential for international students to obtain a student visa to enter or stay in the UK.
- International students should, if possible, obtain a student visa before leaving their respective countries of domicile.

FOR REGISTRY USE ONLY:

Student interviewed in:

London

International

Country _____

Interviewed by _____

Date interviewed _____

Comments _____

Course title on which place offered _____

Course Level (Certificate, Diploma, etc.) _____

Course Duration (please state START and END date) _____

Course Code _____

Tuition Fees Status:

Home

International

Date Received _____

Tuition Fee _____

Processed by _____

FOR FINANCE USE ONLY:

Reg. Fee Received

No

Yes

Receipt No _____

Cash

Cheque

DCard

CCard

Other

Account Number _____

Tuition Fee Received _____

Accommodation Fee Received _____

Maintenance Fee Received _____

Fee Payment Notes _____

Date Received _____

Signed _____