

FHEQ Level 7 Programme application form

Please select the qualification that you are applying for:

Please select the entry point that you are applying for:

Please select part-time or full-time course:

*Full-time studies will take place at the LIBF campus with compulsory attendance

Once complete, a signed copy of this form should be emailed to masters@libf.ac.uk along with certified* copies of the following documentation:

a) Proof of identity

One of the following documents can be used as proof of your identity:

Passport Full or provisional photo driving licence EU National Identity Card

Your chosen document must meet the below-listed criteria:

- Be a certified* copy of an original
- Bear your signature
- Be current / valid / unexpired
- Bear your photograph

b) Evidence of your qualifications

- You must submit evidence of your qualifications listed under Sections 8 and 9 of your application.
- You are not required to include evidence for any qualifications awarded by or in partnership with The London Institute of Banking & Finance

c) Two references

You should ensure that the references are submitted to The London Institute of Banking & Finance by the deadline stated; The London Institute of Banking & Finance will not be responsible for following up references not received. Guidelines for referees are available here.

***Certified copies**

Copies of original documents must be certified by an individual of professional standing, e.g. your employer, lawyer, doctor etc. Applicants for the full-time programme do not need to provide certified copies. To certify a copy the 'certifier' should:

- (i) state the following on the document: 'I have seen the original document and I certify that this is a complete and accurate copy of the original';
- (ii) write their name, position and / or capacity (eg lawyer / employer) and a contact address (or include a company stamp);
- (iii) add their signature and date.

Please note that incomplete applications will cause delay in the processing of your application. We shall not be in a position to make a decision about your application until we receive all supporting documentation.

If you require any assistance in completing this form, please contact the Postgraduate Support Officer on +44 (0)207 444 7120.

FOR OFFICE USE ONLY	
1st Checked by.....	Date.....
2nd Checked by.....	Date.....
Interviewer.....	Date and time.....
Approved for programme?	<input type="checkbox"/> Yes <input type="checkbox"/> No Offer Conditional? <input type="checkbox"/> Yes <input type="checkbox"/> No
Conditions.....	
Batch number.....	
LIBF numbe.....	

1. PERSONAL DETAILS

LIBF number (if known) _____
Title (Mr / Mrs / Miss etc) _____
First name(s) / Given name(s) _____ Last name / Family name _____
Date of Birth _____ Nationality _____
Gender Male Female
Daytime tel _____ Evening tel _____
Mobile tel _____ Email address* _____

*Please note that having a valid email address is a compulsory requirement of study.

Home address _____

Postcode / Zip Code _____ Country _____

Employer name (if applicable) _____ Job title _____

Business address _____

Postcode / Zip Code _____ Country _____

Please indicate which address you would prefer The London Institute of Banking & Finance to use for postal correspondence:

Home Business

Delivery address (please select an address where your study materials can be delivered or add a delivery address below)

Home Business

Delivery address** _____

Postcode / Zip Code _____ Country _____

**Please do not use a UK PO Box number

Security word _____

Please tick relevant prompt for security purposes: Mother's maiden name Place of birth Memorable date

2. ETHNIC ORIGIN (TICK BOX)

To help us monitor the effectiveness of our equal opportunities policy, please complete this section.

You are not obliged to supply this information but if you do it will be treated as confidential and used for statistical purposes only.

- 29 White
 31 Gypsy or Traveller
 27 Black or Black British - Caribbean
 26 Black or Black British - African
 28 Other Black background
 23 Asian or Asian British - Indian
 24 Asian or Asian British - Pakistani
 21 Asian or Asian British - Bangladeshi
 22 Chinese
 25 Other Asian background
 35 Mixed - White and Black Caribbean
 36 Mixed - White and Black African
 37 Mixed - White and Asian
 38 Other mixed background
 34 Arab
 39 Other ethnic background
 40 Not known
 41 Prefer not to say

3. RELIGION (TICK BOX)

- Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
 Buddhist Hindu
 Jewish Muslim
 Sikh No religion
 Prefer not to say
 Other - please state _____

4. FURTHER INFORMATION (TICK AS MANY AS APPLY)

How did you hear about the qualification that you are applying for?

- Recommended by employer / colleague
 Recommended by current / former student
 Email from The London Institute of Banking & Finance
 Letter from The London Institute of Banking & Finance
 The London Institute of Banking & Finance website
 The London Institute of Banking & Finance prospectus
 Via an advertisement - please state _____
 Other internet source - please state _____
 Event - please state _____
 Social networking site - please state _____
 Other - please state _____

5. ENGLISH LANGUAGE

Is English your first Language? Yes No

If 'Yes', omit section 8.

If 'No', complete section 8.

6. SPECIAL REQUIREMENTS

Do you consider that you may require us to make adjustments to your study, assessment, study support or examination venue?

Yes No

(If you answer 'Yes' to this question a member of The London Institute of Banking & Finance staff will contact you.)

7. FUNDING

Please indicate how you will be funding your studies.

Self-funded In Full In Part

Employer funded In Full In Part

Do you require an instalment plan? Yes No

Do you wish to apply for one of the following Masters scholarships?

Global Masters Scholarship

UK Masters Scholarship

Alumni Scholarship

8. ENGLISH PROFICIENCY TEST

Test Title _____

Candidate number _____

Details _____

Result _____

Month / Year obtained _____

Test centre _____

9. QUALIFICATIONS

Undergraduate Qualification

University name _____

Country _____

Language studies were conducted in _____

Dates studied From _____

To _____

Attendance Full-time Part-time

Undergraduate award level _____

Undergraduate award title _____

Result _____

Undergraduate Qualification

University name _____

Country _____

Language studies were conducted in _____

Dates studied From _____

To _____

Attendance Full-time Part-time

Undergraduate award level _____

Undergraduate award title _____

Result _____

Postgraduate Qualification

University name _____

Country _____

Language studies were conducted in _____

Dates studied From _____

To _____

Attendance Full-time Part-time

Postgraduate award level _____

Postgraduate award title _____

Result _____

Postgraduate Qualification

University name _____

Country _____

Language studies were conducted in _____

Dates studied From _____

To _____

Attendance Full-time Part-time

Postgraduate award level _____

Postgraduate award title _____

Result _____

9. QUALIFICATIONS (CONT)

Professional Qualifications (If you hold more than one, please include relevant details in Section 11).

Awarding body name _____ Award title _____
Language studies were conducted in _____
Dates studied From _____ To _____
Result _____

10. CAREER HISTORY

Please list all employment relevant to your application in chronological order.

Job title _____ Employer name _____
Business Address _____
Postcode / Zip code _____ Country _____
Type of work Full-time Part-time
Start date _____ End date _____
Job description _____

Job title _____ Employer name _____
Business Address _____
Postcode / Zip code _____ Country _____
Type of work Full-time Part-time
Start date _____ End date _____
Job description _____

Job title _____ Employer name _____
Business Address _____
Postcode / Zip code _____ Country _____
Type of work Full-time Part-time
Start date _____ End date _____
Job description _____

11. PERSONAL STATEMENT

In approximately 500-600 words please outline why you have chosen to apply for this course of study, what you hope to gain from the programme and how you would contribute to the learning group. Please ensure that you complete this section as fully as possible and include all which information you feel is relevant to assess your suitability for the programme. If you are applying for the Global Masters Scholarship, please also indicate in an additional 200 words how you believe postgraduate study will support your understanding of international banking and finance. If you are applying for the UK Masters Scholarship, please also indicate in an additional 200 words how you believe postgraduate study will support your understanding of banking and finance.

12. REFERENCES

You are responsible for providing **two current references** in support of your application. Your referees must be able to comment on your academic or professional experience relevant to the qualification and your ability to undertake the proposed course of study. One reference must be supplied by your current or most recent employer or learning institution. Please use the space below for your referees to comment. If needed, please continue on a separate sheet. Alternatively, please ask your referee(s) to email the reference to us at masters@libf.ac.uk clearly stating your name and the programme for which you are applying.

References can also be supplied as separate documents, ideally on company headed paper and signed by your referee.

Referee one

Full name _____ Relationship to applicant _____
Organisation _____ Position _____
Daytime tel _____ Email _____
Comments _____

Referee two

Full name _____ Relationship to applicant _____
Organisation _____ Position _____
Daytime tel _____ Email _____
Comments _____

13. YOUR PERSONAL DATA

We will use and protect your personal data in accordance with current data protection legislation to process your application and support you in your programme of studies. Further details, including your rights, the disclosure of data to third parties, storage, retention and how to amend your personal data, can be found within our **Privacy Notice** (www.libf.ac.uk/privacy).

14. DECLARATION

I declare that the information contained in this form is true and accurate and consent to the processing and use of personal data as outlined in the Privacy Notice.

I also understand that:

- I am required to read the following online documents* **Student Charter, General and Academic Regulations for Students and Code of Practice** prior to applying for the programme.
- I must observe the provisions of the Charter, by-laws and regulations of The London Institute of Banking & Finance applying to my position as a registered student and member of The London Institute of Banking & Finance.
- My coursework/assignments may be used in full or part in anonymous form as an exemplar to allow future students the opportunity to see examples of such work.
- Photographs and/or video footage may be taken at any The London Institute of Banking & Finance event and my image may be used on The London Institute of Banking & Finance websites, publications, promotional material and publicity in the future. No reference will be made that links my image with any other personal data, unless specifically agreed.
- The London Institute of Banking & Finance may publish details of the achievement of my award upon completion of my qualification.

* The online documents can be found at www.libf.ac.uk.

Signed _____ Date _____

Please note that all unsigned forms will be returned and will cause delay in the processing of your application.