**Intercollegiate Student Application Form 2019/20**

**IMPORTANT:** Please read the Birkbeck intercollegiate regulations before completing and signing the form.
**All parts of the form must be complete.**

Email the completed form to: **examinations@bbk.ac.uk** or post to:
Examinations Office, Registry Services, Birkbeck, University of London, Malet Street, London, WC1E 7HX

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| **PERSONAL DETAILS – PLEASE USE BLOCK CAPITALS** |
| First Name(s):       | Surname:       |
| Title:  | Gender:  |
| Date of birth (DD/MM/YYYY):       | Nationality:       |

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| **CONTACT DETAILS** |
| UK address while attending Birkbeck:  |       |
| Postcode: |       |
| Permanent home address:  |       |
| Postcode: |       |
| Email address:       |
| Tel (day):       | Tel (evening):       |

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| **COURSE UNIT(S) / MODULE(S) TO BE TAKEN AT BIRKBECK** |
| **Code** | **Title** | **Value** | **Tutor** |
|       |       |  |       |
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| **DETAILS OF DEGREE PROGRAMME AT YOUR OWN COLLEGE OF THE UNIVERSITY OF LONDON** |
| College of the University of London at which you are registered:  |
| Degree level:  |
| Degree title:       |
| Date of first registration (DD/MM/YYYY):       |
| Mode of study:  |

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| **AUTHORISATION SECTION** |

**A: HOME COLLEGE ACADEMIC AUTHORISATION**

Authorisation from the appropriate academic authority of the home college that the named student can register on the selected module(s) at Birkbeck as part of their University of London degree programme.

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| Full name:       |
| Job title:       | Email address:       |
| Date (DD/MM/YYYY):       | Signature:       |

**B: HOME COLLEGE ADMINISTRATIVE AUTHORISATION**

Authorisation of the appropriate administrative authority of the home college, confirming acceptance of the relevant tuition fee charge for the selected module(s). **This section must be completed for ALL students.**

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| Student fee status:  | Year of degree entry:       |
| Is this student a Tier 4 visa student:  | If yes, enter Tier 4 visa reference no:       |

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| Full name of authorising officer:       |
| Job title:       | Email address:       |
| Date (DD/MM/YYYY):       | Signature:       |

**C: BIRKBECK DEPARTMENTAL / ACADEMIC AUTHORISATION**

Authorisation of Birkbeck member of staff accepting this student for intercollegiate studies as detailed overleaf.
**IMPORTANT: This section should only be signed if all parts of the form overleaf and Sections A and B above have been completed.**

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| Full name of authorising officer:       |
| Job title:       | Email address:       |
| Date (DD/MM/YYYY):       | Signature:       |

**INTERCOLLEGIATE REGULATIONS:**

1. As a student from another University of London college you can register as an intercollegiate student at Birkbeck only if:
	* you are currently registered for a University of London degree (evidence will be required when you register at Birkbeck – see below) and the course you wish to follow at Birkbeck will form part of your degree programme.
	* permission for you to attend a course at Birkbeck is given by the appropriate **academic** authority at your home college.
	* permission for you to attend a course at Birkbeck is given by the appropriate **administrative** authority at your home college. (Section B below must be completed). **Your College must indicate your tuition fee status. Birkbeck will assume and charge at the “Overseas” rate if no information is given.**
2. When all the boxes of the application form and Sections A and B are completed:
	* take the form to the Birkbeck academic school/department which offers the course(s) you wish to attend. If the form is appropriately completed the school/department will complete section C if they wish to accept you as an intercollegiate student.
	* You should then take or send the form to the Birkbeck Registry to complete registration formalities. You can only do this once you have enrolled/re-enrolled with your home College for the relevant academic year. You will be required to provide proof to the Registry of your current registration for a University of London degree programme.
3. At the beginning of your course and at the beginning of each subsequent academic session you attend as an intercollegiate student at Birkbeck, you are required to register at the Birkbeck Registry. You must present an appropriately completed Birkbeck Intercollegiate Application Form and proof of your degree registration with your “home” college.
4. Throughout your course(s) at Birkbeck you are required to inform the Birkbeck Registry of any changes in your address.
5. **You may only attend courses you have been registered for.** The continuance of your course and intercollegiate membership of Birkbeck is conditional upon your satisfactory academic performance and compliance with College regulations.

**I, the undersigned, undertake to comply with the regulations of Birkbeck, University of London, and give my consent to the processing of my data by Birkbeck, University of London.**

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| Signature:       | Date (DD/MM/YYYY):       |

**Email the completed form to:** **examinations@bbk.ac.uk** **or post to:
Examinations Office, Registry Services, Birkbeck, University of London, Malet Street, London, WC1E 7HX**

**FOR BIRKBECK REGISTRY USE ONLY**

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| Full name of registering officer:       |
| Date (DD/MM/YYYY):       | Signature:       |
| Comments: |       |