

APPLICATION INSTRUCTIONS FOR THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE PROGRAM

1. Complete pages 1 and 2 (OAP 1) of the standard SUNY application. If using the electronic application, both pages are editable however they cannot be submitted electronically as it is not possible to save the application or to send it via email attachment.
2. Complete the LSE General Course Application.
3. After consultation with the study abroad advisor for the LSE program in the Office of International Programs, write a study statement following the format required by the LSE.
4. Obtain 2 academic reference letters following the LSE instructions.
5. Obtain transcripts of *all* college-level work, except AP credits, including any credits you've transferred to Binghamton from other schools.
6. Binghamton University requires a judicial review of all applicants for Binghamton-sponsored study abroad programs. This review is automatically processed for Binghamton University students. Other-SUNY and non-SUNY students must complete the Judicial Review form included in this packet. The existence of judicial records at the participant's home university does not necessarily mean denial of admission to a program; however, the information must be reviewed by the Office of International Programs study abroad or faculty advisor responsible for the program in order for a determination to be made.
7. Complete the Agreement to Release Information form.
8. Submit the application in by the **November 1** deadline, which allows ample time for OIP to guide students through the application process and forward completed applications to LSE early in their selection cycle. A secondary deadline of **February 1** is available for students who do not learn about this program in time to meet the November deadline. Applications are to be turned in to:

Office International Programs
Nelson A. Rockefeller Center, G-1
Binghamton University
Binghamton, NY 13902-6000
Phone (607) 777-2336
Fax (607) 777-2889

STATE UNIVERSITY OF NEW YORK
Overseas Academic Programs

APPLICATION

Please type or print with ballpoint pen.

Application for:

Name: _____
Last First Middle

Program Location Abroad:

University City Country Administering SUNY Campus
 Please list any other programs you are applying for.

Study Period for which you are applying – check one:

~ Fall ~ Spring ~ Academic Year ~ Summer ~ Intersession Year: _____ Session (if applicable): _____

How did you learn about this program? _____

Personal Information *(Please notify us of any change of address or telephone number.)*

Birthdate: ____/____/____ Place of Birth: _____ Sex (M/F): ____ Married? (Y/N) ____
Mo Day Year City / State Country

Country of Citizenship: _____ Visa Status (if not a U.S. citizen): _____

Home Campus ID Number (B # at BU): _____ Home Campus: _____

Local Address: _____ Telephone: (____) _____
Number, Street Apartment #

City State Zip Code E-mail: _____

My local address can be used until the following date: ____/____/____ E-mail valid until: ____/____/____
Mo Day Year Mo Day Year

Permanent Address: _____
Number, Street Apartment #

City County State Zip Code Telephone: (____) _____

Academic Status

Major: _____ Minor: _____

Specialty within major field: _____ Academic Advisor: _____

~ Freshman ~ Sophomore ~ Junior ~ Senior ~ Master ~ Doctorate GPA (major, estimated): _____ GPA (cumulative): _____

Semester Credits Completed To Date: Undergraduate: _____ Graduate: _____

Semester Credits Currently Enrolled: Undergraduate: _____ Graduate: _____

STATE UNIVERSITY OF NEW YORK **APPLICATION**
Overseas Academic Programs

Your Name _____

Program Location Abroad _____

Administering SUNY Campus _____

Academic Background

Colleges or Universities Attended:

Name	Dates (from – to)	Credits	Degrees	Honors
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List language courses (except English) or other courses you have taken that have prepared you for this program:

Title	Credits	Grade	H.S. or College?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Contact Information *(Please notify us of any change of address or telephone number.)*

Name and Address of Parent or Guardian (if under 21):

Name Home Telephone (_____) _____

Street Cell or Daytime Telephone (_____) _____

City State Zip Code _____

E-mail: _____

Name and Address of person to contact in case of emergency:

Name Home Telephone (_____) _____

Street Cell or Daytime Telephone (_____) _____

City State Zip Code _____

E-mail: _____

Miscellaneous

Please describe your plans for financing your participation in an overseas study program by indicating the amount of money you expect to receive from each source.

Financial Aid: _____ Scholarships: _____ Grants: _____ Loans: _____ Parent / Guardian Assistance: _____ Savings: _____

Other Assistance Sources (please describe): _____

State briefly any additional information that may be useful in evaluating your candidacy, including any travel or residence in other countries or regions of the U.S. or anything else you wish to point out about yourself or your academic record:

Student's Signature _____

Date _____

Home Campus Study Abroad Office Signature

I am aware that this student is applying to the SUNY study abroad program(s) listed on page 1 of form OAP 1:

Your Name (please print) _____ Title, Department: _____

Signature: _____ Date: _____ Institution: _____

First, read the 2009-10 General Course Brochure and visit our website www.lse.ac.uk/general-course

Please, complete the form in **CAPITAL LETTERS** or type.

Application form for 2009-10

The General Course

The London School of Economics and Political Science



1

Personal details

Family name	Given name	Title <i>Ms, Mrs, Miss, Mr</i>
-------------	------------	--------------------------------

Email address

Country of birth	Nationality
------------------	-------------

Country of permanent residence	Sex	Date of birth (NOTE ORDER DD/MM/YY)	Day	Month	Year
	Male <input type="checkbox"/>				
	Female <input type="checkbox"/>				

Name and location of institution

In attendance from Month	Year	Expected date of completion
-----------------------------	------	-----------------------------

Major/subject	Cumulative grade/GPA
---------------	----------------------

Name	Position
------	----------

Tel	Fax
-----	-----

Email

Applicant University contact

2

Your university or further education

Your university contact
(e.g., Study Abroad Adviser / International Programmes Officer)

Who is the School's principle contact for correspondence regarding your application?

3

Course preferences at LSE

See the General Course website at www.lse.ac.uk/general-course

List six courses from the website, showing codes and titles. Add an asterisk* to any which would be essential for you.

*We cannot guarantee that all the courses listed in 2008-09 will be available in 2009-10 – but the great majority will be. You will make your final choice (of **four** year-long courses) after you arrive and will not be confined to these initial suggestions.*

	Code	Course title	Code	Course title
1			4	
2			5	
3			6	

FOR OFFICIAL USE		Signature	Refs	Transcript	2	0	0	9						
TOEFL/IELTS	Accept	Reject	Hold		Date									
									Day	Month	Year			

4

Departmental preference

Your choice of department need not reflect your major field of interest, but **you must take at least one course from it (two if in Economics).**

1st choice	2nd choice	3rd choice
------------	------------	------------

5

Current studies

Which courses of study are you taking over the current semester/term?

	Code	Course title		Code	Course title
1			4		
2			5		
3			6		

6

Language skills

Is English your first language?

YES/NO

Is/was English the language of instruction for your degree?

YES/NO

If you answered no to both of the above:

I took/will be taking the English language test on

Day Month Year

Type of test taken

IELTS TOEFL PBT TOEFL CBT TOEFL IBT

Test score

Listening Structure/Writing Reading Speaking (if applicable)

Total score/overall band

7

Addresses

A Your permanent address	B Your present term-time address (if different)
Tel	Tel
Fax	Fax
Email	Email

At which addresses (**A** and **B**) can we contact you and from which dates?

A	B
From To	From To

8

Parent, guardian or next of kin

Name

Address

Relationship to you

Tel

Fax

Email

References

Please give the names and addresses of two academic referees who are, or have been, in close contact with your recent academic work (preferably in fields relevant to those you wish to study at LSE).

Provide each referee with **one** of the reference forms provided and ask them to respond on a separate sheet of university/institution notepaper. These references should be returned in signed and sealed envelopes, either to yourself or directly to the School.

Reference 1

Name

Position

Address

Email

Reference 2

Name

Position

Address

Email

Please state which other study abroad programmes you are applying for.

We ask for this information for our own records – it does not affect your application to us

How did you hear about study abroad at LSE?

Please tick all relevant sections

Advice from study abroad adviser	Alumni	General Course Brochure	LSE website
Met an LSE Representative	Recommendation from friend	Other website	Other

Other – Please detail.

Monitoring form

The information you supply below has no bearing on our assessment of your academic suitability.

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Disability, special needs or medical condition codes

LSE aims to create an environment which enables all students to participate fully in university life. To help us make any reasonable adjustments which may be necessary, please tick the appropriate box to indicate your specific needs.

You may arrange to visit the School and meet the Adviser to Students with Disabilities, or make contact by email at an early stage, to discuss this further: Disability-Dyslexia@lse.ac.uk

Disability, special needs or medical condition codes

- | | |
|---|---|
| <input type="checkbox"/> 00 None | <input type="checkbox"/> 05 You require personal care support |
| <input type="checkbox"/> 01 You have a specific learning difficulty (for example, dyslexia) | <input type="checkbox"/> 06 You have mental health difficulties |
| <input type="checkbox"/> 02 You are blind or partially sighted | <input type="checkbox"/> 07 You have a disability that cannot be seen, for example, diabetes, epilepsy or a heart condition |
| <input type="checkbox"/> 03 You are deaf or hard of hearing | <input type="checkbox"/> 08 You have two or more disabilities |
| <input type="checkbox"/> 04 You use a wheelchair or have mobility difficulties | <input type="checkbox"/> 09 You have a disability, special need or medical condition that is not listed above |
| | <input type="checkbox"/> 10 You have Autistic Spectrum Disorder or Asperger Syndrome |

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Ethnic Origin

We use this information to monitor applications and equal opportunities. You may leave this section blank if you would prefer. Otherwise please tick the appropriate box.

The ethnicity categories used here are those established by the UK government and used by the UK Higher Education Statistical Agency (HESA) www.hesa.ac.uk

Ethnic origin codes

- | | |
|---|---|
| <p>White British or White</p> <input type="checkbox"/> 11 British
<input type="checkbox"/> 12 Irish
<input type="checkbox"/> 14 Irish Traveller
<input type="checkbox"/> 19 Other White background
If other please specify:
_____ | <p>Asian British or Asian</p> <input type="checkbox"/> 31 Indian
<input type="checkbox"/> 32 Pakistani
<input type="checkbox"/> 33 Bangladeshi
<input type="checkbox"/> 34 Chinese
<input type="checkbox"/> 39 Other Asian background
If other please specify:
_____ |
| <p>Black British or Black</p> <input type="checkbox"/> 21 Caribbean
<input type="checkbox"/> 22 African
<input type="checkbox"/> 29 Other Black background
If other please specify:
_____ | <p>Mixed</p> <input type="checkbox"/> 41 White and Black Caribbean
<input type="checkbox"/> 42 White and Black African
<input type="checkbox"/> 43 White and Asian
<input type="checkbox"/> 49 Other mixed background
If other please specify:
_____ |
| | <input type="checkbox"/> 80 Other ethnic background
If other please specify:
_____ |

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Declaration of Criminal Conviction

To help LSE reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has. Relevant criminal convictions are **only** those convictions for offences against the person, whether of a violent or a sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them. For further information about this subject see www.lse.ac.uk/collections/graduateAdmissions/criminalconvictions.htm

Have you had a criminal conviction? Yes No

Personal statement

In approximately 500 words please describe your special academic interests and your unique purpose and objectives in undertaking the General Course. Your academic background, strengths and ambitions are of particular relevance to the selector. Attach extra sheets if necessary.

On completion, this form should be accompanied by:

- **the confidential** reports of the two referees whose names you have given above;
- **an up-to-date transcript** or record of academic progress, including work completed in the first semester of your second year of university study;
- **an explanation of the grading scale used.**

All the above must be provided in English.

Please return your completed application form to:

**General Course Admissions
Student Recruitment Office
The London School of Economics
and Political Science
Houghton Street
London WC2A 2AE
Tel: +44 (0)20 7955 6613
Fax: +44 (0)20 7955 6001**

If you would like further guidance on completing your application you are welcome to seek advice from the Student Recruitment Office. Write to gc@lse.ac.uk or

**Tel: +44 (0)20 7955 6613
Fax: +44 (0)20 7955 6001**

Full information on the General Course, copies of this application form, and the detailed Course Guides of the more than 250 year-long courses available are all on our website at www.lse.ac.uk/general-course

CHECK LIST

Have you included with this application?

Transcript (up to and including the first semester of your second year)

Two academic references

English language test score (if required)

University contact signature

(Individual authorised to approve study abroad)

	Date		
Name	Day	Month	Year

Your signature

(By signing below you consent to information regarding the content and status of your application being shared with your home institution)

	Date		
	Day	Month	Year

Reference One for 2009 entry



The General Course Study Year Abroad at LSE

General Course Admissions, Student Recruitment Office,
The London School of Economics and Political Science
Houghton Street, London WC2A 2AE
Tel: +44 (0)20 7955 6613, Fax: +44 (0)20 7955 6001
Email: gc@lse.ac.uk

To the applicant:

Complete the boxes below with your name and date of birth. Pass this form to your referee and ask for a confidential reference to be returned to you in a **signed and sealed** envelope. Please return the **unopened** envelope to the Student Recruitment Office, LSE, with the application form. The referee also has the option of sending the reference directly to LSE – see below. Please note: Documents are **non returnable**. Further reference sheets can be downloaded from www.lse.ac.uk/collections/generalCourse/gcapply.htm

Surname 姓

Forename(s) 名
Please underline the forename you prefer

Date of birth			
	Day	Month	Year

Academic Reference

To the referee:

Thank you for agreeing to write a reference for the above applicant, who wishes to study at LSE as a visiting undergraduate in 2009-10. **Please ensure that you reply on a separate sheet of headed university/institution notepaper and sign the reference.** Your assistance is appreciated. Please address the following questions in your reference, attach your reply to this sheet, and return it to the applicant in a sealed envelope for onward transmission to LSE. Please sign the back of the envelope over the seal. You may also, if you wish, return the reference directly to LSE. If you choose to do this please advise the applicant accordingly.

DO NOT WRITE ON THIS FORM

- 1 Name of referee
- 2 Current position
- 3 Current institution
- 4 How is the applicant known to you?
- 5 How long have you known the applicant?
- 6 Has the applicant discussed his/her motivation to study abroad at LSE with you?
- 7 How well do you know the applicant's academic work?
- 8 If your university does not supply transcripts please comment specifically on the courses taken by the applicant and the grades attained
- 9 Relative to other students from the same university and following the same degree programme please indicate an overall assessment of the applicant's ranking in class; please indicate if the ranking system is formal or informal
- 10 In your opinion how well do the applicant's studies to date equip him or her to study abroad at LSE? You might wish to comment on the applicant's: writing skills; analytical skills; presentation skills; quantitative skills (if relevant to programme)
- 11 To your knowledge does the applicant have any other qualifications relevant to this application?
- 12 Do you have any other comments on this applicant's application to study abroad at LSE on the General Course?

Reference Two for 2009 entry



The General Course Study Year Abroad at LSE

General Course Admissions, Student Recruitment Office,
The London School of Economics and Political Science
Houghton Street, London WC2A 2AE
Tel: +44 (0)20 7955 6613, Fax: +44 (0)20 7955 6001
Email: gc@lse.ac.uk

To the applicant:

Complete the boxes below with your name and date of birth. Pass this form to your referee and ask for a confidential reference to be returned to you in a **signed and sealed** envelope. Please return the **unopened** envelope to the Student Recruitment Office, LSE, with the application form. The referee also has the option of sending the reference directly to LSE – see below. Please note: Documents are **non returnable**. Further reference sheets can be downloaded from www.lse.ac.uk/collections/generalCourse/gcapply.htm

Surname 姓

Forename(s) 名
Please underline the forename you prefer

Date of birth			
	Day	Month	Year

Academic Reference

To the referee:

Thank you for agreeing to write a reference for the above applicant, who wishes to study at LSE as a visiting undergraduate in 2009-10. **Please ensure that you reply on a separate sheet of headed university/institution notepaper and sign the reference.** Your assistance is appreciated. Please address the following questions in your reference, attach your reply to this sheet, and return it to the applicant in a sealed envelope for onward transmission to LSE. Please sign the back of the envelope over the seal. You may also, if you wish, return the reference directly to LSE. If you choose to do this please advise the applicant accordingly.

DO NOT WRITE ON THIS FORM

- 1 Name of referee
- 2 Current position
- 3 Current institution
- 4 How is the applicant known to you?
- 5 How long have you known the applicant?
- 6 Has the applicant discussed his/her motivation to study abroad at LSE with you?
- 7 How well do you know the applicant's academic work?
- 8 If your university does not supply transcripts please comment specifically on the courses taken by the applicant and the grades attained
- 9 Relative to other students from the same university and following the same degree programme please indicate an overall assessment of the applicant's ranking in class; please indicate if the ranking system is formal or informal
- 10 In your opinion how well do the applicant's studies to date equip him or her to study abroad at LSE? You might wish to comment on the applicant's: writing skills; analytical skills; presentation skills; quantitative skills (if relevant to programme)
- 11 To your knowledge does the applicant have any other qualifications relevant to this application?
- 12 Do you have any other comments on this applicant's application to study abroad at LSE on the General Course?



State University of New York

PO Box 6000
Binghamton, New York 13902-6000
607-777-2336, Fax: 607-777-2889
oip@binghamton.edu

OFFICE OF INTERNATIONAL PROGRAMS

Binghamton University Study Abroad Application
Judicial Review Form for non-Binghamton Students

Binghamton University requires a judicial review of all applicants for Binghamton-sponsored study abroad programs. It is necessary for us to be informed of any judicial record that exists for any participant. The existence of judicial records at the participant's home university does not necessarily mean denial of admission to a program; however, the information must be reviewed by the Office of International Programs (OIP) study abroad or faculty advisor responsible for the program in order for a determination to be made. Each non-Binghamton applicant, regardless of home campus, is required to provide this authorization even if there is no judicial record.

Instructions for the non-Binghamton Student: Please complete the appropriate section of this form and then bring the form to the Judicial Officer on your home campus. Be sure to fill in your name at the top of page 2.

Instructions for the non-Binghamton judicial officer: The student named on this form has authorized release of his/her judicial record to Binghamton University. Please complete the second section of this form and then return the form to us directly by mail to the address listed above, fax to the number listed above, or e-mail to Colleen Parks, Secretary, Office of International Programs, (cparks@binghamton.edu). A prompt response is appreciated.

I. To Be Completed by the Non-Binghamton Student:

Last Name First Name

Home Campus ID Number Binghamton program for which you are applying

Have you been convicted of a felony since matriculation in your current degree programs? yes no

Have you ever been suspended, dismissed, or expelled from a college or university? yes no

Name of Judicial officer on your home campus Phone Number for Judicial Officer

Email address for judicial officer Fax Number for Judicial Officer

Please give your consent by agreeing with your signature to the statement below.

Under the provisions of the Family Education Rights and Privacy Act, I authorize the judicial affairs officer named above to discuss all information related to any judicial affairs review on the campus at which I am matriculated with the appropriate Office of International Programs staff members and, if appropriate, with the associated faculty program director, for the purpose of determining my participation in a study abroad program.

Student Signature Date release signed

Date this release expires and is no longer valid. (We recommend a date at the end of the semester in which you are studying abroad.)

Student's Last Name

Student's First Name

I. To Be Completed by the Judicial Affairs Officer

1. _____ The student named above and on the reverse side of this form has no judicial record on our campus.
2. _____ The student named above and on the reverse side of this form does have a judicial record on our campus. Please explain the nature of the offense, the sanctions, and compliance with the sanctions.

Printed name of individual authorized to complete this form

Signature

Title

Date

Please return this form to our office directly

By Mail: Office of International Programs, Binghamton University, Binghamton, NY 13902

By e-mail: to Colleen Parks, Secretary, Office of International Programs, (cparks@binghamton.edu).

By fax: 607-777-2889

Binghamton University
Agreement to Release Information

I. Permission to Release Academic Information for Application to a Binghamton University International Exchange or Study Abroad Program

Binghamton University works with universities and non-profit organizations to host our international exchange and study abroad programs. Often it is a requirement for officials of these universities to review the academic record of each prospective participant as part of the acceptance procedures. We need your permission to forward your study abroad application to our partners. The materials include the application form, study statements, letters of reference, and transcripts as well as any additional material included in your application. Only the officials directly involved in the evaluation of your application and in academic advising for your program will have access to your file.

Please sign this form and return it to the address below. It should accompany the regular State University of New York application form. **The application will not be considered until this form is on file** in the Office of International Programs (OIP). Keep a copy for your own records.

1. I authorize the staff of Binghamton University's Office of International Programs to send my academic application materials, including my transcript(s), to the prospective host institution if necessary.
2. If accepted, I understand that grade reports or academic transcripts of work I undertake and complete at my host institution will be sent to the Office of International Programs at Binghamton University at the end of the program.
3. All communication with the prospective host institution will be channeled through the Office of International Programs.
4. I agree to notify the Office of International Programs immediately at Binghamton University if I no longer want to be considered for placement or if I change my residential address, e-mail address, or phone number.
5. I will check my e-mail regularly, since the Binghamton OIP will use that means of communication most often during the application and pre-departure processes.

DATE _____

NAME _____
(please print)

SIGNATURE _____

See Reverse

II. Permission to Release Information

Name: _____ Semester Abroad: _____
(please print legibly)

Because communication is so important between students who will be traveling abroad and their parents, and between students and parents and the University, we will be sharing information regarding program arrangements or program changes, study abroad procedures and policies, financial aid or other financial issues, health insurance or other health matters, travel arrangements and personal safety with your parents or guardian, or other designated family member, if they request it.

By signing this form, you give us permission to discuss information of this kind with your parents other designated family members. Your permission is required for participation on a Binghamton or Other SUNY program.

Please indicate the names of any, and at least one, parent, guardian or other responsible family member or adult who may be contacting us for information related to your study abroad program:

First:
Full name: _____ Email address: _____
Relationship: _____
Address: _____
Phone numbers (work, home, mobile): _____

Second:
Full name: _____ Email address: _____
Relationship: _____
Address: _____
Phone numbers (work, home, mobile): _____

Third:
Full name: _____ Email address: _____
Relationship: _____
Address: _____
Phone numbers (work, home, mobile): _____

I am over the age of 25 and am legally and financially independent of my parents. Do not release any information about me to a parent or guardian. _____
(initial)

*Date this release expires and is no longer valid: _____

Your signature: _____ Date: _____

*We suggest you use a date one month after the end of your program.

PASSPORTS

Do you have a valid passport?

If your answer is "yes," check the expiration date. Will it be valid for 6 months beyond the end of your study abroad program?

If your answer is "no" to either of the questions above, apply for a passport now!

Do not wait until you are accepted into a program before applying for or renewing a passport for your country of citizenship. Increasingly we see that there are sometimes delays with the process. Many countries now require a visa application in advance of travel, and you may need to have your passport early in order to have enough time for such visa procedures.

DO NOT DELAY! GET YOUR PASSPORT NOW!

For a United States passport application form, go to:

<http://travel.state.gov/passport>

Once you have gathered and completed all the documentation required for a new or renewed passport, you can apply in person at many post offices, some public libraries and a number of county and municipal offices.

(Binghamton University students may find it convenient to apply at the main post office in downtown Binghamton.)

**U.S. Post Office
115 Henry Street
Binghamton, NY 13901
(607) 773-2145**

Office of International Programs
NARC G-1
Binghamton University
Binghamton, NY 13902-6000
phone: 607-777-2336
fax: 607-777-2889
e-mail: oip@binghamton.edu