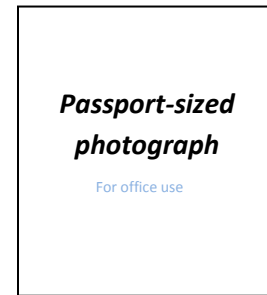




London Open Academy

Application Form 101



All fields must be completed for the application to be processed.

Please tick (✓) if you have previously submitted an application to LOA

Steps to apply

1. Complete the application form using the computer (handwritten will not be accepted). Send the application form to the email provided below.
2. £100 British pounds non-refundable fee should be sent with application. See page 6 for payment methods.
3. Send using email or post, one certified A4 copy (do not include originals) of each supporting documents(refer to list on page 5)

Postal address (supporting documents only):

London Open Academy (LOA)
 P.O.BOX 68170
 London N1P 2EG
 United Kingdom
 Email: ardivision@loa.ac.uk
 www.loa.ac.uk

Office use

Reviewed by:

Date:

- Full Admission
- Conditional Admission
- Denial Admission

Title (Mr, Mrs, Miss) Family name as stated in passport (if available)

Given Names as stated in passport (if available)

Date of Birth Day/Month/Year Age Gender

Home Telephone

Marital statue Mobile No.

Fax No. Email

Name, email, telephone and address of person to be contacted in case of any emergency

Address in home country

Number & street name City/Suburb

State Country Postcode

Mailing address (if different from above)

Number & street name City/Suburb

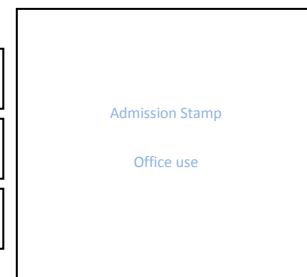
State Country Postcode

Are you applying through an LOA representative

Representative's name

Representative's ID

Representative's email



Section 3 Program Information

Name of program			
Type of Program		Department	
Faculty/Institute/Centre			
Specialization			
Title of thesis			
Semester		Session	

Section 4 Arabic & English Proficiency

Arabic skills

Is Arabic your first language?

Have you studied at secondary or post-secondary level with Arabic as the medium of instruction and assessment?

If yes, please provide evidence.

Arabic studies

Are you planning to enroll, or are you enrolled in Arabic Language Studies?

Expected start date	Expected duration	Expected completion
<input type="text"/>	<input type="text"/>	<input type="text"/>
Level	Institution	
<input type="text"/>	<input type="text"/>	

English Skills
If the program is instructed in English

Is English your first language?

Have you studied at secondary or post-secondary level with English as the medium of instruction and assessment?

If yes, please provide evidence.

English studies

Are you planning to enroll, or are you enrolled in English Language Studies?

Expected start date	Expected duration	Expected completion
<input type="text"/>	<input type="text"/>	<input type="text"/>
Level	Institution	
<input type="text"/>	<input type="text"/>	

Section 5 Educational Background And Qualification

Secondary school studies

List details of the secondary studies you have completed:
Month and year enrolled (e.g. February 2009)

From (month/year)	To (month/year)	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of qualification		Institution
<input type="text"/>		<input type="text"/>

Completed post-secondary
(tertiary studies)
(e.g., Diploma, Bachelors,
Masters)

List details of the post-secondary studies you have completed (from lowest qualification gained to highest):

Years enrolled From (month/year)	<input type="text"/>	To (month/year)	<input type="text"/>
Country	<input type="text"/>	Institution	<input type="text"/>
Name of qualification (including main fields of study:		<input type="text"/>	
Years enrolled From (month/year)	<input type="text"/>	To (month/year)	<input type="text"/>
Country	<input type="text"/>	Institution	<input type="text"/>
Name of qualification (including main fields of study:		<input type="text"/>	

Current studies

List details of current studies:
Month and year enrolled (e.g., February 2009)

From (month/year)	To (month/year)	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of qualification		Institution
<input type="text"/>		<input type="text"/>

The date your results will be available (Month/year)

Research background
(To be completed by students
applying for Masters by Research)

Have you ever been enrolled in a masters by research? If yes,

Institution Name	Department Name
<input type="text"/>	<input type="text"/>
Period of candidature: from (day/month/year)	to (day/month/year)
<input type="text"/>	<input type="text"/>
Topic	Reason for withdrawal (if applicable)
<input type="text"/>	<input type="text"/>

Research Proposal

Have you contacted an LOA academic staff about your research proposal?

If yes,

Academic's name

Academic position

Please note: you are required to attach a copy of your research proposal to this application.

Section 6 Work Experience

Have you undertaken any work experience relevant to your application?

If yes, list details of employment:

From (month/year)

To (month/year)

Country

Employer

Position

Duties

From (month/year)

To (month/year)

Country

Name of qualification

Institution

Duties



Section 7 Supporting Documents

The following supporting documents must be included when you submit your application. Applications that are submitted without necessary supporting documents will be delayed in processing. Where requested, certified copies of documentation must be provided. London Open Academy (LOA) does not recommend sending originals as they will not be returned.

Compulsory attachments

- Certified academic transcripts
- Certified English certificate translation
- Certified copies of graduation certificates
- Certified copies of passport

Submit these attachments if applicable (please do not include originals as they will not be returned):

<input type="checkbox"/>	Evidence of English proficiency	<input type="checkbox"/>	References from employer
<input type="checkbox"/>	Evidence of Arabic proficiency	<input type="checkbox"/>	Research proposal including expected outcomes
<input type="checkbox"/>	Personal statement	<input type="checkbox"/>	Letter from scholarship provider or sponsor
<input type="checkbox"/>	Curriculum Vitae (resume)	<input type="checkbox"/>	Supplementary documents Forms

Section 8 How did you first hear about London Open Academy (LOA)

<input type="checkbox"/>	Former Student	<input type="checkbox"/>	Friend or Relative
<input type="checkbox"/>	Internet	<input type="checkbox"/>	Media (Radio or television)
<input type="checkbox"/>	Advert: Newspaper / Article	<input type="checkbox"/>	Education representative

Other:

Section 10 Declaration

I understand and accept that::

- London Open Academy (LOA) reserves the right to discontinue or alter any program, course/subject, fee, admissions requirement, staffing or other arrangement without prior notice.
- Information I have provided on this form and during enrolment can be disclosed without my consent where authorized or required by law.
- London Open Academy (LOA) reserves the right to annually adjust program fees to take into account increases in Academy and program delivery costs. Changes to program tuition fees will be applied at the beginning of each calendar year.
- In the event of a variation between the fees on my offer letter and the approved London Open Academy (LOA) schedule of fees and charges, the approved schedule will prevail.
- Any application fee paid is non-refundable by London Open Academy (LOA).
- Quoted tuition fees are an estimate based on standard full time loads and will vary depending on program and plan (i.e. the actual enrolled load). Tuition fees will increase if courses need to be repeated or additional electives that will exceed the minimum requirement need to be undertaken.
- London Open Academy (LOA) collects, uses and destroys my information in accordance with the university's Privacy Policy (refer www.loa.ac.uk/privacy).
- London Open Academy (LOA) places restrictions on program and institution transfers and that I may not be permitted to change my program or institution without permission.
- Authorize London Open Academy to obtain further relevant documentation if necessary
- I agree that I must advise London Open Academy within 2 weeks of changing my address, email or telephone number
- I declare to the best of my knowledge that the information supplied on this application form and all supporting documentation is correct and complete, and that any personal statement or additional requirements supplied are my own work
- I acknowledge that the withholding of information or provision of incorrect or fraudulent documentation relating to my application may result in the cancelation of any offer or enrolment by London Open Academy (LOA).

I have completed all sections of the application form and agree to the terms and conditions.

Student signature

Date

Application fee payment

A non-refundable application fee of UK £100 must be submitted with this application. These payment methods are only accepted:

Bank Draft

Draft should be payable to London Open Academy in British pounds. Write your student ID (if known) on the back of the draft

PayPal (Find link under payment methods)

Bank Cheque (UK resident only)