

**Application Form**

**Bachelor of Laws (Honours)**

**(graduate entry)**

**WHO CAN STUDY THIS DEGREE?**

This degree is for graduates only; to study this degree you must hold one of the following:

* A completed Bachelor degree from a recognised UK/ROI University
* A completed Masters degree from a recognised UK/ROI University
* A completed PhD from a recognised UK/ROI University
* A completed qualification from overseas that we determine to be equivalent to a UK Bachelor degree – it must have been completed at a university listed on our website\*
* A completed qualification from overseas that we determine to be equivalent to a UK Masters/PhD degree - it must have been completed at a university listed on our website\*

**Your previous study does not have to be Law; it can be in any subject. The typical 16-year age limit of previous study associated with other Open University qualifications does not apply to this degree. This means that, regardless of when your previous study was completed, so long as it meets the above criteria, and you can provide the necessary documentation, it will gain you entry to this qualification.**

***Open University Graduates*** *– you do not need to complete this form, please ring the Open University Partnerships Team on 0300 303 6333 to register.*

**HOW TO APPLY**

Please complete this application form and post it with your original document/s to:

**The Credit Transfer Centre**

**The Open University**

**PO Box 80**

**Milton Keynes**

**MK7 6AS**We advise you post your application by recorded delivery. If you do not wish to post your original documents, we can accept a photocopy if it has been stamped and verified as a true copy of an original – this can be done by either a solicitor, a notary, or member of OU staff.

**SUPPORTING DOCUMENTS**

With this application form you will need to provide:

* Your original degree certificate. If your certificate is in a language other than English you will also need to provide an official translation of your certificate.
* If you do not have your certificate, we can accept an academic transcript if it clearly shows your degree was conferred.

**Changed your name?**

If your documents are in a different name to that provided on the application form, or if you have already registered with us and your name differs to that on your documents, you will need to provide official name change evidence such as your marriage/civil partnership certificate/change of name deed poll, or sworn declaration. We can accept a photocopy of name change evidence.

**NEXT STEPS**

You will be notified by email when we receive your application. We will use the email you provide on this application form. If you do not receive an acknowledgement email within the expected timescale appropriate to the postal method used, please contact us on 01908 653077.

We return all original documents by recorded post to UK mainland, Channel Islands and Isle of Man. Your document/s will usually be returned within 2-3 weeks of application receipt in our busy periods (June-September).

If you live overseas, we return all documents by airmail as standard. As an alternative, you can either request we post your documents to a nominated UK address (by recorded delivery), or you can arrange for a courier to collect your documents at your own expense.

*\*Our website is currently being updated so if your previous university isn’t listed, please email* *credit-transfer@open.ac.uk* *telling us the title of the qualification you completed, the name of the university, and the country in which you studied.*

**Time limits**

In order to achieve this qualification you must complete all OU modules within 12 years of commencing your OU study. If you want to use your LLB as a Qualifying Law degree/ Senior Status Law degree all OU study must be completed within **5 years** of commencing your OU study.

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| **Your personal and contact details** |
| **OU Personal Identification number:**  |
| **Title:**  |
| **Full Name:**  |
| **Address:**  |
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| **Postcode:** |
| **Telephone number:**  |
| **Email:**  |
| **Date of birth:**  |
| **Your previous qualification** |
| **Title of qualification completed:**  |
| **Date of completion:**  |
| **Name of university:**  |
| **Country:**  |
| **Declaration** |
| **Please sign below to confirm the following:** |
| **I have read and understood this application form and am aware of the completion time limits for this qualification** |[ ]
| **I have provided my original degree certificate (or academic transcript) – I am aware photocopies are not acceptable** |[ ]
| **I have provided a photocopy of my official evidence of my name change** |[ ]  **N/A** [ ]  |
| **Signed:**  | **Date:**  |