

Mr Patrick L Hewson  
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**Registry Services  
Student Administration**

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9 August 2016

Reference: 13122352

Dear Mr Hewson

Thank you for your application to study at Birkbeck, University of London. I am very pleased to make you a formal offer of admission. Details of your offer are as follows:

**Programme of Study:** Computer Science (MSc)  
**Mode of Study:** Full-time  
**Start Date:** 3 Oct 2016  
**Point of Entry:** Year 1  
**Length of Programme:** 1 year(s)

#### **Academic Conditions of Entry**

(See below for Non-Academic Conditions of Entry)

**Offer:** Unconditional

**Offer Conditions:** There are no academic conditions attached to this offer

#### **Non-Academic Conditions of Entry**

If you accept this offer you are also required to meet the following non-academic conditions.

Documents required may be uploaded via your My Birkbeck Profile.

- A copy of your final Bachelor's degree certificate or certified transcript which clearly shows your name, the title and date of the award and the awarding institution. A certified translation must also be provided if the document is not in English.
- Your passport (or a combination of other acceptable ID)

You are required to meet ALL conditions of entry, both academic and non-academic.

In addition to any academic and non-academic conditions which may be stipulated above, this offer is also subject to the 'General Conditions of Entry' which are attached to this offer.

#### **Responding to your offer**

You should respond to your offer through your My Birkbeck Profile: [www.bbk.ac.uk/mbphome](http://www.bbk.ac.uk/mbphome) to confirm whether or not you wish to accept the offer. If we do not hear from you within six weeks of the date of this letter, we reserve the right to withdraw this offer so that the place can be released to another applicant.

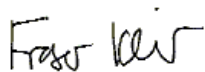
#### **Fee Status**

On the basis of the information supplied on your application form the College has determined that you (or the relevant authority or sponsor) will pay fees at the Home rate.

If you need to communicate with us about your application please contact Student Administration, Registry Services by email: [applications@bbk.ac.uk](mailto:applications@bbk.ac.uk). Please include your name and reference number as it appears in this letter, together with the title of the programme as it is given above. This will help us deal with your query more quickly.

We very much hope you will be able to accept this offer.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Fraser Keir'.

Fraser Keir  
Academic Registrar

## **General Conditions of Entry**

In addition to any specific conditions stipulated, your offer of admission to Birkbeck, University of London is also subject to the following general conditions:

### **Meeting the Conditions**

Offers made and accepted up to and including 31 July 2016:

All conditions in your offer, academic and non-academic, must be met by 31 August 2016 for students commencing their studies in October 2016. If you do not meet the conditions by this date your offer of admission may be withdrawn.

Offers made and accepted later than 31 July 2016:

All conditions in your offer, academic and non-academic, must be met before the start of the academic year, Monday 3 October 2016, for students commencing their studies in October 2016. If you do not meet the conditions by this date your offer of admission may be withdrawn.

### **Qualifications**

If your offer has been made based on qualification you already hold, you must provide evidence (translated into English if applicable) of these qualifications to confirm that you are entitled to be registered on the programme of study to which you have been offered admission. Copies of relevant documentation may be uploaded at application or via your My Birkbeck Profile prior to enrolment.

### **Identification**

You must provide an accepted form of photographic identification, normally a valid passport. If you do not hold a valid passport we also accept the following documentation for UK, EU/EEA and Swiss nationals: a UK/EU photo driving licence or an EU National Identity Card together with your birth certificate, adoption certificate or certificate

of naturalisation. Additional documentation (i.e. deed poll certificate, marriage certificate) may be required if you have changed your name. If you are not a UK, EU/EEA national you must also provide visa documentation to confirm you have valid leave to remain in the UK. Copies of relevant documentation may be uploaded at application stage or via your My Birkbeck Profile prior to enrolment. Original documentation will be checked for enrolment – details of this will be provided closer to the time.

### **Tuition fee status**

Your acceptance of this offer confirms your agreement to pay the tuition fees at the rate stated on this offer letter. If your status has not been determined you must complete and return a fee assessment questionnaire with supporting documentation so that we may fully assess your tuition fee status. Your tuition fee status is set for the duration of your programme of study. If you disagree with the assessment you receive you may appeal against the decision in writing within 10 working days of receiving the outcome of the College's assessment or before the start of the academic year, whichever is later. You will not receive any invitation to enrol if your tuition fee status has not been determined. For further information please see [www.bbk.ac.uk/mybirkbeck/services/rules/Fee-Assessment-Policy.pdf](http://www.bbk.ac.uk/mybirkbeck/services/rules/Fee-Assessment-Policy.pdf)

### **Deferred Entry**

If you accept the offer you may request to defer entry for one year, thereafter you must reapply. You must still meet any offer conditions by the date specified above as only unconditional offers can be deferred. All deferral requests must be submitted and approved within one month of the start date of the programme of study to which you have been offered admission.

### **International applicants who require a Tier 4 (General) visa to study in the UK**

Please refer to the Visa and Registration Information guide available on the Birkbeck website at [http://www.bbk.ac.uk/mybirkbeck/guides/international/student-visa/Visa%20Information\\_v2.1.pdf](http://www.bbk.ac.uk/mybirkbeck/guides/international/student-visa/Visa%20Information_v2.1.pdf)

### **Accommodation**

There are a number of accommodation options available to students, depending on status. Birkbeck has an agreement with UNITE, a specialist in providing student accommodation, that entitles full-time Birkbeck students to apply for places within their halls of residence at a discounted rate. A very limited number of places are also available in University of London Intercollegiate Halls of residence and priority for these is given to new international students. Options for part-time students are generally limited to the private rented sector, flat share or homestay. For further information: <http://www.bbk.ac.uk/mybirkbeck/services/facilities/accommodation>

### **Enrolment**

If you accept this offer you will receive notification by email that you are eligible to enrol, subject to you satisfactorily meeting any academic and non-academic conditions stipulated and by the dates specified. If any conditions, academic or non-academic, remain outstanding you will not be eligible to enrol. We aim to open enrolment for new students in mid-June, for students commencing their studies in October.

Students commencing their studies in January will receive enrolment notification from end October onwards prior to their start date.

In order to complete enrolment originals of all documentation must be presented and will be checked. Details of this will be provided nearer the time.

### **Criminal convictions**

You are required to inform the College of any criminal convictions between application and enrolment. The College reserves the right not to admit a student convicted of a serious criminal offence between offer of admission and enrolment.

### **General**

Your offer of admission to Birkbeck, University of London is based on the information you provided when you applied, and any additional information and documentation we requested from you. If any of this information is subsequently found to be false or inaccurate, we reserve the right to review and possibly withdraw your offer of admission

**Regulations, Policies and Procedures**

College regulations for taught programmes of study and research degrees and policies and procedures are available at: <http://www.bbk.ac.uk/mybirkbeck/services/rules>