

APPLICATION TO SIT EXAMS OVERSEAS

Please ensure that you read the information at lse.ac.uk/OverseasExams and the notes overleaf before completing this form. Failure to complete the form fully will result in it being returned to you before it is considered. This is likely to substantially delay your application.

Section 1: Your Details (please print in block capitals)

Surname

First name(s)

Student ID Number (e.g. 201312345)

Programme of Study (eg BSc Economics or General Course)

Signature

Date

Section 2: Exams you wish to take overseas

Please list the course code, time and date for each exam that you wish to take overseas.

Course Code
(eg AC100)

Date

AM or PM

Course Code
(eg AC100)

Date

AM or PM

Section 3: Reason for Application Clearly outline how your application to sit exams overseas meet the guidelines listed at lse.ac.uk/overseasexams (continue on a separate sheet if necessary).

Section 4: Evidence

In order for your application to be considered you must provide original, documented evidence in English. Applications without supporting evidence will not be considered. Please list the evidence that you have supplied below (if you have supplied more than three pieces of evidence please continue onto a separate sheet).

Section 5: Outcome (Office use only)

Application approved?

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Notes

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Formal approval by
Chair of Overseas Panel

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Date

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Logged in SITS and
outcome email sent

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Section 6: Notes

- Please ensure that you read **lse.ac.uk/overseasexams** before completing this form.
- Your application must fall within the following guidelines in order to be considered;
 - serious injury or a serious medical condition affecting you or a close family member that prevents you from being in, or travelling to, the UK.
 - the death of a close relative – i.e. a member of your immediate family (parent, sibling, spouse, child) or other person where there is clear evidence that the death would have a similar effect on you.
 - other exceptional circumstances which, in the Panel's view, have had a profound effect on you to the point of making it inadvisable for the School to require that you should return to the UK.
- **Please ensure that you include official, original, documented evidence in English to support your request. Applications without supporting evidence will not be considered.**
- Please note that should your request be approved, LSE will charge you an administration fee of £150 per exam centre for taking your exam(s) overseas. This is in addition to the re-entry fee for any papers you may be re-sitting.
- You will be liable to pay any fees charged by the overseas centre(s) where you take your examination(s).
- You are responsible for the cost of having your script(s) couriered back to LSE.
- Your request will normally be processed within 10 working days, and you will be notified of the outcome via your LSE email address.
- **If you first exam is within less than one month you are advised to make preliminary enquiries to overseas centres at this stage so that your sitting can be organised as quickly as possible.** Please do not book anything or pay any fees until you have received a decision from the panel. Advice about finding a centre can be found online at **lse.ac.uk/overseasexams**.

**Please return this form in person or by post (applications cannot be submitted by email) to:
Exams, Student Services Centre, LSE, Houghton Street, London, WC2A 2AE, United Kingdom.**