



Dear Offer Holder,

Welcome to our Graduate Admissions Office (GAO) offer holder newsletters for our executive master's community. Going forward, your programme teams will likely be your first port of call for any queries you have, but we are keen to complement the course specific details you receive from them with some wider LSE information, to ensure you are fully prepared for joining us here at the School for the start of your teaching and to give you some insights about what you can expect from being part of the LSE community.

In this newsletter we will be sharing some further information regarding funding options, ensuring you meet any offer conditions and details on how to provide any required official documents.

If you have not activated your Graduate Applicant Portal (GAP), make sure you do so as soon as possible. All the information you need on this can be found [here](#). On the GAP, you will be able to view up to date information regarding your application, accept your offer, see what documents you have outstanding and more.

Kind regards,

Graduate Admissions Office



Funding and Financial Support

Unfortunately, executive master's here at LSE are not eligible for the School's Graduate Support Scheme (GSS) as these programmes are designed for working professionals, who continue to earn a salary whilst studying. However, there may be other options available to you as listed [here](#).

Programme Scholarships

Several of our executive master's offer programme specific scholarship schemes. We encourage you to check your programmes webpages for further information and speak to your programme team for details of any opportunities. Be sure to submit any scholarship applications by the relevant deadlines.

Employer Sponsorship

Have you considered talking to your organisation about [employer sponsorship](#)? If this may be an option, several executive master's programmes have resources and offer tips on how to approach these discussions. Get in touch with your programme team to find out more.

External Funding

There are also many external organisations that may be able to offer you funding to support your studies, and we recommend that you explore as many options as possible. Depending on your nationality, certain loans (including US Loans) or scholarship schemes may be available to you. More information on loans can be found [here](#), and country-based awards [here](#).

Discounts

If you are already an alum of LSE, you may be eligible for [a fee reduction](#), subject to certain criteria.



Tuition Fees and Instalment Plans

Your tuition fees will be detailed in your official offer letter. You can choose to pay your fees in instalments and more information on this can be found [here](#). Note that most executive master's programmes require a pre-registration fee on acceptance of your offer. Your programme team will be in touch regarding this but note it is important that you pay this as soon as possible, in order to complete pre-enrolment and gain access to your LSE IT account and pre-reading materials when the time comes.

You can pay all or part of your tuition fees ahead of enrolment if you wish. The payment link is found [here](#). You can also pay via the Graduate Applicant Portal. If you are being sponsored for your studies, you can reach your payment portal [here](#). Executive master's students who do not pay their full fees at the start of their programme (or before) will be placed on an [instalment plan](#).

Our Fees, Income and Credit Control team have also put together a handy guide to advise you on how to pay, when to pay, and who to contact for help. Take a look at the guide [here](#). We'd like to draw your attention to page 7, "GBP Card Payments with Non-UK Issued Cards" – as many of you will be making your payments from non-UK cards and converting currency, we have included important information for you to be aware of.

Stop, Challenge and Protect – Fraud and Payment Security

Fees, Income and Credit Control have launched a new service to support and educate offer holders, students, and staff. More info is available here: Info.lse.ac.uk/fraud. We have published a helpful fraud guide with essential hints and tips - this short guide highlights the Dos and Don'ts, when making payments: [Student Guide](#).

- **Stop:** Taking a moment to stop and think before parting with money or sharing information will help keep you safe.
- **Challenge:** Could it be fake? It is ok to reject, refuse or question authenticity, the LSE will never try to rush or panic you.
- **Protect:** Access our fraud webpage for helpful hints on how to prevent and report fraud.

Meeting your conditions

If you have received a conditional offer from us, we will need you to provide official proof that you have fulfilled these conditions before you enrol, and we advise that you act as early as possible to avoid running short of time to action this. The most common condition for offer holders for executive master's is the English language condition. Please take a look at our [English language entry requirements page](#) for more details.

Providing official documents

Regardless of the type of offer you hold, you are still required to supply additional, official, documentation. Any such requirement is stipulated in your offer letter and on the [Graduate Applicant Portal](#). The documents you supplied within your application are not considered official documents because they are not supplied **directly** from the issuing institution. This is why after you have been made an offer, we require you to get the same documents submitted to us officially from the issuing authority.

These documents must be received before you will be allowed to enrol with LSE. Full guidance on what constitutes an "official" document, or how to get a document certified, is [here](#). If you have any queries or concerns about being able to provide this information, please contact your programme team in the first instance to discuss.

You should send documents electronically wherever possible, i.e. via an electronic transcript transfer service, such as Digitary, Gradintelligence, eSCRIP-SAFE, Parchment, CHESICC etc. or via an institutional email account (for example results@youruniversity.ac.uk) to graduate.documents@lse.ac.uk. You can also send a secure, digitally signed PDF or a PDF that can be verified via the institution's online platform such as a via a QR code. If you are unable to send (or get your previous institution to send) electronic versions, please contact your programme team to explain the situation.



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