

Frequently Asked Questions – Before you apply

Short Courses

An important aspect of the School's teaching role is to be able to respond to the needs of individuals who require short, specialised training and study opportunities. There are two forms of short courses to meet these needs: (i) MSc Programme Teaching Modules, where individuals can access elements of the full Masters programme, and (ii) Short Courses, which are short, intensive courses in a particular field.

How do I apply?

You will need to complete the application form and the equal opportunities form, which can be obtained from the relevant course page at:

<http://www.lshtm.ac.uk/prospectus/short/index.htm>.

Applications for all **London-based MSc. Modules and Short Courses** should be submitted using any one of the following methods:

By e-mail to: shortcourses@lshtm.ac.uk

By mail to: Registry, London School of Hygiene & Tropical Medicine, Keppel Street, London, WC1E 7HT, United Kingdom

By fax to: +44 (0) 20 7299 4656

Online (if this option is available, it will be stated on the relevant course web-page).

Details of how to apply for a **Distance Learning MSc Module** can be found here:

http://www.lshtm.ac.uk/prospectus/short/shortcourseunits_distance.html.

What are the entry requirements?

Entry requirements vary between the different Short Courses. Therefore, before applying, applicants should check whether they satisfy their course's requirements on the relevant Short Course web page at: <http://www.lshtm.ac.uk/prospectus/short/index.htm>.

Where can I find scholarship information?

For information on scholarships that are currently available please visit:

http://www.lshtm.ac.uk/prospectus/funding/funding_short.htm

When can I apply?

Applications for London-based MSc Modules should be submitted at least 8 weeks prior to the module start date. For Short Course applications where there is a deadline, this will be

stated on the relevant Short Course page <http://www.lshtm.ac.uk/prospectus/short/>. We cannot guarantee that applications received after the deadline will be considered.

If future dates for a course are not listed on a Short Course page, this is because the information has not yet been confirmed. Once future course dates have been confirmed, they will be updated on the relevant Short Course web page.

How will I know that you have received my application?

After your application has been received it will be logged by Registry and an e-mail will be sent to you. This will confirm receipt of your application and also your applicant reference number, which you must quote in all future correspondence with Registry.

What supporting documents do I need to provide with my application?

This depends on the course you wish to take and will be stated on the application form.

Is my proficiency in English good enough?

If your first language is not English, and your studies at university have not been conducted wholly in the medium of English, you will be required to obtain an acceptable score in an approved English Language Test. The School may still request that you take a test even if you have met the above conditions. The School's English language requirements are available at: www.lshtm.ac.uk/prospectus/howto/applforstudy.html. Applicants who do not provide evidence of meeting their English language conditions will not be permitted to register for their course.

How will you notify me of the decision on my application?

Registry will e-mail you once a decision has been made. It is very important that you tell us about any changes to your contact details, including changes to your e-mail address. Please e-mail any changes to: shortcourses@lshtm.ac.uk.

What if I have a disability?

The School welcomes applications from students with disabilities and aims to offer as much assistance as possible to accommodate their needs. If you have a disability (including long term medical conditions and dyslexia) you can contact the Student Advisor (Welfare and Disability) at: disability@lshtm.ac.uk to discuss your needs and any support required. The Student Advisor is available to provide confidential advice and support and to answer queries at any point during your studies.

Can tuition fees be paid in instalments?

No, tuition fees must be paid in full before the start of your studies or given fee deadline date. Course fees are shown in individual course descriptions and include participation and all course materials, but exclude travel costs, accommodation and meals.

Can I send payment with my application form?

No, in the first instance please submit only the application form and any documentation requested on the application form. If you are offered a place on a Short Course, you will receive an invoice and full payment instructions by e-mail. Only once you have received this should you make payment. This procedure allows you include your invoice reference number with your payment, ensuring that your payment is correctly matched up with your invoice on our records.

How can I find accommodation

The School has no residential accommodation of its own, but a wide range of student accommodation is available in London. A number of University Halls of Residence provide accommodation, but this may not be available for students undertaking short study. There are hostels run by other organisations, some specifically catering for overseas students, while many students live in privately-rented lodgings, flats or houses. Details of this accommodation will be provided with any offer of admission made.

Are the Short Courses offered in different modes (full-time/part-time/via distance learning)?

Courses are only available in the mode listed on their respective Short Course web page. It is not possible to take a course listed as full-time in part-time mode or online if not indicated.

Details of the MSc. Modules available via Distance Learning can be found at: http://www.lshtm.ac.uk/prospectus/short/shortcourseunits_distance.html. These modules are administered by the University of London External Programme, rather than The Registry.

Applications for **Distance Learning MSc. Modules** should be submitted using the following methods:

By e-mail to: enquiries@external.lon.ac.uk

By mail to: The Information Centre, The External System, Stewart House, 32 Russell Square, London, WC1B 5DN, United Kingdom

By fax to: +44 (0) 20 7862 8358