Entry form
BCS Higher Education Qualifications

Join BCS – Register online!

To apply for BCS Higher Education Qualifications you must be a BCS student member. If you are not yet a BCS member, you can apply for membership and exam entry online at www.bcs.org/heq If you are already a BCS member, please move directly to Step 3.

Step 1: Join BCS at www.bcs.org/join
Step 2: Register for secure area access
Step 3: Complete the online Exam Registration form

For help, please contact the BCS Customer Service team on +44 (0) 1793 417424 or via www.bcs.org/contactbcs

Please note we do not issue membership cards to students but they can be purchased by contacting the Customer Service team.

Have you sat any BCS Higher Education Qualifications before?    Yes ☐ No ☐

BCS reference (if known):

Entry closing dates
Can be found at www.bcs.org/heq

1. Your details - Details need to be candidates own information. These details will be used to generate your membership record.

Please write clearly in BLOCK CAPITAL letters using black or blue ink.

Title (Mr/Ms etc)       First names:
Last/family name:
Date of birth: DD MM YY
Telephone:               Mobile:

Your personal email address: This email address will be used to notify you when your results are available, and to contact you in the event of any issues.
Only personal email addresses accepted.

Your alternative email address: 

Your home address (and country if not UK):
Country:                Post code:

If different from the above:

Term-time address (college addresses are not accepted):
Country:                Post code:

Send all communications to:  ☑ Home  ☐ Term-time Address
2. Course details (Mandatory) Please fill this out in full. This will delay your application if left blank.

This information helps BCS to monitor the performance of your course provider.

Your entry form will not be processed unless this section is complete.

Are you currently enrolled on a course of study towards BCS Higher Education Qualifications? (✓)  
☐ Yes – please give details below.  
☐ No – please go to part 3.

Name of course provider

Type of course (full-time, part-time, distance learning)

3. Examination entry (Mandatory) Which examinations do you wish to sit?

Note: Exemptions

Have you applied/are you planning to apply for exemption from any part of the Examination? (✓)  
☐ Yes  ☐ No

You may not enter for any BCS Higher Education Qualifications module(s) from which you are seeking exemption.

Please complete this section for the modules you wish to take at the next examination session.

Read fee list carefully at www.bcs.org/heq

Certificate in IT

Please select from the following list (All 3 required for the Certificate in IT):

- Information Systems
- Software Development
- Computer & Network Technology

Diploma

Please select from the following list (3 plus the core module required for the Diploma examinations):

- Compulsory core module:
  - Professional Issues in Information Systems Practice
  - Computer Networks
  - Database Systems
  - IT Project Management
- Object Oriented Programming
- Systems Analysis & Design
- Principles of Internet Technologies
- IT Service Management
- Software Engineering 1

Professional Graduate Diploma

Please select from the following list of modules (4 required for the Professional Graduate Diploma examinations):

- Advanced Database Management Systems
- Computer Services Management
- Management Information Systems
- Software Engineering 2
- Distributed and Parallel Systems
- Knowledge Based Systems
- Network Information Systems
- Programming Paradigms
- Systems Design Methods
- Web Engineering
- Realising the User Interface
- IT and the Environment

Number of modules chosen (Certificate in IT):

- A

Entry fee per module (see fee list)

- B

Certificate in IT subtotal: (A x B = C)

- C

Number of modules chosen (Diploma):

- D

Entry fee per module (see fee list)

- E

Diploma subtotal: (D x E = F)

- F

Number of modules chosen (Professional Graduate Diploma):

- G

Entry fee per module (see fee list)

- H

Professional Graduate Diploma subtotal: (G x H = I)

- I

Examination Subtotal (C + F + I):  J

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4. Examination venues

Please indicate which examination venue you wish to attend from the lists below.

**UK standard venues**
- Bristol
- Edinburgh
- London
- Manchester

**International standard venues**
- Mauritius (Reduit)
- Sri Lanka (Colombo)
- Sri Lanka (Jaffna)
- Sri Lanka (Kandy)
- Nigeria (Lagos)

For all other countries please indicate your location below and we will advise the nearest venue.

Please note that all venues not listed above attract the non-standard venue one-off surcharge for each student.

Details may be found on the BCS website [www.bcs.org/heqfees](http://www.bcs.org/heqfees)

Please enter your location________________________

5. Payment of fees

Payment must be in pounds sterling (£) and for the correct amount calculated as the Grand total.

<table>
<thead>
<tr>
<th>Exam subtotal: J</th>
<th>Exam venue surcharge subtotal (if applicable): K</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership annual fee: L</td>
<td>Annual [ ] or Full course (4 years) [ ]</td>
</tr>
</tbody>
</table>

Grand total (J+K+L):

6. Payment of fees (continued)

You can pay by cheque, credit card or debit card (please tick as appropriate).

- [ ] Cheque (please make cheques payable to BCS)
- [ ] Credit/Debit card*

*For security reasons to pay by credit/debit card please contact our Customer Service team on +44 (0) 1793 417424.

Your personal information

We recognise that your privacy is important to you.

We will use the information you give us to provide BCS services to you, conduct market research and advise you about other products or services which may be of interest to you.

Your information will be kept securely and we will not disclose this to any third parties without your permission, unless we are required or permitted by law or other court order.

Full details of our data protection and privacy policies are online at [www.bcs.org/privacy](http://www.bcs.org/privacy). You can opt out of emails from us at any time by contacting our Customer Service team ([www.bcs.org/contactus](http://www.bcs.org/contactus)) or phone: +44 (0) 1793 417424.

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Your personal information will be kept securely and subject to the declarations in section 8 (Declaration) below, we will not disclose this to any third parties without your permission, unless we are required by law or other court order to do so.

Full details of our data protection and privacy policies are online at [www.bcs.org/content/conWebDoc/1482](http://www.bcs.org/content/conWebDoc/1482)

The personal information provided by you to BCS will be used by BCS for the purposes mentioned in our data protection and privacy policies and also by BCS for the purposes mentioned in section 8 (Declaration) below.
8. Declaration

I declare that BCS:

a. may use and process my personal information to administer this Entry application form, for legal and regulatory compliance and for the other purposes mentioned in this form and for those of other related BCS activities; and

b. may use, process and disclose my personal information, including any sensitive personal data as defined in the Data Protection Act 1998 (such as membership status and the results of my assessments, exams and project submissions for BCS qualifications) to my course provider for the purposes of the on-going development and maintenance of BCS qualifications, to the UK Border Agency or other government agencies for crime prevention or so that BCS or they may check and monitor my attendance and progress on the course at my course provider running BCS qualifications; and

c. if my course provider is outside the European Economic Area i.e. the member states of the European Union from time to time plus Norway, Iceland and Liechtenstein, may, for any of the purposes described in this declaration, transfer my personal information to my course provider in any country outside the European Economic Area where my course provider runs courses for BCS qualifications. I acknowledge that although the country where my course provider runs such courses may not provide an adequate level of protection for the processing of my personal information, by signing this Entry application form at section 9 (Confirmation) below, I consent to BCS transferring my personal information outside the European Economic Area for the purposes mentioned in this declaration.

I acknowledge that for the purposes of the Data Protection Act 1998, the Data Controller in relation to any personal information that I provide to you is BCS, The Chartered Institute for IT.

Please read this declaration carefully before signing at section 9 (Confirmation) and you may contact [customer services] for further information if you do not understand any part of the declaration.

9. Confirmation - to be signed by all candidates

Please check all details carefully, as later amendments cannot be guaranteed. Please ensure that you have attached the correct fee. Return this form to BCS office (see address below) by the correct closing data. (Entry closing dates can be found at www.bcs.org/heq).

By signing this Entry application form, I confirm that:

a. the information given on Entry application form (including my declarations in section 8 above) is correct; and

b. I have read and understand your data protection and privacy policies and the effect of my giving the declarations in section 8 above; and

c. I consent to BCS using my personal information for the purposes in your data protection and privacy policies and in this Entry application form (which includes my declarations in section 8 above).

Signature  Date

PRINT NAME

Email to heq@hq.bcs.org.uk or post to Membership & HEQ department, BCS, The Chartered Institute for IT, First Floor, Block D, North Star House, North Star Avenue, Swindon, SN2 1FA United Kingdom. Tel: +44 (0) 1793 417424.