



Information Management
and Technology

LSE for You: **Introduction for Applicants**

User Guide

Version 1.0

London School of Economics and Political Science
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www.lse.ac.uk



1 LSE FOR YOU

1.1 What can LSE for You do?

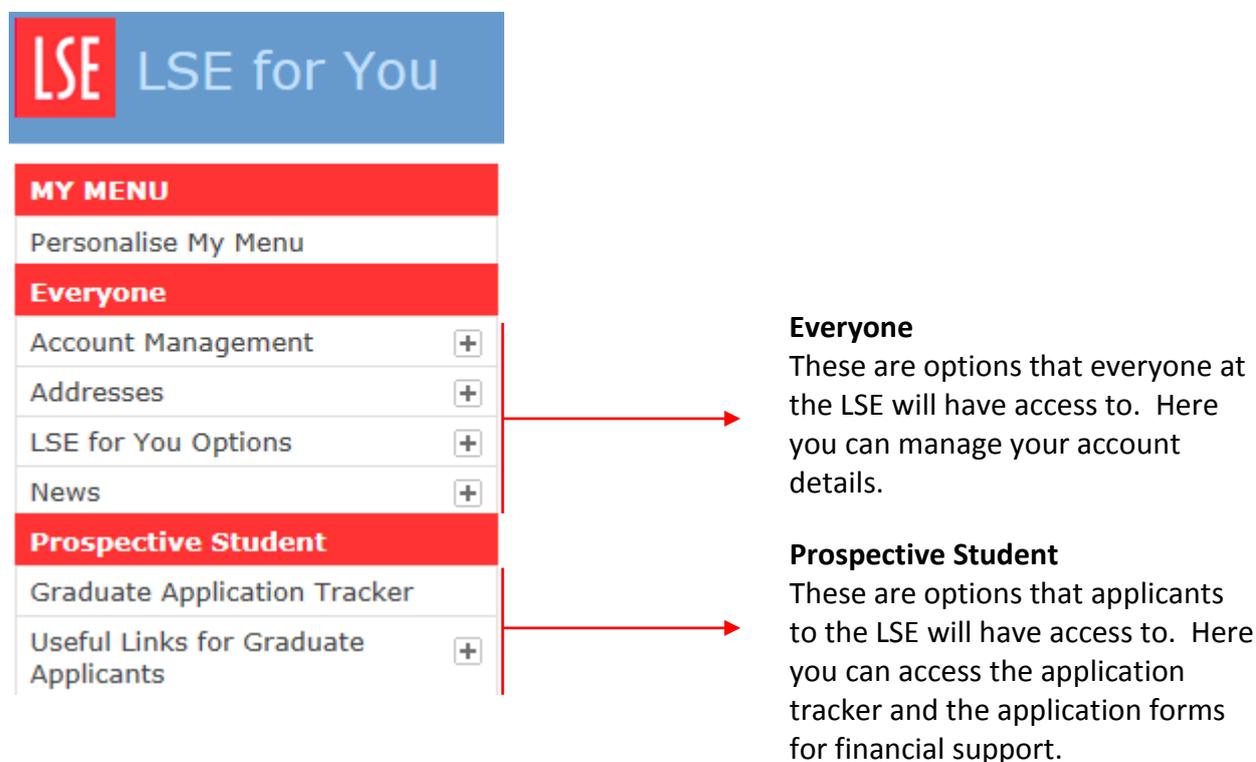
LSE for You is an online system that allows you to...

You will be able to:

- Update your personal information
- Check on the status of your application
- Change your address details
- Find information about the application process at LSE

1.2 Navigating LSE for You

Your menu on the left hand side is where you will find all the main features of LSE for You



The image shows a screenshot of the LSE for You interface. At the top is a blue header with the LSE logo and the text 'LSE for You'. Below this is a red 'MY MENU' section. Underneath, there are two main categories: 'Everyone' and 'Prospective Student'. The 'Everyone' category includes 'Account Management', 'Addresses', 'LSE for You Options', and 'News'. The 'Prospective Student' category includes 'Graduate Application Tracker' and 'Useful Links for Graduate Applicants'. Red arrows point from the 'Account Management' and 'Useful Links for Graduate Applicants' items to explanatory text on the right.

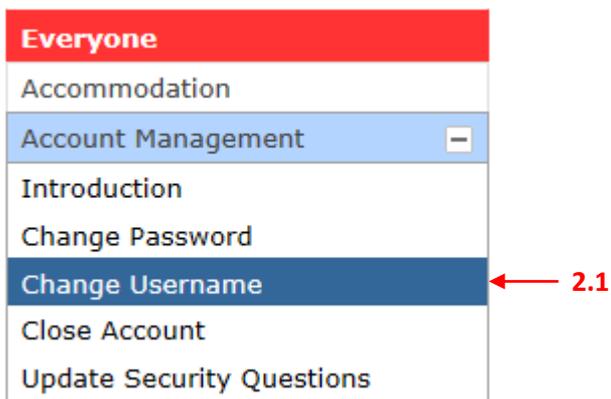
Everyone
These are options that everyone at the LSE will have access to. Here you can manage your account details.

Prospective Student
These are options that applicants to the LSE will have access to. Here you can access the application tracker and the application forms for financial support.

2 ACCOUNT MANAGEMENT

2.1 Email address

Your email address also acts as the username for your log in. If you wish to change this email address then you can access this by clicking on "Account Management" followed by "Change Username"

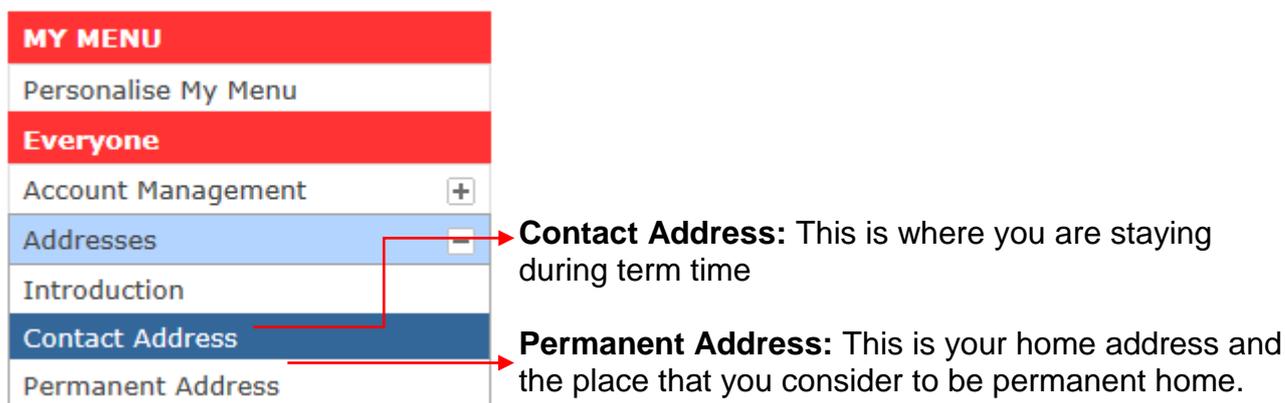


You will be expected to enter your password to be able to make the changes.

3 UPDATE YOUR PERSONAL DETAILS

3.1 Addresses

First time users of the 'Addresses' application should read the introduction to understand which address they should update.



3.1.1 Changing addresses

To change your address, first choose the type of accommodation that best describes your living arrangements.

You must then add the postcode/zip code and your address will be generated.

If the system does not recognise your postcode/zip code, then please contact the support team to have the postcode updated on the system. This can happen when a postcode is new, for example in new developments.

Permanent Address

New permanent address

- Please make sure to fill in room or flat number on next page when selecting a Hall of Residence
- Please choose "Other Types" if your Hall of Residence cannot be found from the drop-down lists.

Other Types  **3.1.1**

Country/Area

Enter your postcode/zip and click Next

4 GRADUATE APPLICATION TRACKER

4.1 Application tracker

You are able to check on the status of your application using the Graduate Application Tracker. This tracker also allows you to see which documents you still need to submit and at what stage your application is at in the admissions process.

Note: You are unable to make any changes to your application once it has been submitted. If there is an error you must contact the Graduate Admissions department.

Prospective Student

Graduate Application Tracker  **4.1**

Useful Links for Graduate Applicants

4.2 First preference/Second preference

If you applied for two courses and you would like to check on the status of your second preference then you should click on the arrow next to "1st" to be able to switch between preferences. Your second preference will not be processed until you have either been made an offer or rejected from your first choice course.

Current Application Status -  **Preference** **4.2**

4.3 Documentation

This section details the additional documentation that has been received and processed with your application.

If you have submitted documentation you must wait for it to first be processed before it will appear on the tracker. If it does not appear, you can click on the link to get an update on how long it is taking for documents to be processed.

4.4 Contacting the Graduate Admissions department

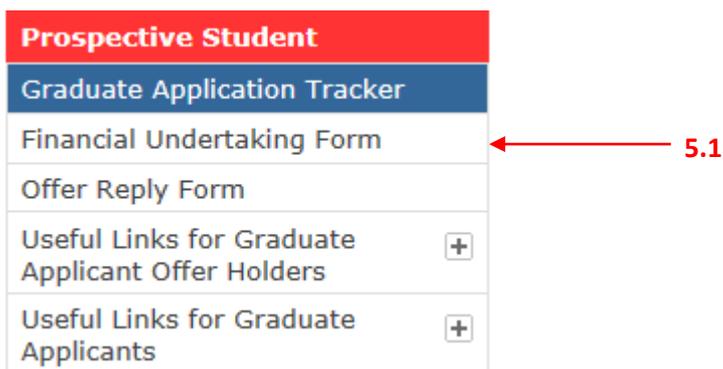
If you have any specific questions regarding the status of your application, you must contact the Graduate Admissions department directly. Details about how to contact them are outlined here <http://www.lse.ac.uk/study/graduate/gettingInTouch.aspx>

5 FINANCIAL DOCUMENTATION

5.1 Financial Undertaking Form

You will not be able to access this form until you have received an offer. This form is an agreement between yourself and LSE, and will need to be signed before the deadline to secure your place.

To access this form, click on the “Financial Undertaking Form” tab in the left menu.



Check all the boxes that are relevant to your situation and then click on the “Submit my Financial Undertaking Form” button to complete this section.

Financial Undertaking Form

Section A Student details

Name: [REDACTED]
LSE ID Number: [REDACTED]
Programme applied for: MSc in Management Organisations and Governance (N2U6)

LSE expects each student to have sufficient funds to cover tuition, associated School costs and living expenses while studying at the School. Any debt to the School may result in you being excluded or withdrawn from the School. By submitting this form you confirm that you have sufficient funds to cover your tuition and all other costs during your time at LSE.

It is a condition of your registration that this form is completed and submitted before you register with us. Even if you have already paid some or all of your tuition fees you must still complete and submit this form. You should submit this form **as soon as possible** after you have received your offer and no later than 31 July 2015.

If we have not received this form by 31 July 2015 we will assume that you will not be taking up your place. If you receive your offer after 31 July 2015 please return your form as soon as possible.

Section B Confirmation of source of funding

Please tick *all* the boxes that apply to you. Please note, the information you supply is regarded as indicative information only. Therefore, please tick the box or boxes which most accurately reflect your current circumstances.

- I confirm that I, or my family, will be responsible for the payment of my tuition fees for this session.
- I confirm that I have applied for a tuition fee loan from Student Finance England or the equivalent agencies in Scotland, Wales or Northern Ireland to cover part or all of my tuition fees [UK/EU undergraduates only].
- I confirm that I have applied for or have been given an award by the LSE Financial Support Office. I, or my family, are responsible for any remaining balance.
- I confirm that my tuition fees will be paid, in part or in full, by the organisation listed below. The invoice for all or part of my tuition fees should be sent to this organisation. I, or my family, are responsible for any balance that the sponsor fails to pay.

← 5.1

Section C Sponsor details

Section D Submission of Financial Undertaking Form

[Submit my Financial Undertaking Form](#) [Print my Financial Undertaking Form](#)

5.2 Financial support

To access this form you need to first click on the Graduate Application Tracker. Scroll down to the Financial Support section. Here you will find a number of hyperlinks which will direct you to the relevant forms or guidance.

[Financial Support](#)

If you wish to be considered for financial support from the School, please complete the [LSE Graduate Financial Support Application](#). The information submitted on this form will be used to consider you for assistance from the [Graduate Support Scheme](#) and for any other [LSE scholarships](#) offered by the School for which you are eligible. You are encouraged to apply as soon as possible; Graduate Support Scheme Awards are made on a first come, first served basis and funds are limited. We will send you reminders to complete the LSE Graduate Financial Support Application. If you do not want to receive these reminders please complete [this form](#).

← 5.2

If you require further assistance in accessing and completing this form, you need to contact the Financial Support Office.

6 HELP

6.1 Problems with log in

Any problems that you have with your log in details, please click on the help link on the log in page. Here you will find FAQs and the option to send the support desk an email.

LSE for You 2.5

Login using your LSE username and password:

Username:

Password:

[Forgot username or password](#) | [Login Help](#) ← [Cookies?](#) 6.1

6.2 Other problems

You should first check the FAQs which can be found under the “Useful Links for Graduate Applicants” menu option.

Prospective Student

Graduate Application Tracker

Useful Links for Graduate Applicants

Introduction

Decision Making Process

Frequently Asked Questions ← 6.2

Funding and Scholarships

How Do I

How We Process Your Documents

News