

# LSE General Course 2024/5

## Offer holder guide to completing the Financial Undertaking Form

### Introduction

All General Course offer holders who have firmly accepted their offer of a place must complete and submit a Financial Undertaking Form (FUF). This must be completed by the offer holder themselves.

The FUF is compulsory and must be completed and submitted prior to registration. Offer holders who require a student visa will not be issued with a Confirmation of Acceptance for Studies (CAS) statement until the FUF has been completed and submitted. Offer holders will only be able to select their courses online in early September if they have completed and submitted the FUF.

Completion of the FUF is required so that LSE's Fees Office can ascertain who will be paying the General Course tuition fee and how.

**Important: if your home university or a study abroad provider (i.e. Arcadia or IFSA) are paying your General Course tuition fee please obtain the following before completing the FUF:**

1. Ask your study abroad advisor for the name of the individual (usually someone in the finance department of your home university/study abroad provider) who will submit payment to LSE.
2. Request a letter from your study abroad advisor that contains the following information (if more than one student from your university is joining the General Course the same letter can be used by each of you):
  - a. Amount they will pay in GBP (the invoice your study abroad adviser will have received from us will outline the applicable General Course tuition fee).
  - b. Name of the person authorising payment at your home university/study abroad provider.
  - c. Signature of the person authorising payment at your home university/study abroad provider.
  - d. Position held within the university/study abroad provider of the person authorising payment.
  - e. Address to which the General Course tuition fee invoice should be sent.

### Completing the Financial Undertaking Form

**If your university or study abroad provider will pay your General Course tuition fee, please follow steps A1-A17 below.** If your General Course tuition fee payment will be paid through a combination of your university/study abroad provider and you/your family you will need to provide information for each funder and should follow the relevant steps outlined elsewhere in this guide.

**If you will be paying your General Course tuition fee, in full or partially, please follow steps B1-B5.**

**If a family member will be paying your General Course tuition fee, in full or partially, please follow steps C1-C19.**

If you have any questions about the Financial Undertaking Form please contact the General Course team at [gc@lse.ac.uk](mailto:gc@lse.ac.uk)

## Step A1


When you have obtained the name of the person who will be submitting payment to LSE and have the letter of sponsorship from your home university or study abroad provider you are ready to complete the FUF.

Log into [My LSE for You](#) using the link you will have received in your offer email and click 'Financial Undertaking Form'.

The screenshot shows the LSE Admissions portal. The top navigation bar includes the LSE logo, 'THE LONDON SCHOOL OF ECONOMICS AND POLITICAL SCIENCE', and the word 'Admissions'. Below this is a secondary navigation bar with links: 'Knowledge Base', 'Track My Application', and 'My Action History'. The main content area is titled 'Financial Undertaking Form' and contains a 'Summary of your offer' section. This section lists: 'Name: Lyndsay AA-TEST-AC8862F6DBDF4239', 'Fee Status: Overseas', and 'Programme: General Course'. Below this, a note states: 'Please see our [Table of Fees](#) for details of programme fees. The tuition fees you are due to pay are detailed in your offer letter.' A red asterisk indicates a required field: '\* Select how the tuition fees for your programme will be paid from the options below. The information you supply is regarded as indicative only. Therefore, please provide information which most accurately reflect your current circumstances.' A paragraph explains that if awaiting confirmation from a sponsoring organisation, the user should complete the form as though they or their family will be responsible for the fees, and then inform the university once the sponsorship/scholarship is confirmed. Three radio button options are provided: 1. 'I confirm that I will be responsible for the payment in part or in full of my tuition fees' (unchecked). 2. 'I confirm that my family will be responsible for the payment in part or in full of my tuition fees' (unchecked). 3. 'I confirm that my tuition fees will be paid in part or in full by an organisation. The invoice for part or all of my tuition fees should be sent to this organisation, who will be required to pay the invoice within 30 days of the invoiced date (invoices will be generated and sent to your sponsor within 14 days after you enrol)' (unchecked). At the bottom right of the form are 'Cancel' and 'Next' buttons.

## Step A2

Tick 'I confirm that my tuition fees will be paid in part or in full by an organisation. The invoice for or all of my tuition fees should be sent to this organisation, who will be required to pay the invoice within 30 days of the invoiced date (invoices will be generated and sent to your sponsor within 14 days after you enrol)' and click 'Next'.



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My Action History

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Summary of your offer

Name: Lyndsay AA-TEST-AC8862F6DBDF4239

Fee Status: Overseas

Programme: General Course

Please see our [Table of Fees](#) for details of programme fees. The tuition fees you are due to pay are detailed in your offer letter.

Select how the tuition fees for your programme will be paid from the options below. The information you supply is regarded as indicative only. Therefore, please provide information which most accurately reflect your current circumstances.

If you are awaiting confirmation from a sponsoring organisation you should complete this form as though you or your family will be responsible for your fees, and then inform us at a later time once your sponsorship/scholarship is confirmed. You will not become liable to pay any fees until you enrol.

☐ I confirm that I will be responsible for the payment in part or in full of my tuition fees
 ☐ I confirm that my family will be responsible for the payment in part or in full of my tuition fees
 ☒ I confirm that my tuition fees will be paid in part or in full by an organisation. The invoice for part or all of my tuition fees should be sent to this organisation, who will be required to pay the invoice within 30 days of the invoiced date (invoices will be generated and sent to your sponsor within 14 days after you enrol)


Cancel

Next

Click Next

### Step A3

Begin typing your university or study abroad provider under ‘*Search for organisation*’ until the right institution/organization auto-populates the field (in this context, ‘*organisation*’ refers to your home university or study abroad provider). Once this information is populated, click ‘**Next**’.



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Organisation Funding

Please give details of the organisation specified previously.

Search for organisation

☐ My organisation isn't listed

Cancel

Previous

Next

Click Next

If your university or study abroad provider does not appear, tick ‘*My organisation isn’t listed*’ and click ‘**Next**’. This will take you to a new screen where you can type-in the name of your university or study abroad provider.

Knowledge Base ▾ Track My Application My Action History

**Financial Undertaking Form**

Organisation Funding

Please give details of the organisation specified previously.

Search for organisation

☒ My organisation isn't listed

Cancel Previous **Next**

Click Next

#### **Step A4 – Street (mandatory field)**

Type the street address of your university or study abroad provider.

#### **Step A5 – City (mandatory field)**

Type the city of your university or study abroad provider.

#### **Step A6 – State/Province**

Type the state or province (as applicable) of your university or study abroad provider.

#### **Step A7 - Zip/Postal Code (mandatory field)**

Type the zip/postal code of your university or study abroad provider.

#### **Step A8 - Country (mandatory field)**

Type the country of your university or study abroad provider.

#### **Step A9 – First name (mandatory field)**

Type the first name of the person at your university or study abroad provider responsible for submitting payment of your General Course tuition fee.

#### **Step A10 – Last name (mandatory field)**

Type the last name of the person at your university or study abroad provider responsible for submitting payment of your General Course tuition fee.

#### **Step A11 – Email address (mandatory field)**

Type the email address of the person at your university or study abroad provider responsible for submitting payment of your General Course tuition fee.

#### **Step A12 – Role within organisation (mandatory field)**

Type the role (job title) of the person at your university or study abroad provider responsible for submitting payment of the General Course tuition fee.

**Step A13 – How much is the organisation detailed above responsible for paying (mandatory field)**

Type the percentage of the General Course tuition fee that your home university or study abroad provider will be paying. If they will pay the entire amount, type 100. Please note, if your home university or study abroad provider will pay less than 100% you will need to complete a second FUF detailing who will pay the remaining tuition fee.

**Step A14 – Upload sponsorship letter (mandatory field)**

Click 'Upload Files' to attach the letter you obtained from your study abroad adviser. Alternatively, you can drop it into the form. Please note that the letter must be a pdf. Click 'Next'.

### Financial Undertaking Form

#### Organisation Funding

Please give details of the organisation specified previously.

\* Please type the name of the organisation referred to above

ABC University

If your university or study abroad provider was not available in the drop-down menu on the previous screen, input it here.

Please supply the address that should be used to invoice this organisation

\* Street

123 Main Street

Input the street address

\* City

Anytown

Input the town/city

State/Province

Pennsylvania

Input the state or province

\* Zip/Postal Code

55555

Input the zip/postal code

\* Country

USA

Please supply the invoice contact details

\* First name

John

Input the first name

\* Last name

Doe

Input the last name

\* Email address

j.doe@gmail.com

Input the email address

\* Role within organisation

Finance Officer

Input the postholder's role

\* How much is the organisation detailed above responsible for paying?

100.00



Input the percentage your university/study abroad provider will pay

Please upload a scanned confirmation letter from your sponsor organisation. This letter must include the details specified in Appendix 5 of the [Tuition Fees Policy](#).

The document you submit must be a PDF. If you have several documents to submit, please combine them into one file. Please optimise your file to minimise its size, and ensure it does not exceed 2MB.

Document upload

Upload Files Or drop files

Upload the sponsorship letter as a pdf

\* Required - 1 / 1

Uploaded files: Proof of Sponsorship from ABC University.pdf

+ Add Another

Cancel

Previous

Next

Click Next

## Step A15 – Privacy Notice (mandatory)

Read the Privacy Policy; Tuition Fees Policy; Credit Management Policy, and Payment Policy. Once you have done this, tick the three boxes then click **'Next'**.

Knowledge Base ▾ Track My Application My Action History

### Financial Undertaking Form

**Privacy Notice**

Your right to privacy is important to us. The personal information you submit in this form will be used to prepare for your arrival at the School. Please read our [Privacy Policy](#) and learn more about how we collect and use information about you so that you can make an informed choice about using our website.

☐ By checking this box you confirm that you have read and agree to our privacy policy

☐ By checking this box I confirm that I am personally responsible for my tuition fees and living costs for the duration of my programme. I understand that if I fail to pay my tuition fees per the schedule outlined in the [Tuition Fees Policy](#) the School will follow the steps outlined in the [Credit Management Policy](#).

☐ By checking this box you confirm that you have read and agree to the School's [Payment Policy](#).

Cancel Previous **Next**

Click Next

## Step A16

You are required to review the information you have provided in the FUF. Once you are confident it is correct, click '**Submit**'. Click '**Previous**' if you need to amend any information.

Knowledge Base ▾ Track My Application My Action History

### Financial Undertaking Form

**Review your information**

You are about to submit the following details for your Financial Undertaking Form

Organisation Funding: 100%

Name: John Doe  
Role: Finance Officer

Address:  
ABC University  
123 Main Street  
Anytown  
Pennsylvania  
55555  
USA

Email: j.doe@gmail.com

File uploaded:  
[Proof of Sponsorship from ABC University.pdf]

Cancel Previous **Submit**

Click Submit

## Step A17

You will receive confirmation that your FUF has been submitted.



### Financial Undertaking Form

#### Submitted!

You have submitted the following details for your Financial Undertaking Form

**Organisation Funding:**

100%

Name: John Doe

Role: Finance Officer

**Address:**

ABC University

123 Main Street

Anytown

Pennsylvania

55555

USA

Email: j.doe@gmail.com

**File uploaded:**

[Proof of Sponsorship from ABC University.pdf]

If your circumstances change and you want to inform LSE about a new scholarship or sponsor, you can re-submit this form with updated details to do so.

Close

**If you will be paying your General Course tuition fee, in full or partially, please follow steps B1-B5 below.** If your General Course tuition fee payment will be paid by yourself in combination with your university/study abroad provider and/or your family you will need to provide this information for each funder and should follow the relevant steps outlined elsewhere in this guide.

## **Step B1**

Log into [My LSE for You](#) using the link you will have received in your offer email and click '**Financial Undertaking Form**'.

The screenshot shows the LSE Admissions portal. The header includes the LSE logo, navigation links for Knowledge Base, Track My Application, and My Action History, and the word 'Admissions' on the right. The main content area is titled 'Financial Undertaking Form'. It contains a 'Summary of your offer' section with the following details: Name: Lyndsay AA-TEST-AC8862F6D8DF4239, Fee Status: Overseas, and Programme: General Course. Below this, there is a link to the 'Table of Fees' and a note about tuition fees. A paragraph explains that the information is indicative and that users should provide accurate details. A section titled 'If you are awaiting confirmation from a sponsoring organisation...' provides instructions. Three radio button options are listed for confirming responsibility for tuition fees. At the bottom right, there are 'Cancel' and 'Next' buttons.

**Financial Undertaking Form**

Summary of your offer

Name: Lyndsay AA-TEST-AC8862F6D8DF4239  
Fee Status: Overseas  
Programme: General Course

Please see our [Table of Fees](#) for details of programme fees. The tuition fees you are due to pay are detailed in your offer letter.

\* Select how the tuition fees for your programme will be paid from the options below. The information you supply is regarded as indicative only. Therefore, please provide information which most accurately reflect your current circumstances.

If you are awaiting confirmation from a sponsoring organisation you should complete this form as though you or your family will be responsible for your fees, and then inform us at a later time once your sponsorship/scholarship is confirmed. You will not become liable to pay any fees until you enrol.

☐ I confirm that I will be responsible for the payment in part or in full of my tuition fees  
☐ I confirm that my family will be responsible for the payment in part or in full of my tuition fees  
☐ I confirm that my tuition fees will be paid in part or in full by an organisation. The invoice for part or all of my tuition fees should be sent to this organisation, who will be required to pay the invoice within 30 days of the invoiced date (invoices will be generated and sent to your sponsor within 14 days after you enrol)

Cancel Next

## **Step B2**

If you will be paying your General Course tuition fee yourself, in full or partially, tick '*I confirm that I will be responsible for the payment in part or in full of my tuition fees*' and click '**Next**'.



## Step B4

Read the Privacy Policy; Tuition Fees Policy; Credit Management Policy, and Payment Policy. Once you have done this, tick the three boxes then click **'Next'**.

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**Financial Undertaking Form**

**Privacy Notice**

Your right to privacy is important to us. The personal information you submit in this form will be used to prepare for your arrival at the School. Please read our [Privacy Policy](#) and learn more about how we collect and use information about you so that you can make an informed choice about using our website.

☐ By checking this box you confirm that you have read and agree to our privacy policy

☐ By checking this box I confirm that I am personally responsible for my tuition fees and living costs for the duration of my programme. I understand that if I fail to pay my tuition fees per the schedule outlined in the [Tuition Fees Policy](#) the School will follow the steps outlined in the [Credit Management Policy](#).

☐ By checking this box you confirm that you have read and agree to the School's [Payment Policy](#).

Cancel Previous **Next**

Click Next

## Step B5

You are required to review the information that you have provided in the FUF. Once you are confident it is correct, click **'Submit'**. Click **'Previous'** if you need to amend any information.

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**Financial Undertaking Form**

**Review your information**

You are about to submit the following details for your Financial Undertaking Form

Self Funding £25272

Cancel Previous **Submit**

Click Submit

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**Financial Undertaking Form**

**Review your information**

You are about to submit the following details for your Financial Undertaking Form

Self Funding 100%

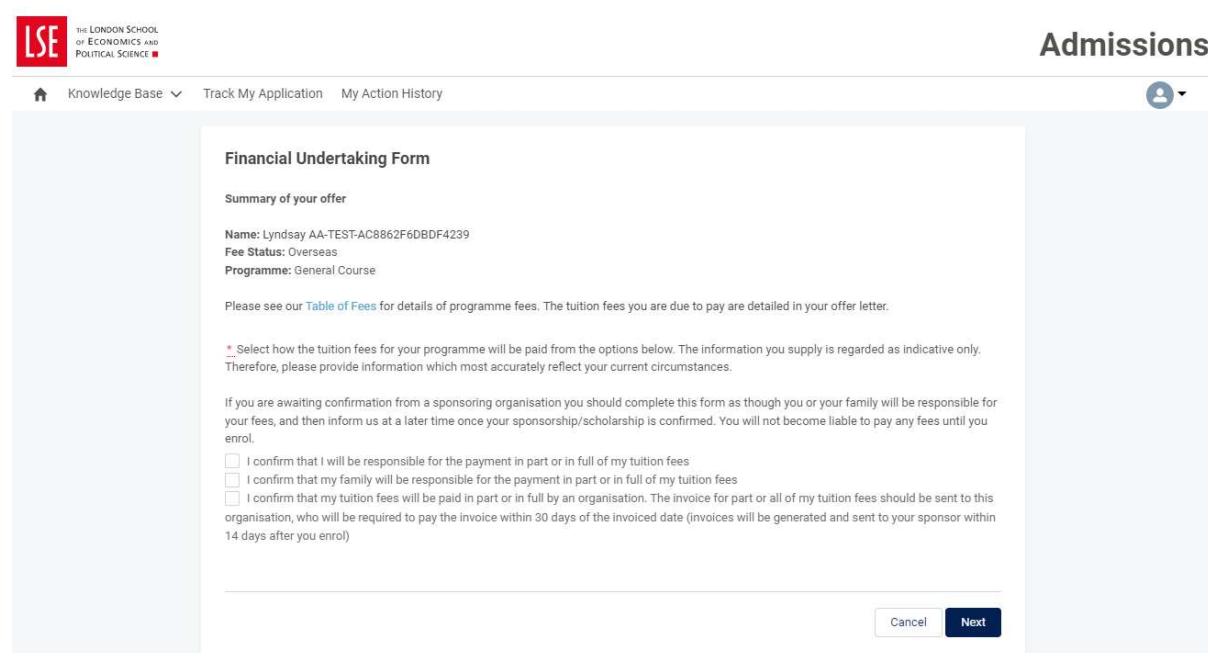
Cancel Previous **Submit**

Click Submit

**If a family member will be paying your General Course tuition fee, in full or partially, please follow steps C1-C19 below.** If your General Course tuition fee payment will be paid by your family in combination with your university/study abroad provider and/or yourself, you will need to provide this information for each funder and should follow the relevant steps outlined elsewhere in this guide.

## **Step C1**

Log into [My LSE for You](#) using the link you will have received in your offer email and click 'Financial Undertaking Form'.



The screenshot shows the LSE Admissions portal. The header includes the LSE logo, navigation links for Knowledge Base, Track My Application, and My Action History, and a user profile icon. The main content area is titled 'Financial Undertaking Form' and contains a 'Summary of your offer' section with the following details:

- Name: Lyndsay AA-TEST-AC8862F6D8DF4239
- Fee Status: Overseas
- Programme: General Course

Below the summary, there is a link to the 'Table of Fees' and a note about tuition fees. A red asterisk indicates a required selection:

\* Select how the tuition fees for your programme will be paid from the options below. The information you supply is regarded as indicative only. Therefore, please provide information which most accurately reflect your current circumstances.

A paragraph explains that if awaiting confirmation from a sponsoring organisation, the form should be completed as if the user or their family will be responsible for the fees, with a note to inform the university once sponsorship is confirmed.

Three radio button options are provided:

- ☐ I confirm that I will be responsible for the payment in part or in full of my tuition fees
- ☐ I confirm that my family will be responsible for the payment in part or in full of my tuition fees
- ☐ I confirm that my tuition fees will be paid in part or in full by an organisation. The invoice for part or all of my tuition fees should be sent to this organisation, who will be required to pay the invoice within 30 days of the invoiced date (invoices will be generated and sent to your sponsor within 14 days after you enrol)

At the bottom right of the form, there are 'Cancel' and 'Next' buttons.

## **Step C2**

If a family member will be paying your General Course tuition fee, in full or partially, tick '*I confirm that my family will be responsible for the payment in part or in full of my tuition fees*' and click '**Next**'.

Knowledge Base ▾ Track My Application My Action History

**Financial Undertaking Form**

Summary of your offer

Name: Lyndsay AA-TEST-AC8862F6DBDF4239  
Fee Status: Overseas  
Programme: General Course

Please see our [Table of Fees](#) for details of programme fees. The tuition fees you are due to pay are detailed in your offer letter.

Select how the tuition fees for your programme will be paid from the options below. The information you supply is regarded as indicative only. Therefore, please provide information which most accurately reflect your current circumstances.

If you are awaiting confirmation from a sponsoring organisation you should complete this form as though you or your family will be responsible for your fees, and then inform us at a later time once your sponsorship/scholarship is confirmed. You will not become liable to pay any fees until you enrol.

☐ I confirm that I will be responsible for the payment in part or in full of my tuition fees

☒ I confirm that my family will be responsible for the payment in part or in full of my tuition fees

☐ I confirm that my tuition fees will be paid in part or in full by an organisation. The invoice for part or all of my tuition fees should be sent to this organisation, who will be required to pay the invoice within 30 days of the invoiced date (invoices will be generated and sent to your sponsor within 14 days after you enrol)

Cancel Next

Click Next

### **Step C3 – Official first name (mandatory)**

Type the official first name of the family member.

### **Step C4 – Official last name (mandatory)**

Type the official last name of the family member.

### **Step C5 – Street (mandatory field)**

Type the street address of the family member.

### **Step C6 – City (mandatory field)**

Type the city of the family member.

### **Step C7 – State/Province**

Type the state or province (as applicable) of the family member.

### **Step C8 – Zip/Postal Code (mandatory field)**

Type the zip/postal code of the family member.

### **Step C9 – Country (mandatory field)**

Type the country of the family member.

### **Step C10 – Date of birth (mandatory field)**

Type the date of birth of the family member.

**Step C11 – Nationality (mandatory field)**

Type the nationality of the family member.

**Step C12 – Occupation (mandatory field)**

Type the occupation of the family member.

**Step C13 – Country of residence/domicile (mandatory field)**

Type the country of residence/domicile of the family member.

**Step C14 – Email address (mandatory field)**

Type the email address of the family member.

**Step C15 – Phone (mandatory field)**

Type the telephone number of the family member.

**Step C16 – Relationship to you (mandatory field)**

Select how you are related to the family member.

**Step C17 – How much is the family member detailed above responsible for paying (mandatory field)**

Input the percentage or amount in GBP that the family member will be paying towards your General Course tuition fee. The General Course tuition fee for the academic year 2024-25 is £26,784. If they will pay the entire amount, type 100. Please note, if they will pay less than 100% you will need to complete a second FUF with the details of the individual who will pay the remaining tuition fee. Click '**Next**'.

### Financial Undertaking Form

#### Family Funding

Please supply the following details for the family member(s) specified previously. We allow up to three family members to make a payment on your behalf.

The family member(s) named here will receive an invite to make a payment in LSE systems.

\* Official first name

John

Input the first name

\* Official last name

Doe

Input the last name

#### Full home address

\* Street

123 Main Street

Input the street

\* City

Anytown

Input the city

State/Province

Pennsylvania

Input the state/province

\* Zip/Postal Code

55555

\* Country

USA

Input the zip/postal code

Input the country

\* Date of birth

1 Jan 1970

Input the date of birth

\* Nationality

AMERICAN

Input the nationality

\* Occupation

Doctor

Input the occupation

\* Country of residence/domicile

USA

Input the country of residence/domicile

\* Email address

j.doe@gmail.com

Input the email address

\* Phone

1-212-555-5555

Input the telephone number

\* Relationship to you

Father

Select how you are related to the family member

#### Amount being paid

\* How much is the family member responsible for paying?

100.00

Input the percentage your family member will pay

Add Another

Cancel

Previous

Next

Click Next

## Step C18

Read the Privacy Policy; Tuition Fees Policy; Credit Management Policy, and Payment Policy. Once you have done this, tick the three boxes then click **'Next'**.



### Financial Undertaking Form

#### Privacy Notice

Your right to privacy is important to us. The personal information you submit in this form will be used to prepare for your arrival at the School. Please read our [Privacy Policy](#) and learn more about how we collect and use information about you so that you can make an informed choice about using our website.

☐ By checking this box you confirm that you have read and agree to our privacy policy

☐ By checking this box I confirm that I am personally responsible for my tuition fees and living costs for the duration of my programme. I understand that if I fail to pay my tuition fees per the schedule outlined in the [Tuition Fees Policy](#) the School will follow the steps outlined in the [Credit Management Policy](#).

☐ By checking this box you confirm that you have read and agree to the School's [Payment Policy](#).

Cancel
Previous
Next

Click Next

## Step C19

You are required to review the information that you have provided in the FUF. Once you are confident it is correct, click '**Submit**'. Click '**Previous**' if you need to amend any information.

### Financial Undertaking Form

#### Review your information

You are about to submit the following details for your Financial Undertaking Form

**Family Funding:** 100%

Name: John Doe

Address:  
123 Main Street  
Anytown  
Pennsylvania  
55555  
USA

Date of Birth: 1 January 1970  
Nationality: AMERICAN  
Occupation: Doctor  
Country of residence/domicile: USA  
Email: j.doe@gmail.com  
Phone: 1-212-555-5555  
Relationship to you: Father

Cancel
Previous
Submit

Click Submit