



Written Work Cover Sheet

Please use a separate cover sheet for each piece of written work. This work should be submitted to the Admissions Office at your college of preference no later than **10 November**. We will email candidates who have made open applications by the end of October, to tell you which college is considering your application.

The college considering your application will advise in their acknowledgement notification whether written work should be submitted in hard copy or whether work can be sent via email. Work submitted in hard copy must be single-sided and not stapled. Legible photocopies are acceptable. A completed cover sheet should be attached by paperclip to the front of each written work sample. Work scanned and sent by email should be sent as one multi-page PDF file for each piece of submitted work with its cover sheet. The work must be original, marked work **and not re-written or corrected for this application to Oxford**. All work must be in English (except where otherwise required for Modern Languages) and each page must be numbered.

To be completed by the applicant:

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|--|--|--|--|--|--|----------------------|--|--|--|--|--|
| UCAS Personal ID: | | | | | | | | | | | |
| Surname/family name: | | | | | | First/given name(s): | | | | | |
| College of preference: | | | | | | Proposed course: | | | | | |
| Current or most recent school: | | | | | | | | | | | |
| Title of your written work: | | | | | | | | | | | |
| Subject for which this written work was done: | | | | | | | | | | | |
| <i>I certify that this is my own work, and that it has not been re-written or corrected for this application to Oxford and that I have acknowledged material taken from other works.</i> | | | | | | | | | | | |
| Please sign and date: | | | | | | | | | | | |

To be completed by a school/college representative (please specify your role): _____

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| Please specify the context of the submitted work. Was it a classroom or examination essay, homework assignment, term project or other (please specify)? | |
| What assistance was the applicant given? | |
| How long was the applicant given to complete the work? | |
| When was the work completed? | STAMP |
| <i>I certify that to the best of my knowledge that this is the applicant's own work, that it has not been re-written or corrected for this application, and that the information given on this cover sheet is correct.</i> | |
| Please sign, date & stamp: | |

College addresses and email addresses can be found at www.ox.ac.uk/ugcolls or in the University prospectus. Colleges are not always able to acknowledge receipt of written work, but will contact applicants before the deadline if the required work has not been received.

Please keep a copy of what you send, as tutors may refer to your work at interview.