



# Graduate Application Guide

This is a guide to making an application in 2019-20, and cannot be used to apply in later years. Guidance for applications in 2020-21 will be available from September 2020.

This Application Guide and the Graduate Admissions webpages are definitive, with the most up-to-date and comprehensive information about Oxford's admissions process and requirements. These may change and you should consider the version currently online to be the most accurate source of information at any given time.

External websites may give information about graduate courses and admissions to Oxford which can be incomplete and/or inaccurate. Department and college websites may also repeat information about how to apply. However, if there is any conflict, this Application Guide and the Graduate Admissions webpages should be considered definitive and accurate.

## 1. Starting your application

This section of the Application Guide covers:

- when to apply, and our deadlines
- managing your graduate applicant account and applications; and
- how to complete the **Application type** and **Course** tabs of the application form.

### Deadlines and when to apply

- [Course deadlines](#)
- [Funding deadlines](#)
- [What happens if I miss a deadline?](#)

Once you've decided to apply for graduate study at Oxford, you should aim to do so as early as possible. It can take a number of weeks to obtain all of the documents you need, and you should allow your referees plenty of time to submit your references.

**To start your application**, visit the [course page](#) of your chosen course and click the 'Apply' button on the *How To Apply* tab.

We strongly recommend that you submit your application form and all of your supporting documents **at least a week before your chosen deadline**. Don't wait until the day of the deadline! We may not always be able to answer your questions or help you to resolve any problems in time, particularly around our busiest application deadlines in January.

If you require to submit a paper application, please contact Graduate Admissions ([ga@admin.ox.ac.uk](mailto:ga@admin.ox.ac.uk)) to explain the reason. Paper applications (with all the required documentation including references) must be received in time for the relevant deadline for your course.

## **Can I apply for graduate study if I'm currently studying?**

Yes, absolutely. You can apply for graduate study at Oxford during your final year of your degree.

Most of Oxford's graduate courses commence in Michaelmas term (early October). If you receive an offer of a place, you'll usually be required to fulfil any conditions set by your department and college by the end of August. This will include sending a final official transcript to your department. For more information about providing transcripts, consult the [Supporting Documents](#) section of this guide.

If you're currently studying and won't receive your final degree results before the start of term in Oxford:

- contact your department to discuss whether you might be able start in a later term (research courses); *or*
- wait and apply to begin your study in the next academic year (taught courses).

## **Can I start my course in a different term?**

The vast majority of our taught courses begin in Michaelmas term (October) and you won't be able to commence your study at a later point unless that is explicitly indicated on the relevant course page. For more information about Oxford's academic terms, visit our [Dates of term](#) page.

If you'd like to start a research course in a term other than Michaelmas (October), contact the academic department directly.

## **Course deadlines**

The deadlines for each course are stated on the [course page](#). Most course deadlines are on a Friday at 12.00 midday UK time.

**You can apply to any deadline given on the course page for your chosen course**, but you should try to apply to the earliest deadline available.

If your course has more than one deadline, this means that applications are considered in two or more separate batches. You'll usually receive a decision from your academic department about **8 to 10 weeks** after the deadline to which you have applied.

## November deadline

Some courses have a November deadline. If you apply in time for this deadline, you'll be considered for Oxford scholarships. You're also likely to receive an earlier decision than those who apply for later deadlines.

## January deadlines

Most courses have a January deadline. You **must** apply by the January deadline for your course if:

- you wish to be considered for [Oxford scholarships](#), or any scholarship which uses this deadline;
- you are requesting an application fee waiver because you are resident in a [low-income country](#) and meet the eligibility criteria.

You're **encouraged** to apply by the January deadline for your course if:

- you need a [student visa](#), as you must have your Confirmation of Acceptance for Studies (CAS) number from the University before you can apply for your visa;
- you are declaring a [disability or long-term health condition](#), as early notice will help us support you in the college admissions process if your application is successful.

Many courses will close after the January deadline.

## Applying for Medical Sciences Division courses after the January deadline

The January deadline is the latest deadline shown on the course page for many of the courses offered by the [Medical Sciences Division](#). However, some of these courses may stay open to applications for 2020-21 entry if places are still available. Your [course page](#) will indicate if the course is remaining open to applications. Please note that if you apply after the January deadline, you will not be considered for [Oxford scholarships](#) or any scholarship that uses the January deadline.

## March deadline

Some courses also have a March deadline. If you apply for this deadline, you will not be considered for Oxford scholarships.

## Applying after standard deadlines

After the March deadline, some courses may stay open to applications for 2020-21 entry if places are still available. Your [course page](#) will indicate if the course is remaining open to applications. The majority of courses will have filled their places by this time, and will not remain open.

The admissions cycle ends at 12.00 midday UK time on **Friday 21 August 2020**. Any courses that are still open will close on this date.

## Course admissions status

Each course will have one of the following indicated on the page:

### Open to applications

The course is open for admission. If the listed deadlines have passed, there are still places available for you to apply for and the course will stay open until these are filled. The final closing date will be advertised on the course page at least one week in advance.

### Closing to applications

The course will close on the date indicated, usually on a Friday at 12.00 midday UK time. The specific date and time of the deadline will be given.

### Closed to applications

The course isn't currently accepting applications for 2020-21 study. Occasionally a closed course may re-open later: for example, if studentships become available.

### Admission via separate process

The course uses a non-standard application form, application process and deadlines, so the admissions status won't appear on the course page.

## Funding deadlines

To be considered for Oxford scholarships, you must apply by the **January deadline** for your course.

Other scholarships may not use the standard course deadlines, and may require an additional application. You can find deadlines and other instructions via our [Fees, funding and scholarship search](#).

Courses may remain open or re-open after the published deadline(s) if funding opportunities from the academic department, such as studentships, become available. These will be advertised on the [department's website](#). The course page will provide a link to further information about the studentship, including the closing date. The course page won't show studentship closing dates or notice of closure.

You can find more information about applying for Oxford scholarships and funded studentships as part of your application is in the [Funding](#) section of this Application Guide.

## What happens if I miss a deadline?

If your application isn't submitted and complete by your chosen deadline, with all mandatory supporting documents and at least **two** references, it won't usually be considered at that deadline. If your course has a later deadline listed on the course

page, your application will be moved into that deadline for assessment by the academic department.

If your application is submitted and completed *after* your course's final deadline, it might not be considered at all.

If it's important for you to have your application considered under a particular deadline – for example, under a January deadline in order to be considered for Oxford scholarships – we recommend that you aim to have your application complete and submitted at least a week in advance.

## How to apply

- [Create an account](#)
- [Log into your account](#)
- [Using the application form](#)
- [Multiple applications](#)
- [Deleting applications](#)

For an introduction to Oxford's graduate courses, visit our [Courses](#) section. You can browse our courses [A-Z](#) or by [department](#).

Once you've decided on a course and are ready to start your application, read the 'How to apply' section of your [course page](#) and click 'Apply' to access the online application system.

Make sure that you choose the correct course in your application. You won't be able to change this after you start your form or after you apply. To choose a different course, you'll need to start a new application.

## Can I use an agent to help me complete and submit my application(s)?

The University doesn't have any arrangements or relationships with agents. You must complete your application yourself, and provide your own contact details.

All of the information you need to apply for graduate study at Oxford is free and public on this website. Our course pages provide details of all of our graduate courses, including the entry requirements, the required supporting documents and how to apply to the course, and this Application Guide contains all of the information you need to prepare and submit your application. Our [international applicants](#) section has guidance on applying to Oxford as an international student.

## Create an account

When you click 'Apply' on your course page, you'll be prompted to create a new graduate applicant account, or log into your account if you already have one.

You can use one account to create as many applications as you wish.

On the Graduate Application Form login page, click the 'Create Account' button and complete the registration form. You must provide an email address, which will be the primary email address for your account. **Make sure that you will have access to this email address until your course start date.** If you become unable to access this email address during the application process, [contact Graduate Admissions](#).

If you later enter a different email address in the 'Home Address' field of the 'Contact Details' section of the application form, this will change the email address associated with your account. You will then need to use the new email address to log into your account.

## Current Oxford graduate students

If you're a graduate student currently studying at the University, you'll need to create a new application account rather than logging into your existing one. In this case, you can use the same personal email address that you used for your previous account. Any applications you submit will be merged with your existing student record.

## Login to your account

You can access your graduate applicant account using the following link: [www.graduate.ox.ac.uk/applyonline](http://www.graduate.ox.ac.uk/applyonline).

Use your email address and password to log in. If you forget your password, you can request a new one via the 'Forgotten Password' link on the login page.

If you have forgotten your login email address, or you are unable to access your account even after resetting your password, [contact Graduate Admissions](#).

## Using the application form

The application form is compatible with most web browsers, including Chrome, Firefox and Safari. If you're using Internet Explorer, you'll need to use version 9 or later.

The form is also compatible with most tablet devices, although some may not display it correctly.

Each tab of the application form will display a symbol that indicates your progress in completing the tab:

- a blue 'tick' indicates that you have answered all of the mandatory questions on the tab;
- a red 'cross' indicates that one or more mandatory questions has not been answered, or that there is an error in one of the fields.

Mandatory questions are marked with an asterisk (\*). If you see an error message when you try to leave a tab, you can click 'Cancel' to stay on the page and edit any

fields that have an error, which will be highlighted in yellow. Alternatively, you can click 'OK' to proceed to the next tab of the application form and return later to make any corrections.

## Getting help

You'll see a question mark symbol  beside some of the questions on the application form. Hover your mouse cursor over this symbol for additional information or instructions.

Follow the sections of this Application Guide as you complete your application form. You'll also find links to relevant FAQs on each page.

## Applying on paper

If there are exceptional circumstances that mean it is very difficult for you to apply online, please contact Graduate Admissions by letter or by email with full details.

**Email:** [ga@admin.ox.ac.uk](mailto:ga@admin.ox.ac.uk)

**Address:** Graduate Admissions, University of Oxford, Wellington Square, Oxford, OX1 2JD, UK

We have a range of assistive measures in place to support applications from students with disabilities - for example, we can accept a paper application if this is necessary due to an applicant's disability. Find out more in our information for [applicants with disabilities](#).

## Multiple applications

### Can I apply to more than one course?

You can apply to as many courses as you like for 2020-21 study, and many applicants apply to more than one course. If you *are* applying to more than one course, check that you meet the entry requirements for each one.

For each course, you will need to submit a full and separate application with all supporting documents, including references, and pay an application fee. This policy applies to all applications except:

- applications to [more than one Physics DPhil](#): these do not require a separate application.
- if the application fee has been waived (see [Applying to related courses](#)): each application will still require a full and separate set of supporting documents.

If you are applying to more than one research course under one of the schemes above, make sure that all of the relevant courses are still open.

You will not be able to study a full-time graduate course alongside any other graduate course at Oxford or any other institution.

## **How do I start another application?**

You may use your graduate application account to create as many course applications as you wish. Only applications you've submitted will be visible to departments. All other applications will be deleted automatically at the end of the following admissions cycle.

To start another application, click the 'Apply' button on the relevant [course page](#) and log in to your graduate application account.

Alternatively, [log in](#) to your graduate application account and select 'Start New Application' on the 'My Applications' screen. If you are currently working on an application, you may need to click the 'Save and Close' button at the bottom of the screen before you can start a new application.

You will need to search for your graduate course using the search tool:

- enter **one** keyword from the course title and select your course from the list; **or**
- type in the course code, which is available on the course page.

You will only be able to select courses that are still open to applications. If you don't see the course you're searching for in the list, check the course page to make sure that it is still open for the current admissions cycle.

If you start another application, the application form will automatically fill in some of the information you have already provided.

## **Can I apply again to the same course?**

You may apply to any particular course only **once** for 2020-21 study.

The only exception is that it may be possible to apply more than once to a research level course, if you are applying with significantly different research proposals and receive authorisation from the relevant academic department.

## **Applying more than once to the same research course**

It may be possible to apply twice in a given year for a research-level course (eg DPhil, MSc by Research and MSt courses in Socio-Legal Research) if the applications involve significantly different research proposals. Contact the academic department to confirm whether a second application will be permitted.

If the department confirms that you can apply again, you must submit a separate application with all required supporting documents and references, and pay an application fee for both applications.

Our online application system does not permit an applicant to apply twice for the same course. If the academic department authorises a second application, it will inform Graduate Admissions and a link will be sent to you via email which enables you to create this new application.

If your application is unsuccessful in the current admissions cycle, you are welcome to apply again to the same course in the next admissions cycle (for study in 2021-22). The application form will be available from September 2020.

## Deleting or cancelling applications

You will not be able to delete your application after you have submitted it. Your application will be automatically deleted at the end of the following admissions cycle.

If you wish to withdraw your application after submitting it, you should [contact Graduate Admissions](#) and we will arrange this on your behalf. Once your request for a withdrawal has been processed, you will receive an automated notification email.

Your application fee is non-refundable, even if you withdraw your application before it has been assessed by the academic department.

## Application type

On the 'Application Type' tab of the application form, you must select an application type before you can proceed to any other part of the form. You can return later to change this.

If you select an application type that is not 'Standard,' you will not be able to proceed to the next tab until you have entered a valid authorisation code.

Type	Explanation
Standard	You should select a <b>standard</b> application type unless your application falls into one of the other types. You will need to pay the <a href="#">application fee of £75 per application</a> .
Standard - application fee pre-paid	You are making an application for which the application fee has already been paid or a further payment is not required, such as additional applications to <a href="#">permitted CDT/DTP courses</a> . To use this application type you must have an access code, which will have been given to eligible applicants.
Readmission	You are currently enrolled in the final year of an eligible Oxford graduate course, and are applying to enrol next academic year on an eligible research course. You will find the authorisation code you need in your <a href="#">student self-service account</a> .
Rhodes Scholar - newly selected	You are a newly-selected Rhodes Scholar making a graduate application to Oxford.
Rhodes Scholar - enrolled	You are a Rhodes Scholar currently enrolled at Oxford and applying for a further taught or readmissions course with confirmed Rhodes funding.

## **‘Course’ tab**

In this section of the application form, you'll see a number of questions relevant to your course. Depending on the course to which you're applying, you may see some – but not all – of the questions below.

### **Proposed field and title of research project**

If relevant for your course, you'll be asked to state your chosen research field and the title of your proposed research project.

You should **not** use this field to type out your full research proposal. You'll be able to upload your research proposal on the Supporting Documents tab.

### **Proposed supervisor**

If relevant for your course, you'll be asked to provide the name or names of your proposed supervisor(s).

Your [course page](#) will state whether you're expected to identify a potential supervisor or supervisors before you apply, and whether you should approach them before submitting your application.

Applicants to DPhil (PhD) courses are often encouraged to contact potential supervisors before submitting an application, in order to discuss their proposed area of research and the likely availability of funding.

For most taught courses (eg MPhil, MSt and MSc courses) you won't be required to arrange supervision before applying. If you're accepted onto the course, your academic department will usually assign a project supervisor to you.

Your [course pages](#) will have a 'Research staff' or 'Academic staff' link, which you can follow to find staff profiles and contact details for that academic department.

### **Dates unavailable for interview or visit**

Not all courses hold interviews as part of the application process. The 'Entry Requirements' section of your [course page](#) will indicate whether applicants are interviewed, and if so, the method of interview (in person, or via telephone or Skype) and what format the interview will take.

If you have queries about interview arrangements for your course, contact the relevant academic department. The contact details are available on your [course page](#).

## College preference

- [What is a college?](#)
- [Non-matriculated courses](#)
- [Indicating a college preference](#)

### What is a college?

‘College’ and ‘colleges’ refers to all 44 of the University’s colleges, including the six Permanent Private Halls (PPHs). Our [Colleges](#) section explains what a college is, and provides a [profile](#) of each college, as well as guidance on [choosing a college](#).

All ‘matriculated’ students belong to a college. [Matriculation](#) is the formal process of becoming a member of the University, for students who are enrolled at the University on a degree-level course.

Not all colleges accept students for every course. The ‘Courses’ tab of each college page will show you a list of all the courses for which that college accepts students, and the ‘Colleges’ tab of your course page will show you which colleges are available for that course.

Not all colleges accept part-time students, so your college options may differ depending on whether you're applying to a full-time or part-time version of a course.

### Non-matriculated courses

Students on non-matriculated courses don't become formal members of the University and aren't members of a college.

If a course is non-matriculated, this will be stated on the ‘Colleges’ tab of the course page. When making an application to one of these courses, you won't be able to select a college preference on your application form.

### Indicating a college preference

On the 'Course' tab of the application form, you should select either:

- one preferred college, from the available list; **or**
- ‘I have no college preference’.

The application form will only display the colleges that accept applicants for your chosen course. You may indicate **one** college preference.

You will **not** be able to change your college preference after you apply, or indicate a college preference if you previously chose not to do so.

Graduate students are first admitted by a University department. Stating a college preference will **not** affect how an academic department considers your application or whether you will be offered a place.

If you receive an offer from an academic department, you're also guaranteed to receive a college place if you're studying for a matriculated course. If your preferred college isn't able to offer you a place, we'll secure a place at another college for you. Once you're accepted by a college, you won't be considered by any other colleges.

For information about the timeline for getting a college place if you receive an offer from your department, visit our [After you apply](#) section.

## **How do I apply for college scholarships?**

A number of colleges have scholarships available for graduate students. You can use our [fees, funding and scholarship search](#) to find out if you're eligible for any of these.

For the majority of college scholarships, you're not required to choose a particular college as your preference on your application form. All eligible applicants who apply by the deadline will be considered. If you're selected for a college scholarship, we'll move your application to the relevant college.

## **What college preference should I give if I'm applying to more than one course?**

If you're applying for more than one course in any given admissions cycle, you must indicate the same college preference in all your applications, unless the college doesn't accept applications to your course(s).

## **Can I stay at my current Oxford college?**

If you'd like to remain at your current Oxford college, you should check whether it accepts applications for the course to which you are applying. If it does, you can indicate this preference when you apply. If not, you should contact your college office to ask whether they would be willing to make an exception.

If your college indicates that it *is* willing to consider your application for a course it doesn't usually accept, or if you're a fellow of All Souls College, please [contact Graduate Admissions](#) before applying.

**If you wish to stay at your current college but apply for scholarships at other colleges**, you should choose your current college when you apply, unless you're applying for a scholarship that explicitly requires you to choose a specific college as part of your application.

**If you choose a college other than your current college and you are not accepted by that college**, your application will go through the same college allocation process as all other applications. It won't automatically be sent to your current college.

## 2. Your details

This section of the Application Guide covers how to fill out the **Contact Details** and **About You** sections of the [application form](#).

For more information about how we hold and process the personal data you provide to us, please refer to our [Postgraduate Applicant Privacy Policy](#).

### Contact details

On this tab of the application form, you are asked to provide some personal information, including your full name, date of birth, email address and telephone number, and your home and correspondence address.

#### Personal details

Your name will form the basis of your applicant record, so make sure it is full, accurate and in the correct order. If you hold a passport, birth certificate or other official document, you should state your name exactly as it is printed there.

If you have only one name, please enter your given name (first name) as ‘ - ’ (a single dash) and enter your name in the ‘Family name (Surname)’ field.

If you contact Graduate Admissions regarding your application, please provide your name in the same format as it appears in your application, so that we can match all enquiries and materials to the correct record.

You should also enter your date of birth and sex as they appear on any legal/official documents you hold.

#### Requesting a change to your name or date of birth

- **For applications not yet submitted**, you can amend your name or date of birth in the 'Personal Details' section of the application form. This will also change the date of birth associated with your graduate applicant account.
- **If your application has already been submitted**, you can request a change to your name or date of birth through [Graduate Applicant Self Service](#) by uploading proof of identity.

#### Email and telephone numbers

You are asked to provide a contact email address and telephone number.

The primary email address that appears here is the one associated with your graduate applicant account. If you change this address, you will also change the email address you must use to log into your account.

If you contact Graduate Admissions regarding your application using our [online query form](#), your contact email address should be the email address you have used for your application. We will not be able to respond to enquiries about your application if you use a different email address.

## Home and correspondence address

In this section, enter your 'Home address' as the address at which you are currently resident. If written correspondence should be sent to a different address, you should provide this in 'Correspondence address'.

If you are entering a UK address, you can type in your postcode and use the search function to find and complete the remaining lines of your address. Otherwise, you will need to enter your address manually.

## Nominated third party

Your application will be handled in accordance with our [Postgraduate Applicant Privacy Policy](#). We will only discuss your application with you, unless you provide the details of a 'third party', such as a relative.

If you choose to nominate a third party in this section of the application form, we will be able to discuss your application with them and accept instructions from them on its handling. You should be aware that any third party you nominate will be able to make changes to your application or withdraw it on your behalf.

## About you

- [Nationality](#)
- [Passport details](#)
- [Ordinary residence](#)
- [Equality, diversity and access](#)
- [Declaring a disability or long-term health condition](#)
- [Accommodation](#)

Read the directions on the application form carefully before completing this part of the form.

The information you enter in the 'Nationality' and 'Country of ordinary residence' sections will be used to assess your [fee status](#) (Home/EU/Overseas), your eligibility for scholarships, your English language proficiency requirements and your visa requirements.

The information you provide will **not** affect the academic assessment of your application.

## Nationality

In this section we ask you to state:

- your country of birth
- details of the country or countries of which you have nationality.

This information should be correct as of the date that you will submit your application form.

For each nationality, you must enter a start date. If you have been a national of a country since birth, click the 'Use date of birth' button and the form will fill this field with the date of birth you have already provided.

If you hold dual nationality, you should enter details for both nationalities. You should only include details of nationalities that are current.

You are also asked whether you expect to need a visa to enter the UK for study. If you are not sure whether you will need a visa to take up a place at Oxford, visit the [Before you arrive](#) page.

## Passport details

This section of the application form will only appear if you are a national of a country that is not an EEA country (including the UK, Channel Islands and Isle of Man) or Switzerland. You may use this section to provide details of the passport you intend to use to enter the UK.

You are **not** required to provide your passport details at the point of application, and the academic assessment of your application will not be affected if you do not provide them.

If you do not currently have a valid passport, leave this section blank. If you are offered a place at Oxford and you require a visa to study in the UK, [contact Graduate Admissions](#) with the relevant details (ie passport number, country of issue, issue and expiry date) once you have a valid passport and we will add this information to your application.

For more information about student visas and immigration, visit the University's [Student Immigration](#) pages or contact the Student Immigration team directly.

## Ordinary residence

The application form includes guidance for completing the questions in this section. Please read this carefully.

### Current country of ordinary residence

Your country of ordinary residence is the country in which you are normally resident, out of choice and for a settled purpose, except for any temporary or occasional absences. It is not a country in which you are studying, working or living on a temporary basis.

If you are currently resident in the UK, you should select either England, Scotland, Wales or Northern Ireland as your country of ordinary residence. This also applies to EU nationals resident in the UK for the purpose of full-time education (see below).

- **If you have only been ordinarily resident in a single country since birth**, choose the relevant country from the drop-down menu. To complete the 'From' field, click the 'Use Date of Birth' button.
- **If you have been ordinarily resident in more than one country**, give details for your current period of residence and the most recent previous period of residence – but only if that period of residence was during the last six years. Please note that the application form won't allow you to indicate that you have been resident in two countries at the same time.

## Troubleshooting

If the application form indicates that there is an error in the 'Ordinary residence' section (ie the relevant fields are highlighted in yellow), check the following:

- If you have only been resident in **one** country since birth, make sure that the 'Previous country of residence' field is set to the default value ('- - - Please select - - -'), and that you have not selected a second country. The 'From' date cannot be earlier than your date of birth.
- If you have been ordinarily resident in **more than one** country during the last six years, make sure that the dates you provide for these two residencies do not overlap, as this will cause an error. Your current period of residence must begin at least **one day after** the end of your previous period of residence. If you have indicated a previous country of residence, you should not click 'Use Date of Birth' for your current country of residence.
- Where applicable, you should select dates using the calendar tool, as dates entered manually may be incorrectly formatted.

## EU nationals

You are asked to indicate whether you are an EU national currently residing in the UK for the purpose of full-time education. If you answer 'Yes' to this question, you should indicate the specific region of the UK as your 'Current country of ordinary residence', ie England, Scotland, Wales or Northern Ireland.

## Indefinite leave to remain

The final question in this section of the application form asks whether, if you are a UK resident but **not** a UK or EU national, you have 'Indefinite Leave to Remain'. You should only answer 'Yes' to this question if this status has been entered into your passport.

For more information about fee status, visit our [Fee classification](#) page.

## Equality, diversity and access

We recognise that the questions in this section of the application form are sensitive. We hope you'll feel able to provide this information in confidence to support our efforts to create a more inclusive, diverse and equitable Oxford. The application form provides additional guidance to help you answer these questions. The answers you provide will **not** be seen by anyone assessing your application.

You must provide an answer to the question 'With which ethnic group do you most identify?' By law, the University is required to request and return information about the ethnic background of all its students to the UK Government's Higher Education Statistics Agency (HESA).

There are also optional questions about your religion or belief, sexual orientation and gender identity.

You are also asked whether you have any day-to-day caring responsibilities for another adult, and/or a dependent child or children under the age of 18. You can find out more about the services available to parents on the University's [student parents](#) page. Oxford University Students' Union (Oxford SU) has more information on resources for [students with caring responsibilities](#).

### Socio-economic background

The information given in this section of the form will be used for research purposes, to help us understand the impact of our access and diversity policies on the rate of applications from people with different socio-economic backgrounds.

### Secondary education

You are asked whether you were educated in the UK for your secondary education. You should answer 'Yes' to this question if you were educated in the UK at any point from age 16-18.

If you indicate that your secondary education was in the UK, you'll be asked a series of further questions about the institutions you attended, and your living situation while you were in full-time education. You'll be asked to give:

- the name and full postcode of the school or college you attended during the last year of your GCSEs (or equivalent, if you studied for an alternative qualification); and
- the name and full postcode of the school or college you attended during the last year of your A-levels (or equivalent, if you studied for an alternative qualification).

For each institution, you'll also be asked to say whether it was a selective state school, a non-selective state school, an independent fee-paying school, or another type. A 'selective' school is one for which entry depends on sitting an exam or test such as the 11-plus. You'll also be asked to give your home postcode in the final year of your secondary education. If you prefer not to give an answer, you can leave this field blank.

## Free school meals

For this question, answer 'Yes' if any of your primary or secondary education was in the UK and you were entitled to free school meals at any point during that time.

## Education and employment of parents or guardians

For these questions, you are asked to provide some basic information about whether your parents or guardians completed an undergraduate degree, and the jobs they were doing during your final year of secondary education. If you hover your pointer over the options, you'll see examples of each employment type to help you choose an answer.

## Higher education

You'll be asked whether you undertook your undergraduate degree in the UK. You should only answer 'Yes' to this question if you were based at a UK institution throughout your undergraduate degree, excluding any study abroad.

If you answer 'Yes' to this question, you'll be asked further questions about how you funded your undergraduate study in the UK, including whether you received income-assessed support from the UK government.

- If you began university before August 2016, answer 'Yes' if you received a maintenance *grant* rather than a maintenance loan. Otherwise, answer 'No'.
- If you began university after August 2016, answer 'Yes' if your household income was assessed by the student finance agency for your region as being £40,000 per year or less. Otherwise, answer 'No'.

You can then indicate the main (over £1,000) sources of financial support (if any) for your living costs you received for your undergraduate study. For any sources not covered by the categories given, you can choose 'Other' and type the name of the funding source into the field to the right.

## Care

For this question, 'care' means being looked after by the state or your local authority, or guardians appointed by the state, rather than by your parents or relatives. You should answer 'Yes' if you have ever been in care for a period of 3 months or more.

## Declaring a disability or long-term health condition

If you have a disability, long-term health condition or specific learning difficulty (SpLD) for which you usually need adjustments or support, we'd strongly encourage you to disclose it when you apply, or as soon as possible after you've applied. This information will be dealt with confidentially and sensitively, and will **not** affect the assessment of your application.

Over 3,000 students at Oxford have declared a disability. The University is committed to making reasonable adjustments to enable students with disabilities or long-term health conditions to apply for study and participate fully in student life. Our [Disability Advisory Service \(DAS\)](#) has more information about what we can offer, and what it is like to study at Oxford with a disability.

If you have a disability or long-term health condition and are thinking about applying to Oxford, our guide for [applicants with disabilities](#) provides more information about how the University can support you during the application process, including accessible versions of our application materials.

## Filling out the application form

If you answer 'Yes' to 'Do you have any disabilities or long-term health conditions?', you'll see an additional question asking for further information. Please tick all of the boxes that apply to you.

If you don't see an appropriate category in the list on the form, tick the box for 'A disability, impairment or medical condition that is not listed'. An additional answer field will appear, and you can use this to enter more information.

Depending on the information you provide in this section, you may see an additional section of the application form, 'Additional support or access requirements', where you can provide information about any additional support needs you may have.

If you would like to discuss this section of the application form, or how the University can support your specific needs, please contact the [Disability Advisory Service](#).

## Accommodation

This section of the application form contains questions about your plans for accommodation during your studies at Oxford. Your answers in this section are purely indicative and they will **not** affect the assessment of your application. For more information about your options, visit our [Accommodation](#) page.

If you answer 'Yes' to the question 'Do you intend to apply for accommodation owned by the college?', you'll be shown additional questions about any adults and/or the children who will be accompanying you. Some of the accommodation offered by Oxford's colleges or managed by the University's [Graduate Accommodation Office](#) is specifically suited for couples and/or families.

While the majority of Oxford's graduate students are housed in the wide range of accommodation provided by colleges and the Graduate Accommodation Office, no applicant can be guaranteed accommodation.

You can find out more information about childcare options and provision for families on the [Student parents](#) page. If you'd like to bring family with you to the UK, visa information is available on the University's [Student Immigration](#) site.

## Residence requirements

If you are applying for a full-time graduate course, you should be aware of the University's [residence requirements](#). All full-time graduate students must live within twenty-five miles of Carfax Tower for a minimum number of terms in order to enter for examinations and qualify for their degree.

### 3. References

This section of the Application Guide covers:

- the University's requirements for references
- how to register your referees on the **Referees** tab of the application form
- tracking your references
- adding or changing a referee.

If you have been asked to provide a reference for an applicant, please visit our [Information for referees](#).

## Reference requirements

- [Choosing your referees](#)
- [Register your referees: step-by-step](#)
- [How should references be submitted?](#)
- [Troubleshooting](#)

Before you apply, you will need to contact your referees to ask if they are happy to write a reference (letter of recommendation) for you.

You must register three referees as part of your graduate application. However, you need only **two references** submitted in time for the deadline to be considered ready for assessment, as long as your application is otherwise complete.

You are still encouraged to obtain a third reference as early as possible, so that it can be taken into consideration when your application is assessed. The academic department assessing your application may ask you to have a third reference submitted before making a final decision.

It is your responsibility to make sure that your referees submit your references by your chosen deadline, and to remind them as the deadline approaches. Stay in contact with your referees until you are sure that we have received their references.

You do not need to wait until your referees have provided your references to submit your application. Any references provided after you submit your application will be added to it.

## Choosing your referees

You should choose three referees who can give an informed view of your academic ability and suitability for the course. It is a good idea to send your referees the entry requirements for your [course](#) so they can comment on your performance against the requirements. Your course page will indicate how your references will be assessed.

If you are a current or recent master's student, one of your referees should be your supervisor or course director from this course.

**Please note:** if we have reasonable cause to suspect that your references aren't genuine, we will take reasonable steps – including contacting third parties – to determine their validity.

### What types of reference do I need?

The 'How to apply' tab on each [course page](#) will indicate what types of reference are required by the academic department. Your references should usually be academic, but some courses may indicate that professional references are accepted.

Personal references (ie, from family, friends or neighbours) are never acceptable.

If you are not able to provide the required types of reference specified on the course page, you should contact the academic department to confirm what will be acceptable.

## Register your referees: step-by-step

You should register your referees on the 'Referees' tab of the application form as soon as you start your application, and before you complete the rest of the form. This will give your referees as long as possible to prepare your references.

### Choose a deadline

Choose a deadline by which your referees should submit their references. This will appear in the request email sent to each referee. In the drop-down menu, you can select one of the standard deadlines for your course, or select 'Other' and enter a custom date. The deadline for your referees must not be in the past, as this may cause an error.

### Referee's title and names

Enter the title, given name and surname of each referee. We will also use this information to address your referee in their notification email, so make sure it is correct.

## Reference type

Specify the reference type for each referee, either 'Academic' or 'Professional'. Your [course page](#) will have more information about the types of reference you are expected to provide.

## Referee's email address

- You **must** provide the referee's institutional or professional email address. If this is not possible, your referee will need to explain the reason for this in their letter.
- Type in the email address of each referee **manually**. Avoid using your browser's 'auto-fill' function to complete the fields, or copying and pasting from other sources, as this may cause an error.
- The email address must have an '@' symbol and a domain (eg 'ox.ac.uk' or 'gmail.com').
- The email address must not have been entered elsewhere in your application.

## Role

Provide the referee's 'Role' during the period covered by their reference. This may be their job title (eg Director or Head of Department) or their position relative to you (eg Line Manager or Tutor).

## 'I am ready for a reference request to be sent to this referee when I leave this page'

When you tick this box and navigate away from the page, your referee will be sent a notification email. This will contain a unique hyperlink to the online application system and [instructions on how to submit a reference](#) for you.

## How should references be submitted?

Your references should be submitted:

- **to the online reference system**, not sent directly by email. If your referees experience any problems with the online system, please [contact Graduate Admissions](#);
- **directly by the referee**. References you upload to your application or send to us yourself will not be accepted;
- **by the deadline to which you are applying**;
- **in PDF, .jpeg or .png format**. References should not be uploaded as Word documents;
- **in English**, unless explicitly permitted by the department **or** accompanied by a certified English translation (ie signed and stamped by your institution or an

official translator). Any accompanying translations must be submitted by the referee directly, not the applicant.

Referees can find further instructions on how to submit references for graduate applicants on our [Information for referees](#) page.

If you are submitting a paper application, please read the advice on the referee section of the paper application form for how references are managed in this situation.

## Troubleshooting

### I'm unable to enter my referee's email address

The email addresses of your referees **must** be typed in manually. Details you have copied and pasted from other sources may contain hidden characters, which will cause an error to occur.

If you are completing your application using a Mac, iOS device or Android phone, we would recommend that you retry using a computer running Windows, as this affords better integration with our application systems.

If you encounter this error while using a computer running Windows, we recommend that you try to complete the 'Referees' section using a different internet browser (eg Google Chrome or Mozilla Firefox).

If you have attempted to use a different internet browser but the problem has not been resolved, we recommend that you take the following steps:

- Check that the information you have entered is correct, and there are no misspellings or extra characters. The application form will check that the format of the email address is correct.
- Check that all mandatory fields on the page, including the deadline for your references, have been completed.

If the error message persists, try to register your referees one at a time:

1. Delete all of the email addresses and click the 'Save and Close' button.
2. Close the application form and clear your internet browser cache.
3. Return to the 'Referees' section and enter the email address for your first referee only.
4. Tick the box to send a reference request email to the first referee.
5. Click 'Save and Proceed' to move to the next section of the application form.
6. Return to the 'References' tab to register your second and third referees separately.

If following these instructions does not resolve the problem, [contact Graduate Admissions](#) for further guidance. If possible, provide a screenshot of the issue with your query.

## **I've made an error with my referee's email address**

Once a referee has been registered, it is not possible to change their email address on your application form.

However, you can make use of an additional referee slot to enter the referee's details again. After you have registered three referees, navigate away from the 'References' tab. When you return to it, you will be able to register your referee with the correct information.

If you have already submitted your application, it is possible to correct the details of a referee you have previously registered using the [Graduate Applicant Self Service](#) portal. The portal will become available a few days after your application has been submitted.

## **I see an error message after adding a fourth referee**

If you register a fourth referee and revisit the 'Referees' tab of the application form, you may see an error message when you try to navigate away from the page again. If this occurs, select 'Cancel', and you should then be able to navigate away from the page normally.

## **My referee hasn't received their notification email**

If you have registered a referee as part of your online application but they have not received the email request, we recommend that you take the following steps:

- check that the referee's email address has been entered correctly in the online application form. If you need to amend the email address, see [Adding or changing a referee](#);
- ask your referee to check their Junk/Spam email folders to see if the email has been filtered into one of these.

If the above steps don't resolve the issue, you can instead ask your referee to submit their reference to us directly:

- your referee should send the completed [referee form](#) and reference letter to [graduate.admissions@admin.ox.ac.uk](mailto:graduate.admissions@admin.ox.ac.uk), using their institutional or professional email address
- make sure that your referee quotes your full name and the name of the course to which you are applying in their email, so that we are able to locate the correct application
- once the reference is received, we will manually add it to your application.

**Please note:** after you submit your application, you can re-send reference request emails yourself from [Graduate Applicant Self Service](#).

## Tracking your references

When you register a referee, we will send them an email request with the deadline you have chosen. After this, we will not contact your referees again.

If your referee has not received their notification email, or they experience difficulty when submitting their reference, please consult our [Troubleshooting](#) section for instructions.

You will receive a notification email each time one of your references is submitted via the online application system. If the reference is submitted by another method, you will not be notified by email, and there may be delay before your application form is updated to show that the reference has been received.

After you submit your application, you can track the status of your references using [Graduate Applicant Self Service](#). References not submitted via the online application system will also be shown in your Self Service, but there may be a delay as they must be processed and added to your application. You can also use your Self Service to re-send email notifications to your referees.

### **What should I do if one of my referees is unable to provide a reference?**

We do understand that referees are not always able to provide references.

You are required to register three referees as part of your application form. However, once your application has received a minimum of **two** references, it is possible for the relevant academic department to begin their assessment. The department may request that you obtain a third reference before they make a final decision on your application.

If one of your referees informs you that they will not be able to provide a reference, you will need to approach another suitable referee as quickly as possible. You must inform your referee of the deadline for which you are applying, and remind them to submit their reference as that deadline approaches. We will not send any reminders on your behalf.

Refer to *Adding or changing a referee* for more information on how to register a new referee before and after you submit your application. Remember that we cannot accept references you submit yourself.

## Adding or changing a referee

Once a referee has been registered, you will not be able to edit their details via the application form. However, it is possible to add a new referee or register a referee again if you have entered their details incorrectly.

**Before you submit your application**, a fourth referee slot will become available once you have registered three referees on the 'Referees' tab of your application form.

You will only be able to register a maximum of four referees prior to submitting your application.

**After submitting your application**, you can use the [Graduate Applicant Self Service](#) portal to add new referees, up to a maximum of six. You can also correct the details of a referee you have previously registered. The portal will usually become available a few days after your application is submitted.

If you are correcting the details of a referee who has already been sent an automated request email, please ask your referee to upload their reference using the link in the most recent email. This will ensure that their reference is associated with the correct details.

#### **Please remember:**

- You should register each referee using their institutional or professional email address. For more information, refer to *Reference requirements*.
- Each referee you register will receive an email notification. After this, we will not contact your referees again.
- It is your responsibility to make sure that your references are submitted in time for the deadline to which you are applying.
- You do not need to wait until your references have been received to submit your application.

## **4. Qualifications, language and funding**

This section of the Application Guide covers:

- how to complete the **Qualifications**, **Languages** and **Funding** tabs of the application form
- the University's English language requirements
- requesting an English language test waiver

### **Qualifications**

- [Entry requirements](#)
- [Entering your qualifications](#)
- ['Other UK study' and 'Other degree-level study'](#)
- [GRE General Test scores](#)

## Entry requirements

You can find the entry requirements for each course on the 'Entry Requirements' tab of the [course page](#).

Unfortunately, we can't advise you on your likelihood of being accepted for a particular graduate course. Bear in mind that Oxford's graduate admissions process is very competitive. This means that you're unlikely to be offered a place if your qualifications are below the minimum entry requirements for your course, and meeting the minimum entry requirements doesn't necessarily mean you will be offered a place.

If your qualifications aren't from the UK, visit our [International Qualifications](#) page for guidance on the grades and qualifications that are considered equivalent to the University's minimum entry requirements.

If your qualifications aren't listed, or you're still unsure whether your previous academic study will enable you to make a competitive application, contact the relevant academic department using the contact details on your [course page](#).

## Entering your qualifications

On the 'Qualifications' tab of the application form, you should provide details of all qualifications and periods of study you have undertaken at university level, including qualifications you haven't yet completed.

If you have a non-UK qualification, you don't need to convert this to the UK degree classification, or provide an official statement of comparability from UK NARIC.

Please do **not** enter details of qualifications you studied before university, eg high school.

If you have more than one qualification to enter, click the 'Add another qualification' button in the lower right hand corner of this section. You can enter up to five qualifications in this section.

For each qualification you enter, you should complete all of the fields in this section, and [upload a transcript](#) covering that qualification.

## How to enter your institution(s)

- Enter **one** keyword from the institution's name and wait for the search tool to return relevant matches. You must select an option from the list for the question to be completed. If you have correctly selected an answer, you will see a code in the field, and details will appear to the right.
- If there are too many results to display, enter an additional keyword to refine the results. The search tool will look for exact matches with the text you enter, so you

may need to try more than one variation for it to pick up the correct institution (eg 'The University of Oxford' rather than 'Oxford University').

- If you can't find your institution, select 'Not Listed' (38948). A new field will appear, and you can manually enter the country and institution name.

## **How to enter your qualification(s)**

### **Qualification (obtained or intended)**

- In this field, you should enter your qualification type using a single keyword, 'Bachelor', and wait for the search tool to return relevant matches.
- You must select an option from the list for the question to be completed. If you have done so correctly, a code will appear in the field, and the name of the qualification type will appear to the right.
- If you can't find your qualification type through the search function, type in 'Other' and then click on the most appropriate option from the list (eg 'BACH\_NONUK', 'BACH\_UK', 'MAST\_NONUK', 'MAST\_UK').

### **'Main subject' and 'second subject' (if applicable)**

- When entering the main subject of your qualification, enter **one** keyword and let the search tool return matches. You may need to try a few different keywords.
- If you can't find the exact subject of your qualification, choose a more generic subject or discipline from the list of matches. If you have correctly selected an answer, you will see a number in the field, and the subject name will appear to the right.

### **Actual or expected result**

- Choose the most accurate option for your overall degree grade from the available list.
- The options shown will depend on your previous answers. For example, if you have indicated that you have a UK bachelor's degree, you will see the options for the standard UK grading system (First, 2.1, 2.2, 3). The letters 'P', 'M' and 'D' refer to 'Pass', 'Merit' and 'Distinction'.
- If your qualification uses a grade system not offered by the form, select either 'Pass' (if applicable) or 'Other'.
- If you select 'Other', you should enter your grade as recorded by your institution, otherwise this section will show as incomplete.

### **Start date**

Use the calendar tool to fill out the start date of your course. If you don't know the exact date on which the course began, you should use the first day of the relevant month. Entering the date manually will cause an error if it is incorrectly formatted.

### **Date of expected completion**

If you're currently studying towards a qualification, enter the date when your final results (official transcript) will become available. If you don't know the exact date of completion, use the first day of the relevant month. Use the calendar tool to fill out

the date, as entering the date manually will return an error if it is incorrectly formatted. More information about providing a transcript while currently studying is available in the [Supporting documents](#) section.

**Don't worry if you're not able to enter your exact qualifications.** This won't affect the assessment of your application, as the relevant academic department will always look at your transcript(s) for details of your qualifications and results. Consult the [Supporting Documents](#) section for more information about transcripts.

## ‘Other UK study’ and ‘Other degree-level study’

These sections of the application form ask you to provide details for periods of study you have **not** already included in the ‘Current and previous qualifications’ section.

If you require a [Tier 4 student visa](#) to study in the UK, you should provide details of any periods of study you have undertaken in the UK in the ‘Other UK study’ section. This includes study not at degree level. You can add multiple periods of study by clicking ‘Add another period of UK study’.

In the ‘Other degree-level study’ section, you are asked:

- details of any university-level study you have begun but not completed, excluding qualifications that you are currently studying toward; and
- whether you intend to begin a degree at any institution at the same time as the course for which you are applying, and if so, how you expect to be able to do this.

## Can I study at Oxford and another institution at the same time?

Applicants for full-time study who, if successful, would be registered concurrently at Oxford *and* another institution are not eligible for admission to Oxford. If your application is successful and you would be registered at another institution at the start date for your course, it will be a condition of your offer that you must provide a letter from your institution confirming that your registration has been terminated or suspended for the duration of your studies at Oxford.

An exception may only be made where such registration is part of a formal collaborative arrangement between the University and another institution.

If you wish to apply to study for a part-time course at Oxford while registered at another institution, you must give details of the course you will be undertaking at the same time as your graduate study at Oxford, indicating whether it is full- or part-time and outlining how and why you expect to be able to pursue both courses simultaneously.

## GRE General Test scores

The 'How to Apply' tab of your [course page](#) will state whether GRE test scores are required as part of your application. If you have questions about this requirement, contact the relevant academic department using the details on the [course page](#).

You can find further details about taking the GRE General Test on the [ETS website](#).

### Providing your scores

In the 'Other admissions tests' section of the 'Qualifications' tab, you're asked whether you have GRE General Test scores to report. If you select 'Yes' in answer to this question, you must enter your test date and results in the relevant fields in order to complete this tab.

You can upload a PDF or screenshot of your GRE Test-taker Score Report on the 'Supporting Documents' tab of the [application form](#), in the 'GRE certificate' slot. If you don't have a score report to upload before you submit your application, you may upload it after you have submitted your application through [Graduate Applicant Self Service](#).

GRE test-takers can also designate the University of Oxford as a test score recipient using the institution code **0713** when registering for the test.

### Can I submit GRE scores even if they're not required or recommended for my course?

Your application should only include documents that are required or recommended for your course. If your [course page](#) doesn't state that GRE scores are compulsory or otherwise accepted, any GRE scores you include with your application will be disregarded when it is assessed.

## English language proficiency

- [Do I need to demonstrate my English language proficiency?](#)
- [Do I need to have test scores when I apply?](#)
- [Tests and minimum scores](#)
- [Providing English language information and scores](#)

In order to take up a place on one of our courses, you must be able to demonstrate English language proficiency at the University's **standard** or **higher** level. Each [course page](#) states the required level for that course.

### Do I need to demonstrate my English language proficiency?

You do **not** need to provide evidence of English language proficiency if you meet one of the following criteria:

A. Your first language is English **and** you have always been a resident and citizen of a majority English-speaking country recognised by UK Visas and Immigration (UKVI); **or**

B. You are a current Oxford student applying for readmission.

## Majority English-speaking countries recognised by UKVI

- Antigua and Barbuda
- Australia
- The Bahamas
- Barbados
- Belize
- Canada
- Dominica
- Grenada
- Guyana
- Ireland
- Jamaica
- New Zealand
- St Kitts and Nevis
- St Lucia
- St Vincent and the Grenadines
- Trinidad and Tobago
- United Kingdom
- United States of America

No other countries are considered majority English-speaking countries by UKVI.

If you do not meet one of the criteria above, you will have to provide evidence that you meet the English language requirement for your course if you are offered a place.

However, you may [request a waiver](#) of the requirement to provide language test scores when you submit your application.

## Do I need to have test scores when I apply?

If you already have English language test scores at the required level, please include them in your application. **However, you are not required to provide test scores when you submit your application.**

If you apply without submitting test scores, or you submit test scores below the required level, the academic department will assess your application as normal. If you receive an offer of a place, the department may require you to submit language test scores by a specific deadline as a condition of your offer.

It can take several months to secure a place for a language test, so we recommend arranging to sit a test as soon as you decide to apply.

For more information about providing your scores as part of your application, see [Providing your English language information and scores](#) below.

## Tests and minimum scores

For each course, the University requires either a **standard** or **higher** level of ability in English.

Test	Standard level scores		Higher level scores	
<b>IELTS Academic</b> Institution code: 0713	7.0	Minimum 6.5 per component	7.5	Minimum 7.0 per component
<b>TOEFL iBT</b> Institution code: 0490	100	Minimum component scores: <ul style="list-style-type: none"> <li>• Listening: 22</li> <li>• Reading: 24</li> <li>• Speaking: 25</li> <li>• Writing: 24</li> </ul>	110	Minimum component scores: <ul style="list-style-type: none"> <li>• Listening: 22</li> <li>• Reading: 24</li> <li>• Speaking: 25</li> <li>• Writing: 24</li> </ul>
<b>C1 Advanced*</b>	185	Minimum 176 per component	191	Minimum 185 per component
<b>C2 Proficiency**</b>	185	Minimum 176 per component	191	Minimum 185 per component

\*Previously known as the Cambridge Certificate of Advanced English or Cambridge English: Advanced (CAE)

\*\*Previously known as the Cambridge Certificate of Proficiency in English or Cambridge English: Proficiency (CPE)

### Can I take a different IELTS test?

Two versions of the IELTS Academic test are available: IELTS Academic and IELTS Academic for UKVI. The two versions differ only in their administrative format and test score report layout, and we can accept either version.

We recommend that you sit the standard IELTS Academic test, as the IELTS Academic for UKVI test is more expensive and generally less accessible.

### Can I meet the requirements with TOEFL *MyBest Scores*?

TOEFL iBT score reports include a new set of 'superscores' called '*MyBest Scores*'. These are the test-taker's highest scores on each section (Reading, Listening, Speaking and Writing) from all valid scores achieved in tests taken in the last two years, and a total score that is the sum of these highest scores.

Scores from multiple tests cannot be used to fulfil the University's English language requirements. To demonstrate that you meet the required level of English proficiency for your course, you must achieve at least the minimum component scores and the minimum overall score in a **single test**.

## Providing your English language information and scores

The 'Languages' tab of the application form includes a series of questions about your English language proficiency, and allows you to provide test scores if you have them.

Your test must have been taken less than **two years** before the start date of the course for which you are applying.

For IELTS and TOEFL, you can nominate the University of Oxford as a score recipient using the institution code **0713** (IELTS Academic) or **0490** (TOEFL iBT) when you sit the test.

### 'English language skills'

In this section of the application form, you are asked:

- whether English is your first language
- whether you have completed, or are completing, a degree-level course taught and assessed entirely in English; and
- whether you have completed any course under a UK Tier 4 child visa.

Your answers to these questions may indicate whether you will need to provide evidence of your English language proficiency, and if you are eligible for a [waiver](#) of this requirement.

If you have any queries about visas and immigration, visit the University's [Student Immigration](#) website.

### 'English language proficiency'

If you choose to provide English language test scores with your application, you can enter the relevant information in this section:

- **TOEFL iBT**: registration number, date of test, scores in each component and overall score.
- **IELTS Academic**: Test Report Form (TRF) number, date of your test, scores in each component and overall score.
- **Cambridge C1 Advanced** and **C2 Proficiency**: date of test and overall score.

The University checks IELTS and TOEFL results directly with test providers. You may only provide scores that have been achieved in a single test.

### Uploading your test score report or certificate

You can upload your language test score report or certificate on the 'Supporting Documents' tab. For more information, visit our [Supporting Documents](#) section.

After submitting your application, you can upload your test results certificate to your application via [Graduate Applicant Self Service](#).

## English language test waivers

At the discretion of the academic department, the requirement to provide English language test scores may be waived.

You may apply for a waiver if you have completed, or are currently completing, a **degree-level course** that is:

- full-time
- at least nine months in duration
- undertaken at a recognised institution where teaching and assessment throughout the course is undertaken entirely in English; and
- has been completed within 2 years of the start date of the course to which you are applying.

If you meet these criteria:

1. Write a brief statement confirming that you meet the above criteria and save this in PDF format.
2. Access your application form and navigate to the 'Languages' tab.
3. Tick the box for '*I intend to submit a test waiver request on the Supporting Documents page*'.
4. Navigate to the 'Supporting Documents' tab of your application form.
5. Upload your waiver request document in the 'English language waiver request' slot.

The academic department will consider your request if you are offered a place. If your request is accepted, you won't be required to provide English language test results as a condition of your offer. Otherwise, you will still have to provide English language test scores at the required level for your course, by a deadline stated in your offer letter.

If you tick the box for a waiver request, make sure you have uploaded a document on the 'Supporting Documents' tab.

### Can I request a waiver while still studying?

You can request a waiver even if you are yet to complete the relevant degree-level course. If your waiver request is accepted, you will usually need to provide evidence that you have successfully completed your course as a condition of your offer by a deadline given in your offer letter.

If you are due to complete your course after this deadline, you will usually be expected to submit English language test results that meet the University's requirements instead.

## Funding

- [Proposed funding arrangements](#)
- [Scholarships](#)

On the Funding tab of the application form, you are asked to provide information about your proposed funding arrangements, and you can apply for University-wide and departmental funding awards, if relevant.

### Proposed funding arrangements

In this section of the application form, we ask you to indicate whether you have **alternative** funding arrangements – ie, whether you have plans for funding to cover your course fees and living expenses if you are not offered a full scholarship by the University. You should include in your answer any funding source that is **not** an Oxford scholarship or departmental studentship.

Your answers in this section will **not** affect the assessment of your application, or your eligibility for scholarship funding offered by the University, its colleges and departments.

**Please note:** If you receive an offer of a place to study at Oxford, this does **not** automatically mean that you will also be offered an Oxford scholarship.

If you answer 'Yes' to this question, you must provide detail on at least one of your main sources of funding. For each funding source, you should indicate:

- the type of funding source (choose from the drop-down list, or select 'Other sources' and enter this manually);
- the status of the funding: whether you intend to apply for this funding, have already applied for this funding, or have already firmly secured this funding;
- the amount of funding you expect to receive from each funding source (*optional*)

You can use the [fees, funding and scholarship search](#) to get an estimate of the amount of funding you will need per year to cover your course fees and living costs. Our Fees and Funding pages have advice on [external sources of funding](#) you might wish to consider.

If you receive an offer of a place, your college will ask you to complete a [Financial Declaration](#) form to meet your financial condition of admission.

### Can I still apply if I am unsure how I will fund my graduate studies?

Yes, certainly. We don't require applicants to finalise their funding arrangements before they apply, and your financial situation will have no bearing on the assessment of your application.

We would recommend that you research funding opportunities that might be available to you on our [Fees and Funding pages](#).

## **Can I work or have a part-time job during my studies?**

The University understands that some graduates may wish to undertake a limited amount of paid work during their studies. The [paid work guidelines for graduate students](#) are intended to make sure that any work you undertake doesn't adversely affect your studies or your ability to complete your course on time. There are different guidelines for full-time and part-time students.

Speak to your academic department if you have any queries about whether paid work could fit in with your course of study.

If you are [studying in the UK on a visa](#), or funded by a research council, you may have limitations on how many hours' paid work you can undertake. Your college may also have guidelines.

Demand for part-time paid work in Oxford usually outstrips the amount of work available, including academic work such as teaching. We don't recommend that you rely on the availability of paid work when planning how to fund your studies. More information and helpful links are available in the [Employment](#) section of our pages on other funding sources.

## **Scholarships**

On the Funding tab of the application form, you can apply for departmental studentships and Oxford scholarships.

### **How to apply for a departmental studentship**

A departmental studentship is a specific type of funding offered by an academic department of the University, usually to undertake a specific project.

Studentships will be advertised on [departmental websites](#), with a scholarship reference code. To apply for a studentship, you must enter the reference code in this section of the application form.

The department's website will provide the closing date for the studentship; this information will not be shown on the course page.

### **How to apply for Oxford scholarships**

The 'Oxford scholarships' section of the application form will only appear if you are submitting your application in time for the January deadline for your course.

For over two thirds of Oxford scholarships, all you need to do is submit your graduate application by the January deadline for your course. There's no separate scholarship application process or extra supporting documentation required for

funding. Based on the information supplied in your graduate application, you will be automatically considered for scholarships where you meet the eligibility criteria with most scholarships using academic merit and/or potential as the basis on which award decisions are made.

To help identify those scholarships that require an additional application, use the [Fees, funding and scholarships search](#) and look at individual college websites.

In this section of the form, you will see that there are a small number of scholarships which require you to tick a box in order to apply for them. Click on the scholarship name to find out more about it.

If a scholarship is marked with an asterisk on the application form (\*), you must also submit additional supporting material in order to apply for it. Read the instructions carefully: you may be required to upload a supporting document to your application, or submit it to a separate organisation.

If the document is to be included with your application, you will be able to upload it to your application form in the appropriate slot of the 'Supporting documents' tab. For more information, see the [Supporting documents](#) section of this Application Guide.

## 5. Supporting documents

### Requirements

You must submit your supporting documents by the deadline to which you are applying. Documents should be submitted as part of your application.

To find out which documents you need to provide in your course application, see 'How to Apply' on the relevant [course page](#). This provides information about each required document, such as guidance on length/word count and how it will be assessed.

You are responsible for making sure that all required documents, including references, are submitted in time for your chosen deadline and meet the University's requirements. If your application is submitted late, and/or it is incomplete, it will not normally be assessed at that deadline.

Check the documents you submit carefully. You will not be able to upload revised versions once your application is ready for assessment.

You should **not** upload documents that are not specifically required to apply for your course, such as degree certificates, or documents relating to training courses or study below degree level. Your supporting documents must meet the specifications set out in the 'How to Apply' section of your [course page](#). If your documents significantly differ from these specifications, they may be removed from your application.

### All of your supporting documents should meet the following requirements:

- **PDF, .jpg or .png format.** Word documents (.doc or .docx) are not accepted. If you are unsure how to convert your files to PDF format, see below for instructions;
- **smaller than 4MB (for upload to your application form).** Documents larger than 4MB cannot be uploaded to your application form. If your document is larger than 4MB, see below for instructions;
- **written in English, unless otherwise permitted by the department.** Documents you have written yourself, such as a research proposal or written work, must be in English unless indicated otherwise on your [course page](#). An English translation by a third party is not acceptable, unless explicitly permitted by the department. Official transcripts not issued in English should be translated by a professional translator, the relevant issuing body of the original document, or an authorised notary;
- **entirely your own work, except where clearly indicated.** Your work may be checked using plagiarism detection software (see our [guidance on plagiarism](#));
- **accessible.** When your application is processed, all of the documents you have uploaded will be merged into a single PDF document, so make sure you have removed any encryption or password protection;
- **legible and easy to identify.** Make sure that the documents are as clear and easy to read as possible. Remember to give your name and the type of document (eg 'Research proposal') in each document.

If you are offered a place, you may be asked to send the original(s) of any official documents uploaded to your online application. You should only send these if they are specifically requested, as these documents cannot be returned to you.

### Should I post my paper documents to you when I apply?

There is no need to send in hard copies of your application materials when you apply. Any paper documents should be scanned and uploaded to your application. If you have done so, there is no need to send hard copies at the application stage.

If it is not possible for you to scan your paper documents and upload them to your application, you should only post documents to us **after** you have submitted your application, unless they would otherwise arrive too late for the deadline to which you are applying.

If your application is successful, you may be required to provide the original paper versions of documents you have scanned in. The relevant academic department will be in touch to request these from you later in the process.

### How do I convert Word documents to PDF?

You can convert Word (or similar) documents into PDF format by selecting 'Save As' from the Microsoft Word 'File' menu and selecting 'PDF' from the 'Save as type' drop-down menu.

If the software are using to create your document does not permit you to save the document as a PDF file, you may need to print out a hard copy of the document and then scan this to produce either a .jpg or .png image or a PDF file before uploading this in the relevant document slot.

## **How do I upload a document larger than 4MB?**

If your document is larger than 4MB, you must submit it via the [upload portal](#) **after** you submit your application. Make sure you provide your full name and the name of the course to which you are applying, so that we can make sure your document is added to the correct application.

For documents that are a mandatory part of your application form, you must upload a placeholder document to the relevant slot on the Supporting Documents tab in order to be able to submit your application form. The placeholder document should be in an accepted format (PDF, .jpg, .png) and include only the following statement: *'My document is over 4MB and will be sent separately.'*

## **I'm unable to upload one of my supporting documents to my application**

If you are having trouble uploading a supporting document to your application:

- make sure it is one of the required file formats (PDF, .jpg, .png);
- make sure it does not exceed the maximum file size (4MB)

If your document exceeds the maximum file size, upload it via the upload portal (see the instructions above).

If you believe that your supporting document meets our requirements, but you are still unable to upload it to your application form, please [contact Graduate Admissions](#) for guidance.

If a document has been removed from your application by Graduate Admissions because it does not meet the academic department's requirements, you should consult the instructions on your [course page](#) and on this page before uploading a replacement document. Make sure that you are only uploading documents that are required for your course, and that the document you are uploading is not exceedingly over the required word count/length.

## **Official transcript**

- [Accepted transcript formats](#)
- [Applicants who are currently studying](#)
- [Applicants with transcripts not in English](#)
- [Current and former Oxford students](#)

- [What if my institution is unable to provide me with a transcript?](#)

As part of your application, you **must** submit a detailed record of all your university-level education up to the present, including courses taken and grades achieved.

To be considered official, your transcript should come from the institution where you studied. Your institution may need several months to produce your transcript, so you should look into your institution's arrangements as soon as you decide to apply.

## Accepted transcript formats

Any transcript you provide must clearly display **your name, institution, qualification and breakdown of grades** to be accepted.

We don't require hard or electronic versions of transcripts to be sent in by email or post when you apply. Before you submit your application, you can upload transcripts via the 'Supporting Documents' section of the [online application form](#). After submitting your application, you can upload transcripts to your application using [Graduate Applicant Self Service](#).

You can upload up to five transcript documents with your application.

The following formats are acceptable for assessment purposes:

- **a scanned version of an official transcript.** This will often have a signature or stamp to certify it. The document(s) provided must be readable, but may show watermarks caused by copying or scanning;
- **an official e-transcript via a secure third-party electronic system.** If you'd like to share an official transcript using an electronic system such as Digitary, register the email address [graduate.admissions@admin.ox.ac.uk](mailto:graduate.admissions@admin.ox.ac.uk) and choose the longest possible time for the document to be available. We will then add your transcript to the applications you have submitted, although you should let us know if you make any further applications later;
- **an electronic copy of an interim or provisional transcript provided by your institution.** If you're currently studying and/or you do not have access to a transcript of your final results, you should submit an official interim or provisional transcript;
- **screenshot images from self-service portals**, if you're unable to obtain a transcript document;
- **a Higher Education Achievement Report (HEAR);**
- **a Bachelor of Medicine, Bachelor of Surgery (MBBS) certificate.**

The academic department may require you to send in a final and/or more formal transcript as a condition of any offer made to you.

We do **not** accept:

- Word documents (.doc and .docx)
- transcripts you have typed yourself.

A degree certificate will not usually qualify as a transcript as it does not include detailed grade information, although it can be used as evidence of a PhD/DPhil qualification.

## **Applicants who are currently studying**

If you have not yet completed your current degree and/or you do not have access to a transcript of your final results, you will need to submit an official interim or provisional transcript with details of your grades achieved to date. We will also accept screenshots from self-service portals.

If you are offered a place on a course starting in Michaelmas term (October) 2020, you will normally be required to submit an official transcript with your final results by 31 August (or earlier, depending on the department's requirements). If you're applying for a research course and it isn't possible for you to meet this deadline, you should ask your department if you can be considered for a later course start date.

## **Applicants with transcripts not in English**

If your official transcript is in any language other than English, you must submit:

- the original official transcript, **and**
- a translation of the transcript into English which is either:
  - issued and stamped by the institution that issued your transcript, **or**
  - translated by a professional translator and visibly certified – ie signed and stamped – by the professional translator or an authorised notary.

Any non-English transcripts you upload to your application without a translation will be rejected.

## **Current and former Oxford students**

If you are a current or former Oxford student, you must still submit an official transcript when applying for graduate study.

The University's [Academic transcripts](#) page provides guidance on how to obtain a final or on-course transcript for your studies at Oxford. You may submit a transcript downloaded from Student Self Service.

## **What if my institution is unable to provide me with a transcript?**

If your institution is unable to provide you with an official or provisional transcript – for example, due to the length of time since you studied there – you must ask them to provide written confirmation of this. This should include any details about your study that the institution can confirm, such as when you started and finished your degree, your degree title and your final grade. You may upload the written confirmation to your application instead of your transcript, or your institution may send it to us directly.

## Statement of purpose and research proposal

Many courses require you to submit a statement of purpose (sometimes called a 'personal statement') and/or a research proposal.

The 'How to Apply' tab of your [course page](#) will state which of these documents are required, the specifications and the criteria by which they will be assessed.

There is one slot on the 'Supporting Documents' tab of the [application form](#) for documents of this category. If your course requires **both** a statement of purpose (or personal statement) and a research proposal, you should submit them within the same document with a clear subheading for each.

Your research proposal or personal statement is not considered to be a piece of written work.

If you have questions about the permitted content and length of your statement of purpose (personal statement) or research proposal, contact the relevant academic department using the contact details on the relevant [course page](#).

## Written work

Written work is a piece of your writing, usually an essay on an academic subject, that helps the academic department assess your suitability for the course.

Not all courses require written work, and requirements for written work are specific to each course. **You should read the instructions on your [course page](#) under 'How to Apply' carefully.**

Each piece of written work should be in English, unless stated otherwise on your course page. They should ideally be pieces you have written during previous university-level study, such as an essay, project, or extract from a dissertation, thesis or published paper. They should, as far as possible, relate to your chosen course.

Written work must be *entirely* your own original work except where clearly indicated. If the work involved other authors, you should include the full list of authors and clearly indicate your own contribution. Supporting quotations from any work authored by others must be properly identified and referenced. Departments may screen your written work using plagiarism-detection software. For more information, consult our [guidance on plagiarism](#).

Your work can be marked or unmarked, and published or unpublished. Your work can be single- or double-spaced, and you may use any citation style.

If you have questions about the written work requirements for your chosen course, such as the permitted content and length/word limit, please contact the academic department. Contact details for each academic department are available via the relevant [course page](#), under 'Course-related enquiries'.

If you are submitting an extract from a longer piece of work, you should include a note explaining the context. Make sure that the extract is clearly indicated in the document.

## Submitting one longer piece of work instead of two shorter pieces

For certain courses, you may choose to submit one longer piece of work (usually around 4,000-5,000 words) instead of two shorter pieces. You should **only** do so if this is explicitly permitted on the 'How to Apply' tab of your [course page](#).

If you are allowed to submit one longer piece of work instead of two shorter pieces, you should upload this document in the first 'Written work' slot on the 'Supporting Documents' tab. In the second 'Written work' slot, you should upload a PDF document with the following statement:

*'I have included one long essay in lieu of the two short essays as permitted by the department.'*

## Other documents

- [CV/résumé](#)
- [English language test score report/certificate](#)
- [English language test waiver request](#)
- [Certificate of language proficiency](#)
- [GRE certificate](#)
- [Scholarship supporting statement](#)
- [Portfolio](#)
- [Admissions exercises](#)

## CV/résumé

All graduate applicants must submit a CV (résumé). This is in addition to your application form and other supporting documents.

Your CV should usually be one or two pages in length and provide a summary of your recent achievements. It should provide details of your qualifications, any publications and any other experience relevant to your application.

Read advice from one of our DPhil students on approaching your academic CV on our [Medium blog](#).

## English language test score report/certificate

You are encouraged to provide English language test scores when you submit your application, but it is not compulsory.

If you have indicated on the 'Languages' tab of your application form that you intend to submit English language test results, a slot will become available on the 'Supporting Documents' tab for you to do so.

### We accept test score documents in any of the following formats:

- An official score report/certificate
- A PDF version of your score report
- A screenshot from the testing agency website, as long as your name, registration number and test scores are clearly visible.

The University checks IELTS and TOEFL results directly with test providers. For these tests, you can also nominate the University of Oxford as a test recipient when you sit your test.

If you provide Cambridge C1 Advanced (CAE) or C2 Proficiency (CPE) results, you will be asked to supply your original test certificate if you are offered a place.

To find out more about language requirements and submitting test scores, visit the [English language proficiency](#) section of this Application Guide.

## English language test waiver request

If you have indicated on the 'Languages' tab of your application form that you intend to submit a request for an English language test waiver, you will see a slot for uploading this document on the 'Supporting Documents' tab.

To find out more about the test waiver and whether you are eligible, visit the [English language test waivers](#) section of this Application Guide.

## Certificate of language proficiency

Some courses require evidence of proficiency in a language other than English, such as a Japanese language proficiency certificate. This should be uploaded to your application as a transcript.

## GRE certificate

For a small number of courses, applicants are required or encouraged to submit GRE General Test scores.

If you have indicated on the 'Qualifications' tab of your application form that you are providing GRE scores with your application, you will see the 'GRE certificate' slot for uploading your GRE Test-taker Score Report.

For more information about providing GRE scores as part of your application, visit the [Qualifications](#) section of this Application Guide.

## Scholarship supporting statement

The 'Funding' tab of your application form may display one or more Oxford scholarships with an asterisk (\*), which indicates that you must submit additional documentation in order to apply for them. If you have ticked the box for a scholarship that requires additional documentation to be uploaded with your application, such as a supporting statement or questionnaire, you will see a slot for this on the 'Supporting Documents' tab.

For more information, visit our [Fees and funding](#) pages and the [Funding](#) section of this Application Guide.

## Portfolio

A number of courses require applicants to submit a portfolio as part of an application. Some portfolio items, such as musical scores, can be uploaded to your application as written work in document format (PDF or .jpg).

Any music and video files (.mp3 or .mp4) should be submitted to Graduate Admissions via the [document portal](#). It is not currently possible to upload these file types to the application form.

Instructions for how to send us your portfolio and what it should contain are available on [course pages](#).

## Admissions exercises

Some courses require you to submit answers to an admissions exercise, along with a signed statement of authenticity. This will be listed under 'How to Apply' on your course page. Please make sure you are completing the current version of the admissions exercise for the course. The exercise should be downloaded directly from the relevant course page.

Your completed test should be uploaded to your application in one of the written work slots.

# 6. Declaration and payment

## Submitting your application

Once you've finished filling out your [online application form](#), navigate to the final 'Declaration' tab.

In order to submit your graduate application, you must agree to the terms of the Data Protection Notice and the Declaration by ticking the box and typing your name into the given field. You'll see a count of how many documents you have successfully uploaded to your application; make sure this matches the number you expect.

When you've completed the Declaration fields and you're ready to submit your application form, click the 'Pay and Submit' button. You will then progress to the payment screens. For information about the application fee and how to make the payment, please [visit the next tab](#).

If your application fee has been waived, you will instead see a button simply marked 'Submit'.

## Troubleshooting

If you're unable to access the Declaration or submit your application form, check that all of the tabs of the application form have been completed. The header of each tab should show a blue 'tick'. You'll need to revisit any tabs with a red 'cross'.

Mandatory questions are marked with an asterisk (\*). If you see any fields highlighted in yellow, these are mandatory questions for which you haven't provided an answer, or where there is an error with the answer you have provided. Make sure you complete or correct these fields in order to proceed with your application.

Make sure you've also uploaded all of the compulsory supporting documents required for your course to proceed. Check your [course page](#) and the [supporting document requirements](#) for more information.

If you believe you've completed all of the tabs correctly but one of the tabs still shows an error, please [contact Graduate Admissions](#), attaching a screenshot of the relevant tab to your query.

## What happens after I submit my application?

After you've paid the application fee and submitted your application, you'll receive an automated confirmation email. Please note that this does not mean your application is complete and ready for assessment.

Your application will then be processed by the Graduate Admissions office. If any of your supporting documents are invalid or do not meet the University's requirements, they will be removed from your application. This may cause your application to become incomplete.

The processing of your application will usually take a few days, but it can take up to two weeks around deadlines. Once this is complete, you'll be able to access [Graduate Applicant Self Service](#) and find out whether your application has met all of the requirements for it to be assessed by the academic department.

**Please note:** if you apply in the week leading up to a deadline, we may not be able to let you know before the deadline if there are any problems with your

application. It's your responsibility to make sure your application is complete, with all necessary supporting documents and a minimum of two references, by the deadline to which you're applying.

Applications that are submitted *and* complete by the deadline will be sent to the academic department for assessment. Check our [Decision timeline](#) for more information about when you can expect to receive the outcome of your application.

## The application fee

- [Paying the application fee](#)
- [Troubleshooting](#)

The application fee is a standard charge, which supports the administration of the application process and the development and maintenance of the systems used in this process. It is also used to deliver our [Graduate Access programmes](#), as part of the University's commitment to [increasing access to study at Oxford](#). This helps us to support applicants and potential applicants from all backgrounds, at every stage of their journey into graduate study at Oxford. Fee waivers are available to some groups of students.

## Paying the application fee

The application fee is **£75 per course application**, unless you're eligible for an application fee waiver (please see the criteria on the next tab).

From September 2019, new UK and EU regulations require Strong Customer Authentication (SCA) by banks and card providers. This might require you to have access to a card-reader device, mobile app or phone at the point of making a payment. If you aren't sure whether this will affect your payment, we recommend that you submit your application as early as possible before the deadline. Paying the application fee is an essential part of submitting your application, and late applications won't be accepted for the deadline.

You must pay in GBP (£) via credit or debit card and your card will be charged as you submit your application. Your application fee can't be refunded, even if you later decide to withdraw your application. This payment doesn't go toward the [course fees](#) you'll need to pay if you're offered and accept a place at Oxford.

Your application won't be considered unless you have either paid the application fee or have been granted an [application fee waiver](#).

A friend or family member can make the payment on your behalf; see below for further instructions.

## How can someone else pay the application fee on my behalf?

We recommend that you arrange for the payment to be made in your presence, to avoid having to share your account login details.

The payer will need to provide the following credit or debit card details in order for you to submit your application:

- cardholder name
- credit or debit card number and type
- expiry date
- 3-digit security code (found on the reverse beside the signature strip)
- billing address.

If it isn't possible for the payment to be made in your presence, we recommend that the payer makes the payment remotely via the University of Oxford's [Online Store](#). Before they can do so, you must provide them with the following details so that their payment is associated with the correct application:

- your surname
- your first name
- your date of birth
- the programme of study you have applied for.

The payer must click 'Add to Basket', then enter the above details and proceeding to make payment. They'll receive an automated confirmation email after submitting the payment, which will contain an application fee order reference ('OXF' followed by six digits). They should provide this order reference to you, the applicant, and you should [contact Graduate Admissions](#) quoting this 'OXF' reference as the subject of your message. We'll provide instructions on how to submit your application without needing to make a further payment.

## Troubleshooting

### I don't have a credit or debit card

If you don't have access to a credit or debit card, some banks offer a disposable credit card voucher that can be used to make online payments.

You can also make the application fee payment by cheque or an international banker's draft, both of which must be drawn on a UK bank. Your cheque/international banker's draft should be made payable to "University of Oxford", and you should write your full name, date of birth and the name of the course to which you're applying on the back of it.

Your cheque/international banker's draft should be sent to:

Graduate Admissions  
University Offices  
Wellington Square  
Oxford  
OX1 2JD

Once we receive confirmation of your cheque or banker's draft, we'll send you an email with a unique code and further instructions on how to submit your application.

If you're not able to make a payment using one of these methods, [contact Graduate Admissions](#) for guidance.

## **I have a credit/debit card, but I'm unable to make a payment**

If you're not able to submit your payment, check that you have completed all sections of the online application form correctly. If you see a red 'X' icon above any of the tabbed sections, return to the corresponding tab and make sure you have answered all mandatory questions in the required format before attempting to make your payment.

If all of the sections of the online application form have been completed correctly (as indicated by a blue 'tick' icon) and you're still unable to make a payment, we recommend taking the following steps:

- Use a Windows-based PC and the most up-to-date version of [Mozilla Firefox](#). Please note that it is not possible to make the payment using Internet Explorer 10.
- Disable any popup blockers, as these may interfere with the payment process.
- Make sure the payment details you're entering exactly match the details held by your card issuer, including personal details, billing address, card number, etc.
- Try to make the payment using an alternative PC. Occasionally, if there are multiple failed purchase attempts from the same IP address, this may cause subsequent attempts to be declined by the card issuer. This will also rule out any local IT issues that might be causing the payment issue.
- Ask the permission of a friend or relative to use their card details for the payment (see the instructions above).

If you've followed the above steps and continue to experience difficulties, please [contact Graduate Admissions](#) with further details of the issues you're experiencing, and we'll try to assist you.

## **Application fee waivers**

- [Applying from a low-income country](#)
- [Applying for readmission \(for current Oxford PGT students\)](#)
- [Applying to related research courses](#)

**In the following circumstances, the application fee can be waived:**

### **Applying from a low-income country**

If you are resident in a country listed as low-income by the [World Bank](#) and you are not able to pay the application fee, you can request a waiver of this fee.

This must be done within your online application form. You should select 'Standard' on the 'Application type' tab.

### Countries eligible for this application fee waiver

Afghanistan, Benin, Burkina Faso, Burundi, Central African Republic, Chad, Comoros, Democratic Republic of Congo, Eritrea, Ethiopia, Gambia (The), Guinea, Guinea-Bissau, Haiti, Korea (DPR), Liberia, Madagascar, Malawi, Mali, Mozambique, Nepal, Niger, Rwanda, Sierra Leone, Somalia, South Sudan, Syria, Tajikistan, Tanzania, Togo, Uganda and Yemen.

To be eligible for this application fee waiver, you must meet **all** of the following criteria:

1. Your country of ordinary residence is one of the eligible countries above.
2. You would be unable to apply to Oxford without an application fee waiver.
3. You meet the entry requirements for your course, as published on your [course page](#).
4. You are applying *before* the relevant January deadline for your course.

If you indicate on your application form that you are resident in one of the eligible countries above, you will be asked additional questions relating to this waiver scheme. If your answers to these questions indicate that you are eligible for this waiver, you won't be directed to the payment screens when you submit your application.

## Applying for readmission

If you're currently studying for an Oxford graduate taught course and applying for a research course with no break in your studies, you may be eligible to apply for readmission. You must meet the same deadlines and requirements as other applicants, but you won't be required to pay an application fee.

The following Oxford students are eligible to apply for readmission:

- MSt, MSc, MPhil, MPP, MFA, BCL, MJur, BPhil or MTh students applying to any DPhil course *except* the DPhil in Management Studies;
- BCL and MJur students applying to the MPhil in Law;
- PGCert in Nanotechnology students applying to the MSc in Nanotechnology for Medicine and Health Care.

The authorisation code you'll need for this application type is available in your [Student Self Service](#) account.

### Where can I find my readmission code in Student Self Service?

After you've logged into Student Self Service, select 'Academic and Assessment Information'. Under the 'My student record' heading, select 'Check my details' and locate the 'Display Authorisation Code' button at the bottom of the screen.

Once you've found your authorisation code, return to the 'Application type' tab of the online application form. Select 'Readmission' from the drop-down menu and enter your authorisation code into the text field that appears.

The authorisation code must be entered manually, without full stops, spaces or other unnecessary characters. Copying and pasting the code may cause an error.

## Applying to related research courses

The Mathematical, Physical and Life Sciences (MPLS), Medical Sciences and Social Sciences divisions offer a number of research courses in closely related subject areas. Two schemes are offered for such courses that will enable you to be considered for more than one course without paying an additional application fee.

[Find out more](#)

## Applicants with disabilities

At Oxford over 3,000 students have declared a disability. We're committed to making reasonable adjustments and addressing any individual support requirements to make sure that you're able to participate fully and enjoy a fulfilling university experience.

Communications from Graduate Admissions and the University's departments and colleges will usually be sent via email. If this will cause you any difficulty, please telephone Graduate Admissions on +44 (0)1865 270059 to discuss alternative formats.

## Admissions policy

We welcome applications from people with disabilities and are committed to making reasonable adjustments to enable students to participate fully in student life.

The University and colleges view applications from students with disabilities on the same grounds as those from other candidates. All applications are assessed purely on academic merit and potential, according to the published selection criteria for the course you have applied for.

If you are thinking about applying to Oxford, you can find information about the facilities and support available to students from the [Disability Advisory Service](#).

If you would like to discuss your application, you can [contact Graduate Admissions and Funding online](#) or by telephone at +44 (0) 1865 270059.

If you have a preferred college to which you would like to apply, you may wish to contact that college to discuss the support provision available. Contact details for all colleges are available via our [individual college pages](#).

## Tell us about your disability

Educational institutions have a duty under the Equality Act (2010) to make 'reasonable adjustments' to ensure that students with disabilities are not placed at a substantial disadvantage in their access to services, assessment and teaching.

The University and its colleges make some adjustments in anticipation of disabled students' support requirements, eg improving physical access to buildings, but also appreciate that individuals are different and further changes may need to be considered and implemented.

Any disability disclosure will be dealt with confidentially and sensitively. If you tell us what your difficulties are then we can discuss appropriate support. Adjustments can be made and support requirements taken into consideration during the application process to enable you to best demonstrate your abilities and achievements. We encourage you to tell us about your disability when you apply, but if you have not done so, please tell us when you receive an offer of a place.

In order to provide study support, relevant departments and colleges of the University may need to share information about your needs. Information will only be shared with your explicit consent on a need-to-know basis with relevant people, such as the lecturers and tutors who will teach you and relevant library and support staff. The information provided is also used to monitor rates of participation in Higher Education by particular groups of people, which is a statutory requirement; it does not form part of any assessment of your application.

## Apply for support before you arrive

The systems for supporting students with disabilities at Oxford may be different from those that you have experienced at your previous universities.

Study support is developed around your individual requirements and there are many individuals who can help you through the process. Contacting the Disability Advisory Service is a good starting point. This will help you to plan properly and get arrangements in place before your arrival, so you can focus on enjoying student life at Oxford.

If you make a successful application and are offered a place, we would advise you to make a more formal appointment with your supervisor and the [departmental and college disability contacts](#) to discuss your requirements. It may be possible for these discussions to take place via telephone or Skype if you are not able to come to Oxford. It is recommended that you involve the Disability Advisory Service in these discussions.

## Funding for students with disabilities

The Disability Advisory Service can advise on funds available to students with disabilities.

UK students may be eligible for the Disabled Students' Allowances (DSA) and the Disability Advisory Service can assist students with making an application or advise on other funds available to those who do not qualify for DSA.

Non-UK students are not eligible for DSA. However, the University has a policy of funding disability-related study support for non-UK students up to a level of £10,000 per student. This support can be accessed where there is no funding available from the student's own country, funding body, sponsor, research council or other source. Clarendon scholars and other recipients of awards with a disability study support component would also not be eligible.

It can take several months from the point of application before full support is implemented, therefore the earlier you apply the better.

## Your college

All colleges are committed to making reasonable adjustments for students with disabilities and have a duty to do so. Preliminary information about existing college support for students with disabilities and contact details for all colleges are available via our [individual college pages](#).

College reallocation on disability grounds will only be possible in exceptional cases and you will be required to provide supporting medical evidence about your disability and its impact. Normally this kind of reallocation extends only to those with a severe disability that requires substantial adjustments to living accommodation, a significant sensory impairment or those who have personal daily care needs.

## Visiting the University and colleges

If you have the opportunity, you should consider coming to Oxford for an informal visit to view the colleges and department of your choice. You should always arrange appointments in advance, as staff are not always available and buildings will not always be open.

Some departments hold open days, which you should attend if you can. This will give you a good idea of the accessibility of buildings and other services, as well as the chance to ask any questions about your support requirements. You will also be able to get a sense of how close various colleges are to the department where you will be studying,

## Access around the University

For visitors with special access requirements, the University's [Access Guide](#) offers a directory of all currently available information, as well as contact details for further queries.

You are advised to contact your department about access to lecture theatres and other facilities if this may be a concern for you.

## Feedback

As part of the University of Oxford's commitment to providing support to applicants with disabilities during the admissions process, we would be pleased to receive any feedback about the experience of the admissions process and the support offered. Please send your feedback to [director.graduateadmissions@admin.ox.ac.uk](mailto:director.graduateadmissions@admin.ox.ac.uk). This email address should only be used for feedback and not general enquiries, which should instead be submitted via our [online query form](#).