



# Written Work Cover Sheet

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

Please follow the precise guidance from your college when submitting work. If scanned and sent by email, your work should be sent as one multi-page PDF file for each piece of submitted work, together with its own cover sheet. The work must be original. Ideally, it should have been marked by a teacher and **must not have been re-written or corrected for this application to Oxford**. All work must be in English (except where otherwise required for Modern Languages) and each page must be numbered. If your college asks you to submit work by email, please copy in your UCAS referee.

## To be completed by the applicant:

UCAS Personal ID:										
Surname/family name:								First/given name(s):		
College of preference:								Proposed course:		
Current or most recent school:										
Title of your written work:										
Subject for which this written work was done:										
Please explain the circumstances in which your work was produced. For example, was this completed as part of your school work, did you receive any guidance and if so, how much? Over what timeframe was it written?										
<i>I certify that this is my own work, and that it has not been re-written or corrected for this application to Oxford and that I have acknowledged material taken from other works.</i> Please sign and date:										

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

Please confirm the circumstances under which this work was produced were as outlined above by the applicant.
Name of school representative:
Position and relationship to applicant:

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

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