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**Recognised Student – Application Form for entry in 2019-2020**

*For office use only*

**Please type your answers and complete all sections, referring to the relevant Notes of Guidance.**

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| **Section A: Programme Details** | | |
| Please state the Department or Faculty in which you wish to work: Click or tap here to enter text.  It is essential to contact the academic department to secure their approval to apply. I have received this approval: Yes  Please provide a title for your research area: Click or tap here to enter text. | | |
| Proposed Academic Advisor: Click or tap here to enter text. | | |
| Please indicate below the initial term in which you are applying for admission *(please select only one)*: | | |
| Michaelmas Term 2019 | Hilary Term 2020 | Trinity Term 2020 |
| Please indicate below the number of terms for which you wish to be admitted (*Please select only one)*: | | |
| One Term | Two Terms | Three Terms |

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| **Section B: Personal Details** | |
| **Please enter your name exactly as it appears on your passport or other official document (including middle names). If you go by a name that is not listed on your official document(s), you can enter this in the Preferred Name field.** | |
| GIVEN NAME (Forename) Click or tap here to enter text. |  |
| PREFERRED NAME Click or tap here to enter text. | TITLE Choose an item. |
| MIDDLE NAME(S) Click or tap here to enter text. | SEX FEMALE  MALE |
| FAMILY NAME (Surname) Click or tap here to enter text.  Please provide any previous  family name (Surname) Click or tap here to enter text.  Please provide any previous  given name (Forename) Click or tap here to enter text. | DATE OF BIRTH Click or tap to enter a date.  From Click or tap to enter a date.  To Click or tap to enter a date.  From Click or tap to enter a date.  To Click or tap to enter a date. |

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| **Section C: Contact Information** | | | |
| HOME ADDRESS | | CORRESPONDENCE ADDRESS (if different) | |
| Click or tap here to enter text. | | Click or tap here to enter text. | |
| CITY Click or tap here to enter text. | | CITY Click or tap here to enter text. | |
| POSTAL/ZIP CODE Click or tap here to enter text. | | POSTAL/ZIP CODE Click or tap here to enter text. | |
| STATE Click or tap here to enter text. | | STATE Click or tap here to enter text. | |
| COUNTRY Click or tap here to enter text. | | COUNTRY Click or tap here to enter text. | |
|  | | EFFECTIVE DATES: | |
|  | | From Click or tap to enter a date. | |
|  | | To Click or tap to enter a date. | |
| TELEPHONE | COUNTRY CODE  (if outside UK)  Click or tap here to enter text. | AREA CODE  (if applicable)  Click or tap here to enter text. | NUMBER  Click or tap here to enter text. |
| EMAIL ADDRESS: Click or tap here to enter text. | | | |

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| **Section D: Nationality & Citizenship** | | | | |
| **COUNTRY OF BIRTH**: Click or tap here to enter text. | | | | |
| **COUNTRY OF NATIONALITY/CITIZENSHIP** | | | | |
| Please include all countries that you have nationality of and give a start date if you have not been a national of that country from birth. Please do not give an end date unless your nationality of that country has ended.  Do you expect to require a visa to enter the UK for your study? Yes  No  Uncertain | | | | |
| **If you expect to require a visa to enter the UK for your study, please provide details of the passport that you intend to use. You should also check your middle names are included in the section above if shown in your passport.** | | | | |
| COUNTRY | FROM  (dd/mm/yyyy) | TO  (dd/mm/yyyy) | PASSPORT NUMBER | PASSPORT EXPIRY DATE  (dd/mm/yyyy) |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap to enter a date. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap to enter a date. |
| **COUNTRY OF RESIDENCE** | | | | |
| Please give details for the past 6 years. This should be the country in which you are normally resident, not the country in which you are studying. In the case of EU nationals who are currently studying in the UK, please include details of your UK residence here. Please do not give an end date unless you no longer reside in that country. | | | | |
| COUNTRY | | | FROM  (dd/mm/yyyy) | TO  (dd/mm/yyyy) |
| Click or tap here to enter text. | | | Click or tap to enter a date. | Click or tap to enter a date. |
| Click or tap here to enter text. | | | Click or tap to enter a date. | Click or tap to enter a date. |
| Click or tap here to enter text. | | | Click or tap to enter a date. | Click or tap to enter a date. |
| Are you an EU national resident in the UK for the main purpose of full-time Education? Yes  No | | | | |
| If you are not a UK or EU Citizen but you are currently living in the UK do you have indefinite leave to remain\*? Yes  No | | | | |
| \*If your BRP/visa states ‘leave to remain’ this is temporary/limited leave and is not indefinite leave. | | | | |
| If yes, when was it granted? Click or tap to enter a date. | | | | |

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| **Section E: Details of Current & Previous Education** | | | | | |
| University/Institution attended | Start year | Year of completion/ expected completion | Qualification obtained or studying for (e.g. BA, MSc) | Main subject (e.g. Chemistry, English) | Result/expected result (grade, GPA, classification, etc.) |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Note for students who require a Tier 4 student visa:**  **Please also list above any period of study (complete or incomplete) that you have ever undertaken in the UK at any time.** | | | | | |

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| **Section F: English Language Requirements** | | | | | | | |
| Are you coming into the UK for more than six months on a Tier 4 student visa (or coming for less than this but choosing to apply for a Tier 4 student visa)? | | | | | | | |
| Yes | | | | No | | | |
| If yes: Is English your first language? | | | | | | | |
| Yes | | | | No | | | |
| *Optional*: If you have a working knowledge of languages other than English (including your native language), please specify, and state whether the level of your competence in Reading, Writing, Speaking and Understanding is Advanced, Intermediate or Basic: | | | | | | | |
| Language | Reading | | Writing | | Speaking | | Understanding |
| Click or tap here to enter text. | Choose an item. | | Choose an item. | | Choose an item. | | Choose an item. |
| Click or tap here to enter text. | Choose an item. | | Choose an item. | | Choose an item. | | Choose an item. |
| Click or tap here to enter text. | Choose an item. | | Choose an item. | | Choose an item. | | Choose an item. |
| Click or tap here to enter text. | Choose an item. | | Choose an item. | | Choose an item. | | Choose an item. |
| **The following questions are included to assist the University to assess applicable English language test requirements and to comply with the United Kingdom Home Office requirements:** | | | | | | | |
| Have you completed, or are completing, a full-time degree-level course entirely taught and assessed in English? | | | | Have you completed a course under a United Kingdom Tier 4 child visa? | | | |
| Yes | | No | | Yes | | No | |
| If you have any visa queries please refer to <http://www.ox.ac.uk/students/visa> | | | | | | | |

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| **Section G: Sponsor/Funding Source** |
| Please refer to the attached guidance notes and select the option most appropriate to you: |
| Choose an item. |
| *(If you are unsure as to which option to select, please enter a brief description:* Click or tap here to enter text. *)* |

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| **Section H: Application fee payment** |
| **The application fee is £50 per application.** Payment can be made by any MasterCard, Visa, Visa debit, Visa Electron or Maestro card.  **If you intend to submit more than one application you must make separate payments and provide us with the order number for each application.**  **To make a payment online:**  1. Please go to [www.graduate.ox.ac.uk/recognisedapplicationfee](http://www.graduate.ox.ac.uk/recognisedapplicationfee) and make a purchase of the application fee. Click on ‘Add to Basket’ and then proceed to make payment. If you have not used the Online Stores before, you will need to create an account, and provide some personal details and the name of the course to which you are applying.  2. Once you have paid your application fee, enter the six digit application fee order number (from confirmation-of-purchase email) in the box below – all have the prefix “OXF”: Please check the order number you have entered carefully, as it will be audited; any application with an invalid order number will not normally be considered. |
| 3. We will contact you by email if there is any issue with your payment.  **OXF** Click or tap here to enter text.    It is acceptable for someone else to pay the application fee on your behalf. When doing so, they should enter their own details rather than those of the applicant. Please advise them that once they have clicked "Add to Basket" they will be required to provide some personal information about you to allow the Graduate Admissions Office to match the payment to your application: your name, date of birth and the full title of the course and course code to which you are applying.  **To make payment by Western Union**  If you are not able to pay the application fee online or by cheque, please contact the Graduate Admissions Office on graduate.admissions@admin.ox.ac.uk or +44 (0) 1865 270059 for further information about how to make the payment by Western Union.  **To make a payment by cheque**  Please enclose payment (in £ UK Sterling, drawn on a UK bank and made payable to “University of Oxford”)  Please write your name, date of birth and course name on the reverse of your cheque.  **Fee Waivers**  Fee waivers may be applied for if your current country of ordinary residence is part of the World Bank Group. The eligible countries are:   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Afghanistan | Chad | Guinea | Madagascar | Niger | Syrian Arab Republic | Yemen, Rep. | | Benin | Congo, Dem. Rep | Guinea-Bissau | Malawi | Rwanda | Tajikistan |  | | Burkina Faso | Eritrea | Haiti | Mali | Sierra Leone | Tanzania |  | | Burundi | Ethiopia | Korea, Dem. People's Rep. | Mozambique | Somalia | Togo |  | | Central African Republic | Gambia, The | Liberia | Nepal | South Sudan | Uganda |  |   Fee waivers are only possible where you are currently **resident** in one of the above countries, meet the entry requirements and cannot pay the application fee.  Application Fee Waiver: I do not need a fee waiver  I need a fee waiver    I confirm that I cannot afford to pay the application fee and would not be able to apply to the University without an application  fee waiver    I confirm that I will meet the entry requirements for my course as published on the course entry requirements page  **Please note** that if you are applying for a course in one of the **Centres for Doctoral Training (CDT)** or **Doctoral Training Partnership (DTP),** you will be required to pay the application fee for the first application. You may however, submit up to two further applications for related courses from a set of permitted options without paying additional application fees. Please see the **Application Basics** tab of the **Guide** www.ox.ac.uk/admissions/graduate/applying-to-oxford/application-guide for further information. |

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| **Before reading and signing the declaration, please complete** [**Appendix A**](#AppendixA) **on Page 5** | | | | |
| **Section H: Data Protection Notice and Declaration** | | | | |
| *Please read the following Data Protection Notice and Declaration carefully. By signing the Declaration you confirm your acceptance of the statements which form the Declaration. If you do not sign this form, we cannot process your application.* | | | | |
| **DATA PROTECTION NOTICE**  *Personal data will be collected, stored and retained in accordance with the General Data Protection Regulation and related UK data protection legislation. Please read the* [*University’s Privacy Notice*](http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/postgraduate) *before accepting the terms and conditions and submitting your application.*  **DECLARATION**  *I confirm that the information I have provided on this application form is (to the best of my knowledge) true, accurate, current and complete; and I agree to notify the University promptly if any information contained on this application form should change, in order to keep it true, accurate, current and complete.*  *I confirm that all supporting work submitted as part of this application is entirely my own work, except where clearly stated otherwise, and does not include and plagiarised elements.*  *I accept that if I become a student at the University of Oxford the terms of the University’s* [*Statute XVI*](https://www.admin.ox.ac.uk/statutes/790-121.shtml) *related to intellectual property will apply to me, and that the University will be entitled in accordance with those terms to claim ownership of intellectual property which I produce.*  **PLEASE NOTE:** All admissions decisions taken by the University of Oxford and its Colleges rely on the statements made on the application form and on the supporting documents supplied by you and your referees. This information will be held and used for the purpose of processing your application for study, for student administration and, where relevant, for funding purposes.  If the University, or any College of the University, believes that any information or statement, including references, contained on your application form may not be true, accurate, current and complete, or that any document submitted in support of your application may not be entirely your own original work, except where clearly stated otherwise, it may take any necessary steps to verify that information or statement, or to confirm that any supporting document is entirely your own original work, except where clearly stated otherwise.  As part of the admissions process the University may use a plagiarism detection system. This system screens any written work submitted as part of your application for plagiarism, paraphrasing and collusion. The plagiarism detection system will store on its database any written work submitted for screening. For the University’s definition of plagiarism and more information on how the plagiarism detection system works please see the [Application Guide](http://www.ox.ac.uk/admissions/postgraduate_courses/apply/legal_information/plagiarism.html).  If, in the opinion of the University, or any College of the University, any information or statement, including references, provided on this application form is not true, accurate, current and complete, or any supporting document is not entirely your own original work, except where clearly stated otherwise, the University, or any College of the University, retains the right to reject your application. If you have been made an offer by the University, or any College of the University, then the University, or any College of the University, may in these circumstances withdraw or amend that offer. If you have been admitted as a student, you may be subject to disciplinary action which could result in your expulsion from the University and your College.  Please **print and sign** in the box below and print your name to accept this declaration: | | | | |
| SIGNATURE: |  | DATE: |  |  |
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| **Appendix A** | | | | |
| *The University of Oxford embraces diversity and seeks to achieve equity in the experience, progression and achievement of all our students. The personal data we collect from applicants and current students enables us to meet our statutory obligations under the Equality Act and assess the impact of our policies and practices on people from different equality groups and put in place appropriate provision and support for all students. We recognise that these are sensitive questions, but hope you will feel able to provide this information, in confidence, to support our efforts to create a more inclusive, diverse and equitable Oxford. Please see the Equality and Diversity Unit website for more information about equality at Oxford.*  *The information you provide in this section will not form part of the selection process and will not be seen by anyone involved in assessing your application. Your personal information will be treated in accordance with the General Data Protection Regulation (GDPR) and related UK data protection legislation. Full details are set out in the University's Postgraduate Applicant Privacy Notice* ***(Appendix B)****.* | | | | |
| **Section 1: Ethnicity** | | | | |
| With which ethnic group do you most identify? | | | | |
| Choose an item. | | | | |
| **Section 2: Religion and Belief** | | | | |
| What is your religion or belief?  Choose an item. | | | | |
| **Section 3: Disability** | | | | |
| *We welcome applications from disabled people. Please tell us if you have a disability, including sensory or mobility impairments, long-term mental health conditions, longstanding illnesses or health conditions, autism spectrum conditions, or specific learning difficulties such as dyslexia, dyspraxia and ADHD.* | | | | |
| *We will not take this information into account when assessing your application, which will be judged on academic merit and potential alone. The information you provide to the University will be treated in line with the General Data Protection Regulation (GDPR) (*[*www.admin.ox.ac.uk/councilsec/compliance/dataprotection*](http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection)*).  If you accept a place here, we will need to share this information with key individuals in academic, administrative and support roles in order to provide effective support. This will mean sharing your information with our Disability Advisory Service so that they may work with you to put in place any necessary adjustments or provide study support.   You should contact the Disability Advisory Service (www.ox.ac.uk/students/welfare/disability) as soon as possible if you wish to discuss this section, or anything to do with provision for disability-related support for your course.* | | | | |
|  | No known disability | | |  |
|  | Prefer not to say | | |  |
|  | A specific learning difficulty such as dyslexia, dyspraxia or ADHD | | |  |
|  | A social/communication impairment such as an autism spectrum condition or disorder | | |  |
|  | A longstanding illness or health condition such as epilepsy, diabetes, Crohn's disease, or asthma | | |  |
|  | A long-term mental health condition, such as bipolar disorder, obsessive compulsive disorder, an eating disorder, depression, an anxiety disorder, or schizophrenia | | |  |
|  | A physical impairment or mobility issues, such as difficulty using arms or hands, or requiring use of a wheelchair, crutches or other mobility aid | | |  |
|  | Deaf or a serious hearing impairment | | |  |
|  | Blind or a serious visual impairment uncorrected by glasses | | |  |
|  | A disability, impairment or medical condition that is not listed | | |  |
| If not listed, please specify: Click or tap here to enter text. | | | | |
| *If you have selected a disability above –* Do you have any additional support needs? | | | | |
| Require use of a wheelchair or other mobility aid | |  | Require living accommodation with specialist equipment (e.g. hoists, height-adjustable beds, adapted bathroom facilities) | |
| Require step-free/level access or use of a lift | |  | Require use of a registered/licensed assistance animal for visual, hearing, mobility, or medical needs | |
| Require personal care assistance for daily living activities | |  | | |

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| [**Click here to return to the Declaration**](#Declaration) |

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| **Appendix B** |
| **Postgraduate Applicant Privacy Notice** |
| The University’s Applicant Privacy Notice is available at:  <http://www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/postgraduate/> |

**End of form**

**OFFICE USE ONLY – For Completion by Department/Faculty**

**Recognised students ONLY**

The Department/Faculty of ­­­­­­­­­­­­­­­­­­­­­………………………………………………………..  
recommends that the above application be

**Accepted**, and can confirm that ……………………………………………………….   
 has agreed to act as Academic Advisor.

Or

**Rejected**

Signature:

Please print name: ………………………………………………………..

Date: ………………………………………………………..