

UNIVERSITY OF OXFORD



**NOTES OF GUIDANCE FOR APPLICANTS FOR
GRADUATE STUDY – FOR ADMISSION WITH THE
GAO/F1 APPLICATION FORM**

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OX1 2JD

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PLEASE CONSULT A COPY OF THE *GRADUATE STUDIES PROSPECTUS* BEFORE COMPLETING THE ACCOMPANYING APPLICATION FORM (GAO/F1)

PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE FORM, AND *KEEP THEM FOR FUTURE REFERENCE AFTER YOU HAVE SUBMITTED YOUR APPLICATION.*

1. IS THIS THE CORRECT APPLICATION FORM?

The accompanying application form (GAO/F1) is to be used by applicants for **all postgraduate courses** in the following subject areas:

Life and Environmental Sciences Division

Social Anthropology; Material Anthropology; Medical Anthropology; Visual Anthropology (*Please note applications for Biological Anthropology and Human Biology refer to Graduate Studies Prospectus*) Classical Archaeology; World Archaeology; European Archaeology; (*Please note applications for Archaeological Science refer to Graduate Studies Prospectus*) Environmental Change and Management; Geography; Nature, Society and Environmental Policy; Environmental Geomorphology.

Social Sciences Division

Comparative Social Policy; Socio-Legal Studies; Forced Migration; Development Studies; Economics for Development; Economics; Evidence Based Social Work; Latin American Studies; Law (all); Politics; International Relations; Russian and East European Studies; Sociology.

Humanities Division

Fine Art; Philosophy; Oriental Studies; Modern Jewish Studies; Modern Middle Eastern Studies; Ottoman and Turkish Studies; Modern Chinese Studies; Classical and Medieval Islamic History; Classical Indian Religions; Cuneiform Studies; Egyptology; Islamic Art and Archaeology; Judaism and the Greco-Roman World; Medieval Arabic Thought; Jewish Studies and the Graeco Roman Period; Syriac Studies; Classical Armenian Studies; Chinese Studies; Japanese Studies; Korean Studies; Classical Hebrew Studies; Classics; Greek and/or Latin Languages and Literature; Ancient History; Greek and/or Roman History; Theology (*All except for the M.Th. in Applied Theology, please refer to Graduate Studies Prospectus*) Women's Studies; English (all); History of Art; Byzantine Studies; Economics and Social History; History of Science; Modern European History; Modern History; Modern Languages; European Literature; Celtic Studies; Yiddish Studies; Music; Interpretation and Performance; Musicology; Comparative Philology and General Linguistics.

PLEASE NOTE: IF THE SUBJECT YOU WISH TO APPLY FOR IS NOT IN THE ABOVE LIST, PLEASE REFER TO THE GRADUATE STUDIES PROSPECTUS FOR DETAILS OF WHICH APPLICATION TO USE. AN ON-LINE VERSION OF THE PROSPECTUS IS AVAILABLE AT: <http://www.admin.ox.ac.uk/gsp/>

2. FAMILY NAME

Your family name will be used as the key for matching supporting materials with your application and for dealing with enquiries. **Supporting materials (such as references or a**

transcript) are in a different name; supporting materials in a different name, or using different spelling, cannot be easily linked to the application. Please note the Graduate Admissions Office cannot take responsibility for documents being incorrectly filed if the family name on the application form is different to that on the supporting materials.

3. SPECIFYING THE PROGRAMME OF STUDY YOU ARE APPLYING FOR

You should complete only **one** GAO F1 postgraduate application form, and use it to apply for only **one** course. Applicants who list more than one Department and/or Faculty in a single application are advised that the application will be referred to the first of those Departments or Faculties and will be referred to a second only if not accepted by the first and places are still available.

It is important that you specify clearly on your application form the subject and qualification you wish to study so that time is not lost unnecessarily clarifying your intentions. You must therefore ensure (by reference to the *Graduate Studies Prospectus* or information issued by the University) that you know what subject you want to apply for, and that it is offered at Oxford. When completing section 10 of the application form, you should bear the following points in mind:

(a) If you want to study for a research degree (**D.Phil., M.Litt. or M.Sc. by *research***) you have to be admitted initially as a Probationer Research Student (PRS). You should tick the PRS box (section 10(a)), and indicate in which faculty, sub-faculty, department or institute you envisage working. If you have already been in contact with a department or institute which has indicated its wish to accept you, you should simply give the name of the department etc. concerned. If you have not had such contact you should indicate the appropriate body by reference to the entries in the Prospectus and other literature. If your proposed study appears to cross the disciplinary boundaries between such bodies, you may want to indicate more than one potential location, but please remember that the less precise you are, the longer it is likely to take us to establish which is the appropriate body for consideration.

If you are applying for Probationer Research Student status you should also give a brief indication of the area of your proposed research; this must be accompanied by a more detailed research proposal (see section 5(c) of these notes);

(b) If you wish to study for one of the following qualifications (**M.St., M.Phil., B.Phil., M.Sc. by *coursework***, or **postgraduate diploma**), you should tick the appropriate box (section 10(b)) and enter the specific name of the course of study you wish to follow as listed in the *Graduate Studies Prospectus* or other information material.

For the following courses of study you must also specify in the space indicated which option you wish to take:

Masters in English: give the number and name of the particular course option you wish to take (e.g. (2) – 1550-1780).

M.Phil. in European Literature: state the *two* literatures you wish to offer from those available, and whether you wish to take (i) Medieval, (ii) Renaissance, (iii) Modern Literary Studies.

M.St. in European Literature: state the *one* literature you wish to offer from those available, and whether you wish to take (i) Medieval, (ii) Renaissance, (iii) Modern Literary Studies.

M.St. in Modern History: state clearly the area or period of history in which you intend to specialise for the course. The following periods are available in both British and European history: 300-1100; 1000-1500; 1450-1750; 1750-1918; 1914 to the present. British Commonwealth history engages with the period since circa 1840; South Asian history is taught in two periods: circa 1700 to 1860, and circa 1860 to the present. History of the United States covers the history of north America from the eighteenth-century onwards. For further information please refer to the Modern History website at: <http://www.history.ox.ac.uk/postgrad/taught/mstmodhist.htm>.

(c) Taught postgraduate law courses (**BCL and M.Juris**) are given in section 10 (c). Please indicate if you envisage going on to study for the M.Phil. in Law.

4. CHOICE OF COLLEGE

You may choose to apply to **four** colleges in order of preference. In the event that none of your choices can offer you a place, the Graduate Admissions Office will select more colleges on your behalf. Every effort will be made by this office to select appropriate colleges from those with spaces still available, however, it is important to realise that some colleges do fill up quickly and that choices will become more limited as the year progresses.

Some colleges place restrictions (especially with regard to subject of study) on whom they are willing to admit. In order to avoid inappropriate choices, it is important that, before making your choice, you first consult the current *Graduate Studies Prospectus*. You are also advised to ask individual colleges for further information, or to consult the web sites of individual colleges. Your prospective department might also be able to offer advice and contact details of administrators and the college affiliation of teaching staff are often published on the department's website.

However, if after reading all the information available you are still unable to choose, you may leave section 11 blank and colleges will be chosen for you by the University.

Please note that once applications are processed it is very difficult to change your choice of college. It is, therefore, in your best interests to research the colleges thoroughly before returning your form.

If you are already a matriculated member of an Oxford college, and wish to remain at or return to that college, you should simply enter it as your first (and only) choice. If you wish to change to another college, you should consult your current college's authorities before taking further action. You are also advised to check with the college you wish to join whether they are willing to agree to such a transfer.

5. SUPPORTING MATERIALS

A number of items of supporting material, described below, are required in addition to your application form. **Your application cannot be considered without these materials, and they should, therefore, be submitted with your application form whenever possible to avoid delays.** Please read the following notes carefully to ensure that you understand what additional material is required in your case. You should indicate in section 20 of the application form which items you are enclosing, and which if any are not required in your

case. If you are **not** enclosing any items which are required, you should add a note to say why, and when the item(s) can be expected to reach the Graduate Admissions Office. If any of these items have already been submitted to the Graduate Admissions Office, or to the University department or institute you wish to enter, there is no need to enclose fresh copies, but you should indicate in section 20 where and when the items in question were sent. **Please also ensure that material sent separately shows the correct spelling and format of your family name as it appears on the application so that the material can readily be associated with your application.**

PLEASE NOTE THAT SUPPORTING MATERIAL CANNOT BE RETURNED; you should therefore only submit copies (authenticated by the institutional authorities in the case of transcripts) of any original material, such as important pieces of written work or transcripts, which you need to retain.

(a) **References:** give the names and addresses of three referees. If you are applying using the application materials printed from the web please ensure that each of your referees sends their reference in a sealed envelope, that they have signed across the seal and covered their signature with a clear adhesive tape. If you have received the application pack through the post, please forward to each of your referees one of the enclosed envelopes marked 'Letter of reference' or a copy of the reference request sheet, which can be printed from the web with the application form. (Web address: <http://www.admin.ox.ac.uk/gao/printapply.shtml>). Please ask them to submit a confidential reference on your behalf. Each of the references should be returned in a signed and sealed envelope according to the instructions given. The unopened envelopes should ideally be returned with your application form. You are asked to note that your application will not be considered unless at least two of your references have been submitted. If possible, at least two of your referees should have knowledge of your recent studies, and should indicate the standard attained. If you have already arranged for your referees to write to the university department you are applying to, you should enter details in section 13 of the application form and write a note in section 20; there is no need to obtain a second set of references.

(b) **Transcript:** all candidates should submit with their application a detailed official record of their higher education achievements up to the present, including courses taken and standards achieved. Candidates from countries, including the United Kingdom, where transcripts are not universally issued, should ask the appropriate office in their institution (usually the Registry or, in the case of Oxford students, their college authorities) for an official record setting out in detail the elements of the course they have taken so far and, if possible, the standard achieved (or, in the case of Oxford graduates, a statement of marks achieved in individual honours papers). A document (such as a degree certificate) certifying merely that the applicant has been awarded a certain qualification does not meet this requirement, and is not called for at this stage of the admission process. If the policy of your institution is that the transcript should remain confidential, you should ask for it to be sent as soon as possible direct to the Graduate Admissions Office. If your institution is unwilling to issue a transcript - which is more likely to be the case for a course you have not yet completed - you should indicate this in section 20 of the application form. (Current Oxford undergraduates need not supply a transcript, but should note this in section 20 and should ask referees to include in their reference any appropriate quantitative evidence, such as relevant marks in the first public examination.)

(c) **Statement of study plans/Research proposal:** all candidates should submit with their application, on the form supplied, a statement of their reasons for wishing to study at Oxford and to take the particular course applied for. Candidates for PRS status (leading to a D.Phil.,

M.Litt., M.Sc. by research, or for M.St. research methods courses) or for the M.St. in Legal Research **must** include in their statement an outline of their proposed research. Candidates for courses which contain an element of research (such as the M.Phil.) are advised to include some indication of the likely area and title of their thesis. One page is normally sufficient for this statement.

(d) **Written work:** two different pieces of your own recent written work are required to support applications for degrees and diplomas in **all** subjects except those listed below, and should be submitted with your application form. The samples of written work may be two essays (such as seminar papers) or two sections of a longer work. Each sample should be of approximately 2,000 words in length (not longer), preferably typed, and **must be in English** (applicants for degrees in Modern Languages should note that they are permitted to submit samples of written work in languages other than English). If any of the work you submit has been translated into English by someone other than yourself, you must indicate this clearly. The written work should be related to the subject you propose to study at Oxford and should provide evidence of your capacity to pursue successfully your proposed course of study. The work need not have already been subject to any academic appraisal. Applicants for the B.Phil. or M.St. in Philosophy should submit two recent essays on different philosophical topics, not of a primarily expository nature, between 2,000 and 2,500 words each. PRS applicants in Philosophy should submit an essay of between 4,500 and 5,000 words on a subject related to their proposed research topic.

Please note that:

(i) *two pieces of written work **are** required from **all** candidates for arts, humanities, and social science subjects (**including economics**), except:*

(ii) in the case of Law, written work is required as follows:

*- **all candidates for Probationer Research Student status and for the M.St. in Legal research must submit written work as outlined above;***

*- **candidates for the BCL and M.Juris should submit **one** piece of written work of not more than 2,000 words;***

*(iii) written work is **not** required from applicants for the M.Sc. in Environmental Change and Management.*

(e) **Certificate of proficiency in English:** English is the language of instruction at Oxford and students whose native tongue is not English must be sufficiently fluent in English to enable them to work without disadvantage. For candidates whose first language is not English, minimum scores in one of the standard language tests (IELTS, TOEFL) are a requirement for admission. The **minimum** requirements are a score of 7.0 in IELTS or 600 in TOEFL (or 250 in the new computer-based test). In addition, candidates offering a paper based TOEFL score as evidence of English proficiency are required to have achieved a TWE of at least 4.5. **Some faculties/departments may demand higher scores than these** and you are advised to check the requirement in the particular subject booklet or on the relevant departmental website. Only in exceptional circumstances will students who do not meet these criteria be granted admission. Candidates should make arrangements to take tests as early as possible, and to ensure that the certificated results are submitted with their application or as soon as possible thereafter. Candidates should also ensure that their English test score reaches the GAO before any published *strict* deadlines. The addresses for IELTS and TOEFL are:

IELTS, c/o nearest British Council Office (British Council web site: <http://www.britcoun.org>);

TOEFL, PO Box 6151, Princeton, NJ 08541-6151, USA (TOEFL web site: <http://www.toefl.org>). The TOEFL code for the University of Oxford is 0490.

Non-native speakers of English who have successfully completed (or are currently following) a course of higher education in an institution where English is the principal medium of instruction do not usually need to supply such a certificate, and should indicate in section 21 of the application form their reason for not submitting one. However, some faculties and departments may nevertheless ask for a certificate to be supplied.

(f) **GRE:** All applicants for Economics or Economics for Development are strongly encouraged to take the GRE. However applications from candidates holding, or currently studying for, a UK **undergraduate** degree will be considered without a GRE.

You can arrange to take the GRE General Test by contacting the GRE Board, whose address is: Graduate Record Examinations, PO Box 6000, Princeton, NJ 08541-6000, USA. (GRE web site: <http://www.gre.org>). You should, if possible, send your official score report with your application, or ask the GRE Board to send it direct to the Graduate Admissions Office. The GRE code for the University of Oxford is 0713.

6. **DISABILITY AND CONFIDENTIALITY**

The University of Oxford is committed to making reasonable adjustments to enable disabled students to participate fully in student life. In order to provide support, members of the University may need to share information about your needs. If you disclose on your application form for Graduate Study that you have a disability, information about your disability will be shared on a need to know basis with people in the relevant departments and colleges, such as departmental and academic administrators, lecturers and tutors who will teach you, and relevant library and support staff. If you wish to discuss this section of the application form, or anything to do with disability, please contact the Disability Office in any of the following ways:

Telephone: +44 (0)1865-280459

Fax: +44 (0)1865-280300

E-mail: Disability@admin.ox.ac.uk

Web: www.admin.ox.ac.uk/eop/

7. **SENDING OFF YOUR APPLICATION**

(a) **Where to send the form**

Your completed application form, should be sent to the Graduate Admissions Office, University Offices, Wellington Square, Oxford, OX1 2JD. Where possible you should ensure that you include all the supporting materials you have indicated as enclosed in section 20 of the form. You should also complete and return with your application the acknowledgement card (to be addressed to yourself) which was sent to you with the application form. If your form was printed from the web, you are welcome to include a self addressed postcard of your own.

(b) **When to send the form**

The academic year starts in October. Applications for admission should be submitted according to the following timetable:

(i) **BCL** and **M.Juris** applications will be considered in two gathered fields during the academic year, at the end of February and the end of March. To be considered in the first of these fields (i.e. at the end of February) candidates **must** submit **completed** applications by 15 January; **it is the responsibility of applicants to ensure that all supporting materials have been submitted by that date.**

To be considered in the second of the gathered fields (i.e. at the end of March) completed applications must be submitted by the middle of March; applications received (or completed by the submission of outstanding supporting materials) after 17 March will not be considered. Candidates should not expect to be notified of the results of applications before the end of April. Please note, you are strongly recommended to apply in time for the first gathered field if possible as places are limited.

(ii) Applications for study in the remaining **Humanities, Life and Environmental Sciences and Social Sciences** should be submitted before the deadline specified in the subject entry in the *Graduate Studies Prospectus*. **Please note that courses may become full and close at any time after 15 January with no further notice. The faculty or department may not consider applications that arrive or are incomplete after this date has passed.** Candidates intending to apply for any sort of financial support or Research Council funding should ensure that their completed University applications are received in time to meet the strict deadlines of the funding bodies to which they are applying. Information about deadlines for various funding bodies and scholarships may be found in the 'Fees, Expenses and Funding' section of the *Graduate Studies Prospectus*.

8. AFTER WE HAVE RECEIVED YOUR APPLICATION

When your application form is received in the Graduate Admissions Office, the self-addressed card you have completed will be posted to you to acknowledge receipt.

Admission for graduate study at the University of Oxford consists of two essential stages: firstly acceptance by the faculty or department responsible for a course or field of study, and secondly acceptance by one of the colleges or halls of the university. **Applicants can only take up a place at Oxford once they have been accepted by both bodies, and have met any conditions attached to their offers.**

(a) **Faculty/department acceptance**

There are two different procedures for faculty/department admission using the GAO/F1 form: one for most Humanities, Social Science and Life and Environmental Sciences subjects; and a second for the Bachelor of Civil Law and Magister Juris courses only

(i) *Humanities, Social Sciences and Life and Environmental Sciences:*

Your application will be held in the Graduate Admissions Office until **all** the necessary supporting material has been received. It is **your** responsibility to make sure that any requisite supporting material not enclosed with your application is sent to us at the earliest opportunity. It is important for your application to be completed as soon as possible after its receipt here; delay in this may jeopardise consideration of your application.

When your dossier is complete it will be forwarded for consideration by the appropriate faculty/department. Consideration procedures vary but, in general, applications are considered both by specialist assessors and at a meeting of the appropriate committee. In general, faculties/departments consider applications as they are received, although some may gather a field of applications before making decisions.

If your application is **accepted**, you will be notified of this together with any conditions attached to the offer by the admitting body. All such offers will be dependent at least on your also being offered a college place and satisfying any conditions imposed by the college.

If your application is **unsuccessful**, you will usually be informed of this by the Graduate Admissions Office.

(ii) *The Bachelor of Civil Law (BCL) and Magister Juris (M.Jur.) courses:*

Applications for the BCL and the M.Jur. will be considered in two gathered fields, firstly at the end of February and secondly at the end of March. Applications will be short-listed initially by the Faculty of Law; if the application is of the required standard then the dossier will be sent for formal consideration by colleges as described below. If a college wishes to admit you for the BCL or the M.Jur., the Faculty of Law will then be asked to confirm your acceptance. **Successful candidates** will be notified by letter by both the college and the faculty; **unsuccessful candidates** will be notified by letter by the Graduate Admissions Office.

(b) **College acceptance**

Once you have been accepted by a faculty or department (or as a first formal step for BCL and M.Jur. candidates) your dossier will be sent on to be considered by colleges in order of preference. **If you did not make your own choice of colleges, they will be chosen for you.**

If you are **not accepted** by any of the first set of colleges chosen, the Graduate Admissions Office will send your dossier on to be considered by further colleges, which will be selected taking account of availability. The Graduate Admissions Office will keep a record of the progress of your dossier throughout this process. While we cannot guarantee that you will be offered a college place, we will make every reasonable effort to find you one.

If your application is **accepted** by a college, the college will write to inform you of this together with any conditions it wishes to make. All college offers will be conditional at least upon your demonstrating that you are able to meet the cost of your proposed course of study.

When all the conditions attached to your offer have been met, you will be issued with a formal letter confirming your admission. This may often not be issued until shortly before, or even after, you begin your studies at Oxford.

You should be aware that the procedures governing admission to graduate study at Oxford are rather complex, and it may take a considerable time for final decisions to be made in some cases. Please note that due to Data Protection issues the Graduate Admissions Office cannot give information about applicant status over the telephone or to a third party. You will be notified officially as soon as a decision is made.



UNIVERSITY OF OXFORD
APPLICATION FORM GAO/F1 FOR GRADUATE STUDY

PLEASE READ THE ACCOMPANYING NOTES OF GUIDANCE FOR APPLICANTS FOR GRADUATE STUDY, AND THEN COMPLETE ALL SECTIONS OF THIS FORM. YOU MAY TYPE, USE A WORD-PROCESSOR, OR WRITE IN BLOCK CAPITALS USING BLACK INK. INSTRUCTIONS FOR RETURNING THE COMPLETED FORM ARE GIVEN ON PAGE 4.

1. FIRST NAMES		FAMILY NAME (Please refer to section 2 in the Notes of Guidance booklet)	
2. DATE OF BIRTH	3. SEX	8. ADDRESS FOR CORRESPONDENCE (if appropriate, please indicate the date on which the details given here cease to be effective)	
day month year	MALE/FEMALE		
4. TITLE MR/MS etc (specify)			
5. NATIONALITY		Tel. No. Fax No. E-Mail:	
6. COUNTRY OF ORDINARY RESIDENCE		9. PERMANENT ADDRESS (if different from the address for correspondence given in answer to 8 above.)	
7. Are you a member of an Oxford College? YES/NO If YES, which college?			
10. PROPOSED PROGRAMME OF STUDY: tick one box only corresponding to the qualification you wish to obtain, and give the further details required (see section 3 of the accompanying notes of guidance referred to above) PROPOSED YEAR OF ENTRY OCTOBER			
(a) <input type="checkbox"/> Probationer Research Student status (leading to D.Phil., M.Litt., or M.Sc. by <i>research</i>)		Name the department, institute, sub-faculty or faculty in which you wish to work: Indicate briefly the area of your proposed research:	
(b) <input type="checkbox"/> M.St.* <input type="checkbox"/> M.Phil.* / B.Phil.* <input type="checkbox"/> MFA <input type="checkbox"/> M.Sc by <i>coursework</i> * <input type="checkbox"/> Diploma		Name the course you wish to take (as listed in the Graduate Studies Prospectus or other literature): If applicable give the option you wish to follow within the course named above (see Section 3(b) of the accompanying notes):	
* If you are applying for an M.St., M.Phil., B.Phil., or M.Sc. by <i>coursework</i> , do you hope to go on to study for an Oxford D.Phil.? YES/NO			
(c) <input type="checkbox"/> BCL		<input type="checkbox"/> M.Juris	
If you are applying for either BCL or M.Juris do you hope to go on to study for the M.Phil. in Law? YES/NO			

PLEASE COMPLETE IN BLOCK CAPITALS

11. CHOICE OF COLLEGE: you may apply to a maximum of four colleges in order of preference, or you may leave the choice to be made by the University. (See section 4 of the accompanying notes.)

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

12. N.B. The following questions are asked for the purpose of assessing applicants' accommodation/financial needs.

Will you be accompanied in Oxford by:	Please give the sex and date of birth of each accompanying child:
- a spouse/partner? YES/NO	
- children? YES/NO	

Would you like to be considered for college accommodation? YES/NO

Would you be prepared to accept a college offer without accommodation? YES/NO

Information on childcare facilities may be obtained from www.admin.ox.ac.uk/eop/child/nursery.shtml

13. Give the names and addresses of three referees and forward to each referee one of the envelopes provided, in accordance with section 5(a) of the accompanying notes

- | | | |
|-----|-----|-----|
| (1) | (2) | (3) |
|-----|-----|-----|

14. Give details of current and previous higher education:

Institution attended	Dates				Qualification obtained or expected	Main subject	Class, division or grade if known
	From		To				

15. Give details of any employment (other than in vacations) Include c.v. if appropriate

16. Please specify (a) Whether English is your native language. YES/NO
(b) Your working knowledge of languages other than English

17. Are you applying to other universities? If so, please list them and state the position of Oxford in your order of preference?

18. Please give dates (if any) when you will be available for interview in Oxford **if required.**

PLEASE COMPLETE IN BLOCK CAPITALS

19. MEANS OF FINANCIAL SUPPORT: (It is important to answer these questions fully. Failure to do so may delay consideration of your application)

(a) Give details, including the source, amount and duration of any scholarship or grant you have been awarded that will enable you to study at Oxford for the programme of study identified above.

(b) Give details of any scholarship(s) or grant(s) you are, or will be applying for, but have not yet been awarded, including anticipated date of notification of result.

(c) If you do not receive any scholarship(s) or grant(s), please confirm that you will be able to support yourself for your period of study at Oxford and give details of the means by which you will be able to do so.

20. SUPPORTING MATERIALS: check carefully section 5 of the accompanying notes to see which of the following materials are required for your application to be considered, then tick the appropriate box in each case:

	enclosed	not required
(i) references in envelopes sealed in the correct manner- <i>your application will not be considered unless at least two references are submitted</i>	<input type="checkbox"/>	
(ii) transcript (or other detailed official record)	<input type="checkbox"/>	
(iii) statement of study plans/research proposal	<input type="checkbox"/>	
(iv) two different samples of your written work	<input type="checkbox"/>	<input type="checkbox"/>
(v) certificate of proficiency in English	<input type="checkbox"/>	<input type="checkbox"/>
(vi) GRE score (for Economics and Management Studies) Please see section 5f	<input type="checkbox"/>	<input type="checkbox"/>

If any of these materials are required, but you are unable to enclose them, please explain below when and by whom the missing material will be sent to the Graduate Admissions Office:

PLEASE COMPLETE IN BLOCK CAPITALS

21. **DISABILITY** (see section 6 of the notes of guidance referred to above)

Do you have a disability or other special needs? YES/NO

If yes, please indicate from the list of statements below which is most appropriate to you:

- | | | | |
|---|---|---|---|
| 1 | Specific learning disability e.g., Dyslexia | 6 | Mental health difficulties |
| 2 | Blind/Visually impaired | 7 | Unseen disability e.g. diabetes, epilepsy |
| 3 | Deaf/Hearing impaired | 8 | Multiple disability |
| 4 | Wheelchair user/mobility impaired | 9 | None of the above (please specify) |
| 5 | Autistic spectrum disorder or Asperger’s syndrome | | |

Applications from students with disabilities are viewed on exactly the same academic grounds as those from other candidates. Information on facilities for people with disabilities may be obtained from the University Disability Office: telephone 01865 280459, e-mail: Disability@admin.ox.ac.uk, web: www.admin.ox.ac.uk/eop/

22. I understand that information provided on this form will be held on the University’s administrative computer system for the purposes of student administration subject to the provisions of the Data Protection Act (1998) and I agree that this application form and supporting materials may be passed by the University of Oxford to colleges.

I confirm that the information I have given in this application is, to the best of my knowledge, complete and accurate.

SIGNATURE

DATE

SUBMITTING YOUR APPLICATION:

THE FOLLOWING ITEMS SHOULD BE RETURNED TO THE GRADUATE ADMISSIONS OFFICE, UNIVERSITY OFFICES, WELLINGTON SQUARE, OXFORD, OX1 2JD:

- (i) your completed application form
- (ii) a self-addressed acknowledgement card
- (iii) appropriate supporting materials (see section 21 above).

Please ensure that you have enclosed **all** the required material.

FOR COLLEGE USE ONLY

College name

I confirm (i) that the details given under 14 are correct and (ii) that the candidate has adequate financial support to cover fees and maintenance requirements for the full course.

Source of financial support:

Signature & College Stamp.....

..... Name:
(please print)

..... Date:

College Advisor



UNIVERSITY OF OXFORD

STATEMENT OF STUDY PLANS/RESEARCH PROPOSAL

(to be completed by applicant)

(Please refer to Section 2 in the Notes for Guidance booklet)

FIRST NAMES..... FAMILY NAME

Course applied for:

Proposed date of entry: October 200

All candidates should set out below a statement of their reasons for wishing to take the particular course they are applying for. *Candidates for PRS status* (leading to a D.Phil., M.Litt., M.Sc., by research or M.St. research methods courses), or for the M.St. in Legal Research **must** include in their statement an outline of their proposed research including the proposed thesis title. *Candidates for courses which contain an element of research* (such as the M.Phil.) are advised to include some indication of the likely area of their thesis. The statement should be continued overleaf if necessary, and should be returned with the application form. You are advised to keep a copy of this statement for use where appropriate in forthcoming applications for funding.

Reference Form (GAO)

Section A of this form should be completed by the applicant before forwarding to the referee.

The referee should then complete section B and return the completed reference to the applicant in a sealed envelope according to the instructions below. If this is not appropriate then the referee can return the form directly to the Graduate Admissions Office.

To avoid delays we would always recommend references to be sent with the other application material where possible.

Section A

To be completed by applicant:

Family Name (as it appears on the application form)

Forename(s)

Course applied for

Section B

To be completed by the referee:

The applicant named above is applying to the University of Oxford, and is asking you to supply a reference. We would be most grateful if you could let us have your comments on this applicant's academic fitness and general suitability for the proposed programme of study, and for any other information you consider to be relevant to this application. If you have knowledge of this applicant's recent study, it would be helpful if you could indicate the standard attained. Please also include your title and name and address of your institution. You are welcome to continue on a separate sheet of paper if necessary. References marked 'Strictly Confidential' will be treated as such, subject to the provisions of the Data Protection Act 1998.

Please seal in an envelope, sign across the seal, and cover with clear adhesive tape. It is in the best interests of the applicant if you can return the reference to them so that it can be sent with the other application materials, however, if this is not appropriate you can return the reference to The Graduate Admissions Office, University Offices, Wellington Square, Oxford OX1 2JD

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