

# Notes on completion of the Application for Admission as a Postgraduate Student, and procedure for submitting applications



Thank you for your interest in graduate work at SOAS.

Please read these notes carefully before completing your application form.

Please also read carefully the Postgraduate Prospectus, particularly the sections relating to entrance requirements and fees, as well as those relating to the programme you wish to study.

## Name *(question 1)*

The name you give will be that under which your application is filed and under which, if you are admitted, you will be registered with the University of London. To avoid difficulties and possible embarrassment, the form of your name should correspond **exactly** with that in which your first degree is issued, and with other official documents which you may be asked to produce as evidence of identity (eg passport, birth certificate).

## Address *(questions 5 and 6)*

Please give clearly the dates during which your correspondence address is valid. Please notify changes of address (or other information) to the Academic Registrar with as little delay as possible.

## Date of Admission *(question 10)*

All taught Masters and Diploma programmes begin in September. Research students normally begin in September. Admission in January or April can only be considered in exceptional circumstances.

## Programme Details *(questions 11, 12, 13)*

Please indicate the programme you wish to follow and give the Masters programme title and an alternative if required.

**Please note that you will be considered for your alternative choice only if you are not offered a place on your first choice.**

If you are applying for a research degree by thesis (MPhil/PhD) you must include with the application form a research proposal of 1000 words, indicating the treatment you intend and the source of materials you would use. If your application is successful your proposed research statement need not be binding. It will however be necessary for your final choice of research topic to be approved by your research committee at SOAS.

Applicants for research degrees are normally expected to have a UK Masters degree or equivalent.

Please note that degree students may not normally be registered with another institution concurrently with their registration at SOAS.

## Mode of Attendance *(questions 11, 12, 13)*

Students from overseas who have restrictions upon their right of stay in the UK should note that they may have difficulty entering and/or remaining in the UK to study on a part-time basis.

**Research** students may only be registered part-time if they are in full-time employment or have domestic circumstances which, in the opinion of the school, prevent full-time study. If you are

applying for part-time research, please state clearly your reasons for wishing to study part-time and attach documentation. Part-time research normally takes twice as long as full-time study, ie six years.

**Masters Programmes** are offered on a two year part-time basis and many are available on a three year part-time basis. Please consult the Prospectus for details.

## Finance *(Section C)*

If you have been awarded a scholarship, please give full details, including the name of the awarding body, your reference number (if relevant), the duration and value of the award, and the terms and conditions of the scholarship (with a translation if appropriate). This may often be most conveniently done by attaching to your application form a copy of the letter sent to you by the grant-awarding body granting the award of the scholarship.

Please note that mentioning a scholarship or grant in question 16 does **NOT** mean that the School will automatically send you application forms. **You must make a separate request.** Details of major scholarships and how to apply for them are given in the Prospectus and on the web. Application for funding is a separate process from the application to the school for a place on a programme of study. Application forms for scholarships are normally available around January.

## Further Details *(questions 26 and 27)*

**Disability** - If you have a disability, special needs (including dyslexia) or a medical condition, explain here what special or extra facilities or support you may need at SOAS. You may wish to contact the Student Disability Officer to discuss the facilities available. This will not affect judgements concerning your academic suitability for a programme.

**Criminal Convictions** - We ask you to say on the application form whether you have any criminal convictions. This is to help us look after our students. You must declare any conviction except:

- a motoring offence that you received a fine or three penalty points for; or
- a spent sentence (as defined by the Rehabilitation of Offenders Act 1974)

If you declare a conviction we may ask you to send more details. If you are not sure whether to tell us about a previous conviction, you should get more advice from your local Citizens' Advice Bureau or probation service, or from NACRO (the National Association for the Care and Resettlement of Offenders). You can also contact a solicitor, but you may have to pay for legal advice.

## Supporting Statement *(Section F)*

Applicants for the MSc in Development Studies, the MSc in Development Studies with reference to Central Asia or the MSc Violence, Conflict and Development must write a full page statement giving full details of why they wish to follow this programme. For applications for the LLM degree include details of legal or professional experience.

## Details of Courses *(Section G)*

You only need to give details of your course preferences if your programme appears in the lists at the beginning of section G. Please consult carefully the Postgraduate Prospectus before completing this section. Please give details of major/ minor subjects or optional papers as requested. **Please note that choices are subject to availability** and to the consent of the supervisor. Please give alternatives where requested.

Students applying for the LLM must choose at least two subjects taught at SOAS. Details of the subjects taught at SOAS are given in the Prospectus.

Research applicants are required to submit a research proposal (see 'Programme details' above).

## References and Transcripts

### a) References

All applications are required to submit TWO academic references. The referees must be people who are familiar with your academic work. Only if your most recent academic study was several years ago, and you feel other experience is more relevant, may other appropriate references be sent.

**You must obtain two references, using the special envelopes enclosed, and submit them with your application form.**

### b) Transcripts

If your application is based on qualifications from outside the United Kingdom you should also obtain a transcript, using the special envelope provided, and submit it with your application form. A transcript is a detailed marksheet which confirms the award of your qualification and also lists all the subjects studied and grades obtained. A transcript is required from all applicants whose previous degree level study was outside the UK. Please DO NOT send original certificates or diplomas.

ALL applicants for the LLM and Masters and Research programmes in the Department of Economics are asked to supply a full transcript of courses followed at undergraduate and, if relevant, at Masters level. This applies to applicants from the UK and from overseas.

### c) References and Transcripts

Documents must be in **English**. If it is necessary for documents to be translated, please send a copy of the original document and also a certified translation.

You are asked to submit **ALL** the required documentation with your application. Obtain your references by completing

the relevant parts of the reference request forms and then sending them, with the special envelopes provided, to your referees. They should be returned to you and submitted unopened together with your application. If a transcript is required, please obtain one using the special envelope and submit it unopened with your application form.

It is your responsibility to ensure that your application is complete. **Please note that applications may not be forwarded for consideration if they are not complete.** It is likely to delay rather than speed up the processing of your application if you submit it incomplete.

You should give the names of your referees on your application form for record purposes.

## English Language

If your first language is not English you will normally be asked to provide evidence of your proficiency in English language if an offer of a place is made to you. It will assist the processing of your application, by helping us to determine at an early stage whether any English language classes are necessary, if you can enclose this evidence with your application form. However, consideration of applications will not be held back if evidence is not available at this initial stage. If you are able to supply evidence, it should be in the form of an IELTS or TOEFL score.

## Closing Date

All applications for postgraduate study beginning in September must be submitted as early as possible and must reach the Registrar no later than **30th June**. Applications received after that date may only be considered if places are still available.

If you are seeking financial support from scholarships or grants you should submit your application for postgraduate study as early as possible, preferably in January and certainly no later than six weeks before the deadline for applying for the scholarship.

You should not delay your application while waiting for the results of examinations to be taken in the summer. Your application can be considered before your results are known.

## Submission

When your application is complete, ie:

- application form
- two academic references
- transcript (if required)
- research proposal (1000 words) for applicants for research degrees
- any other required documents
- evidence of English Language proficiency (if possible)

send it all together to  
**The Academic Registrar**  
**SOAS**  
**Thornhaugh Street**  
**Russell Square**  
**London WC1H 0XG**

# Application for Admission as a Postgraduate Student

School of Oriental and African Studies (University of London)  
Thornhaugh Street, Russell Square, London WC1H 0XG



Please read the enclosed instructions before completing this form. Please use BLOCK CAPITALS and BLACK INK.

## A. Personal Details

1. LAST NAME

*(this is the name in which your application will be registered)*

OTHER NAMES

2. SEX (please tick)

Male  Female

3. MARITAL STATUS (please tick)

Single  Married

4. DATE OF BIRTH

Day Month Year

5. PERMANENT ADDRESS

6. ADDRESS FOR CORRESPONDENCE  
*(Please give dates for which this is valid)*

From  To

Postcode

Postcode

Telephone

Telephone

E-mail

7. NATIONALITY

8. COUNTRY OF PERMANENT RESIDENCE

9. PLACE OF BIRTH

## B. Programme Details

10. DATE OF ADMISSION: September

11. APPLICATION FOR: MASTERS PROGRAMME

(PLEASE TICK ONE)

Programme Title

MA  MSC  MMUS  LLM

If your application to your first choice is unsuccessful, is there an alternative programme for which you would like to be considered?

Mode of Attendance:

Full-time  Part-time 2 years  Part-time 3 years

The MA International Studies and Diplomacy and postgraduate degrees by distance learning have separate application forms. Please contact the relevant departments.

12. APPLICATION FOR: DIPLOMA IN LAW

Programme Title

Mode of Attendance:

Full-time  Part-time

13. APPLICATION FOR RESEARCH PROGRAMME (please tick one)

Programme Title

MPhil  MPhil/PhD  Visiting Research

Please attach a research proposal of 1000 words (see notes)

Please indicate here the Department in which you wish to undertake your research

Mode of Attendance:

Full-time  Part-time

For Office use only

Date of Receipt

# C. Finance

## 14. FEE STATUS

Please state the number of years you, your parents and, if applicable, your spouse have been resident in the UK or other EU country with dates:

Yourself:

Country

Dates

Your parents:

Country

Dates

Your Spouse:

Country

Dates

15. Please state how you will meet the full expenses of your course. Please note that no student may begin a course until the appropriate fees have been paid to the Registrar.

16. Please give details of any scholarships or grants relating to the course for which you are applying (please read the Notes enclosed with this form).

Please note that mentioning a scholarship or grant does **NOT** mean that the school will automatically send you applications forms. You must make a separate request.

# D. Previous Education and Experience

## 17. SCHOOL

Please give details of secondary school last attended, with full address and dates.

Address

From

To

## 18. UNIVERSITY

Please give details of universities or colleges attended and degrees/diplomas obtained or for which you have studied/are studying, with dates and full addresses. (This includes any courses/qualifications that you have failed.)

University or College Name & Address

From

To

Degree/Diploma

Main Field

Class/  
of degree

Date/  
of award

Please give your Hesa Unique Student Identifier (HUSID Number) if possible.

19. EMPLOYMENT:

Details of employment with dates and location.

## E. Further Information

20. Please give, for our records, names and addresses of your referees (please see notes).

1

2

21a) Is this the first time you have applied for admission to a postgraduate programme at SOAS? Please give details of any previous application.

21b) Have you been in contact with a member of SOAS staff? If yes, please state name.

22. How did you come to know about the SOAS programme?

23. Have you applied to any other college or university? If yes, please state which and specify department or programme.

24. Please state your first language.

25. Please state languages (other than your first language) which you can read

a) fluently

b) with difficulty

26. Please give details of physical or other disabilities which might necessitate special arrangements.

27. Please give details of any criminal convictions.

## F. Supporting Statement

Please give your reasons for wishing to take the programme and details of any relevant experience or circumstances. Applications for MSc Development Studies, MSc Development Studies with reference to Central Asia and MSc Violence, Conflict and Development **must** complete this whole A4 page with a full statement. For applications for the LLM degree, include details of professional or legal experience. Continue on a separate sheet if necessary.

## G. Details of Courses

Please give further details as requested below if you are applying for one of the programmes named below:

MA AFRICAN/ASIAN HISTORY	MA INDIAN RELIGIONS	MA NEAR and MIDDLE EASTERN STUDIES
MA AFRICAN STUDIES	MA ISLAMIC SOCIETIES and CULTURES	MA STUDY OF RELIGIONS
MA CHINESE STUDIES	MA ISLAMIC STUDIES	MA PACIFIC ASIAN STUDIES
MA COMPARATIVE LITERATURE (AFRICA/ASIA)	MA JAPANESE STUDIES	MA SOUTH ASIAN AREA STUDIES
MA EASTERN CHRISTIANITY and/or AFRICAN CHRISTIANITY	MA KOREAN STUDIES	MA SOUTH EAST ASIAN STUDIES
MA HISTORY OF ART and ARCHAEOLOGY		

(a) read the prospectus carefully to determine whether you must choose one or two minor courses

(b) note that your selection of courses is subject to availability and to the consent of the supervisor.

Major Course	<input type="text"/>
Minor Course 1	<input type="text"/>
Minor Course 2	<input type="text"/>
Alternative Major Course(s)	<input type="text"/>
Alternative Minor Course(s)	<input type="text"/>

### MSC ECONOMICS PROGRAMMES

Please list your provisional choice of three options and give an alternative choice where possible.

Option 1	<input type="text"/>
Option 2	<input type="text"/>
Option 3	<input type="text"/>
Alternative option	<input type="text"/>

Please note a) that selection of courses is subject to availability; b) your final choice can be made at the time you enrol.

### MSC DEVELOPMENT STUDIES

Please give below choices of subject for the optional course. Details of options are given in the Development Studies handbook, a copy of which can be obtained either from the Registry or the department. Please note that selection of courses is subject to availability and to the consent of the supervisor. Please give an alternative.

Optional courses	<input type="text"/>
Alternative optional course	<input type="text"/>

### MMUS ETHNOMUSICOLOGY

Please select one of the specified musical regions.

Then select one minor course, and give one alternative choice of minor.

Major Musical Region	<input type="text"/>
Minor Course	<input type="text"/>
Alternative Minor Course	<input type="text"/>

Please note that selection of courses is subject to availability, to the consent of the supervisor and to compatibility of timetabling.

### LLM

Please note: applicants **must** select two or more of the LLM subjects taught at SOAS.

Course 1	<input type="text"/>
Course 2	<input type="text"/>
Course 3	<input type="text"/>
Course 4	<input type="text"/>

## H. The following certificate must be signed

- a) I certify that the statements made by me on this form are correct.
- b) I confirm that, if admitted to the School, I will conform to School regulations.

### U.K Data Protection Act 1998:

I agree to SOAS processing personal data contained on this form or other data which SOAS may obtain from me or other people or organisations whilst I am applying for admission. I agree to the processing of such data for any purpose connected with my studies, or my health and safety, whilst on SOAS's premises or for any other legitimate purpose.

Signature of applicant

Date

WHEN COMPLETED PLEASE RETURN THIS FORM WITH:

- Your references
- Your transcript (if required)
- Supporting statement (Section F)
- Research Proposal (for MPhil/PhD)
- Any other documents (see notes)
- Evidence of proficiency in English Language

SEND THE COMPLETE FORM TO:

The Academic Registrar  
SOAS  
Thornhaugh Street  
Russell Square  
London  
WC1H 0XG

Please ensure all relevant sections are completed, Section H is signed and dated and all relevant documents are enclosed before sending. Enclosed Notes for Guidance will help you.

# Application for Admission as a Postgraduate Student

School of Oriental and African Studies (University of London)  
Thornhaugh Street, Russell Square, London WC1H 0XG



We are requesting the following data on disability and ethnic origin for monitoring purposes and in respect of statutory returns the School is required to make. You are not obliged to complete this section if you do not wish to do so. However, it would help us greatly if you did provide this information. All the information collected here is confidential and will not be seen by those involved in the selection process; nor will the data be used in anything other than aggregated and anonymous statistics for management purposes.

## Disability

- 00 No known disability
- 01 Dyslexia
- 02 Blind/are partially sighted
- 03 Deaf/have hearing impairment
- 04 Wheelchair user/have mobility difficulties
- 05 Personal care support
- 06 Mental health difficulties
- 07 An unseen disability, eg diabetes, epilepsy, asthma
- 08 Multiple disabilities
- 09 A disability not listed above (please give more details below)

Please give any details which might necessitate special arrangements.

## Ethnic Origin

- 11 White – British
- 12 White – Irish
- 19 Other White background
- 21 Black or Black British – Caribbean
- 22 Black or Black British – African
- 29 Other Black background
- 31 Asian or Asian British – Indian
- 32 Asian or Asian British – Pakistani
- 33 Asian or Asian British – Bangladeshi
- 34 Chinese
- 39 Other Asian background
- 41 Mixed – White and Black Caribbean
- 42 Mixed – White and Black African
- 43 Mixed – White and Asian
- 49 Other Mixed background
- 80 Other Ethnic background
- 98 Information refused

# Application for Admission as a Postgraduate Student Request for Reference



School of Oriental and African Studies (University of London)  
Thornhaugh Street, Russell Square, London WC1H 0XG

## To the Candidate for Admission

Please complete sections A, B and C below before sending out a form and envelope to each of the referees you have named on your application form.

- A. Full Name (underline family name) .....
- B. Proposed Degree and Field of Study .....
- C. Month and Year in which you hope to start the degree ..... 20 .....

## To the Referee

The person named above has applied to this School and has given your name for reference. Will you kindly let me have, as soon as possible, an opinion in English on this candidate's academic and personal suitability for the proposed study. For applications for any MSc Economics programme it is particularly important to comment on their grasp of basic mathematical and statistical concepts, and microeconomic and macroeconomic concepts.

In particular, I should be grateful if your reference overleaf could discuss the candidate's:

- ability to pursue her/his own initiatives
- ability to work alone for short periods
- ability to synthesise material from different sources
- originality in interpretation
- fluency in articulating an argument
- discipline in submitting written work on time
- ability to co-operate in the life and work of the academic community

Additionally, if the candidate is applying for a research (MPhil or PhD) degree rather than an MA or MSc, please give:

- an assessment of the candidate's sense of enquiry and ability to generate research hypotheses.

If there is a first degree examination outstanding, I should appreciate some indication of the class of degree that you expect this candidate to obtain.

Would you please use the space on the back of this letter for your reference and return it **direct to the candidate, sealed in the enclosed envelope, and signed across the seal**. The candidate will forward the application form together with the envelope with the reference sealed therein to the Academic Registrar. Allowing the candidate to assemble and submit a complete application greatly speeds up the processing of applications. If however you are unable to comply with this request, would you please return the reference direct to the Academic Registrar, marking the envelope "Confidential". You should inform the candidate if the reference has been sent direct to the School. Under the terms of the Data Protection Act, applicants have the right to see references supplied as part of their application.

Thank you for your help.

Terry Harvey  
Academic Registrar

# Statement by Referee

NAME OF REFEREE (BLOCK LETTERS) .....

SIGNATURE .....

POSITION HELD ..... DATE .....

INSTITUTION AND ADDRESS .....

OFFICIAL STAMP OF INSTITUTION

# Application for Admission as a Postgraduate Student Request for Reference



School of Oriental and African Studies (University of London)  
Thornhaugh Street, Russell Square, London WC1H 0XG

## To the Candidate for Admission

Please complete sections A, B and C below before sending out a form and envelope to each of the referees you have named on your application form.

- A. Full Name (underline family name) .....
- B. Proposed Degree and Field of Study .....
- C. Month and Year in which you hope to start the degree ..... 20 .....

## To the Referee

The person named above has applied to this School and has given your name for reference. Will you kindly let me have, as soon as possible, an opinion in English on this candidate's academic and personal suitability for the proposed study. For applications for any MSc Economics programme it is particularly important to comment on their grasp of basic mathematical and statistical concepts, and microeconomic and macroeconomic concepts.

In particular, I should be grateful if your reference overleaf could discuss the candidate's:

- ability to pursue her/his own initiatives
- ability to work alone for short periods
- ability to synthesise material from different sources
- originality in interpretation
- fluency in articulating an argument
- discipline in submitting written work on time
- ability to co-operate in the life and work of the academic community

Additionally, if the candidate is applying for a research (MPhil or PhD) degree rather than an MA or MSc, please give:

- an assessment of the candidate's sense of enquiry and ability to generate research hypotheses.

If there is a first degree examination outstanding, I should appreciate some indication of the class of degree that you expect this candidate to obtain.

Would you please use the space on the back of this letter for your reference and return it **direct to the candidate, sealed in the enclosed envelope, and signed across the seal**. The candidate will forward the application form together with the envelope with the reference sealed therein to the Academic Registrar. Allowing the candidate to assemble and submit a complete application greatly speeds up the processing of applications. If however you are unable to comply with this request, would you please return the reference direct to the Academic Registrar, marking the envelope "Confidential". You should inform the candidate if the reference has been sent direct to the School. Under the terms of the Data Protection Act, applicants have the right to see references supplied as part of their application.

Thank you for your help.

Terry Harvey  
Academic Registrar

# Statement by Referee

NAME OF REFEREE (BLOCK LETTERS) .....

SIGNATURE .....

POSITION HELD ..... DATE .....

INSTITUTION AND ADDRESS .....

OFFICIAL STAMP OF INSTITUTION