|  |  |  |  |
| --- | --- | --- | --- |
| ox_brand_black_posOSS Ref |  |  |  *For office use only* |
|  |  |  |  |
| **Application Form for Admission as a Recognised Student for entry in 2017-2018** **Before completing this form, please refer to the** [**attached guidance notes**](#GuidanceNotes) **and ensure that you have obtained informal agreement from the department/faculty where you intend to apply, and from a member of academic staff willing to act as your Academic Advisor.Please type your answers and complete all sections, including** [**Appendix A**](#AppendixA) |
| **Section A: Department/Faculty Details** |
| Please state the Department or Faculty in which you wish to work: Click here to enter text. |
| Proposed Academic Advisor: Click here to enter text. |
| **Section B: Admission Dates** |
| Please indicate below the term in which you are applying for admission *(please select only one)*: |
| Michaelmas Term 2017[ ]  | Hilary Term 2018[ ]  | Trinity Term 2018[ ]  |
| Please indicate below the number of terms for which you wish to be admitted *(please select only one)*: |
| One Term[ ]  | Two Terms[ ]  | Three Terms[ ]  |
| **Section C: Personal Details** |
| **Please enter your name exactly as it appears on your passport or other official document.** |
| FAMILY NAME (Surname) Click here to enter text. |
| GIVEN NAME (Forename) Click here to enter text. | TITLE Choose an item. |
| MIDDLE NAME(S) Click here to enter text. | SEX: FEMALE [ ]  MALE [ ]  |
| PREFERRED NAME Click here to enter text. | DATE OF BIRTH (dd/mm/yyyy):   Click to enter date. |
| **Section D: Contact Information** |
| HOME ADDRESSClick here to enter text. | CORRESPONDENCE ADDRESS (if different)Click here to enter text. |
| CITY Click here to enter text. | CITY Click here to enter text. |
| POSTAL/ZIP CODE Click here to enter text. | POSTAL/ZIP CODE Click here to enter text. |
| STATE Click here to enter text. | STATE Click here to enter text. |
| COUNTRY Click here to enter text. | COUNTRY Click here to enter text. |
|  | EFFECTIVE DATES (dd/mm/yyyy): From Click here to enter a date. |
|  | To Click here to enter a date.  |
| TELEPHONE |
| TYPE  | COUNTRY CODE(if outside UK) | AREA CODE(if applicable) | NUMBER |
| Choose an item. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| EMAIL ADDRESS: Click here to enter text. |
| **Section E: Nationality & Citizenship** |
| **COUNTRY OF BIRTH:** Click here to enter text. |
|  |
| **COUNTRY OF NATIONALITY/CITIZENSHIP**. Please include all countries that you have nationality of and give an effective 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. **If you are NOT a national of an EEA country (Including UK, Channel islands, Isle of Man) or Switzerland, please give the number, nationality and expiry date of the passport that you intend to use to enter the UK.** |
|  |
| COUNTRY | FROM(dd/mm/yyyy) | TO(dd/mm/yyyy) | PASSPORT NUMBER | PASSPORT EXPIRY DATE(dd/mm/yyyy) |
| Click here to enter text.Click here to enter text.Click here to enter text. | Click to enter dateClick to enter date Click to enter date  |  Click to enter date  Click to enter date  Click to enter date | Click here to enter text.Click here to enter text.Click here to enter text. |   Click to enter date  Click to enter date  Click to enter 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 | TO |
| Click here to enter text.Click here to enter text.Click here to enter text. | Click to enter dateClick to enter date Click to enter date  |  Click to enter date  Click to enter date  Click to enter 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 yes, when was it granted (dd/mm/yyyy)? Click here to enter a date.  |
| **Section F: Disability** |
| Please refer to the attached guidance notes and select the option most appropriate to you: |
|  Choose an item.  |
| **Section G: Term Time Accommodation** |
| Please refer to the attached guidance notes and select the option most appropriate to you: |
|  Choose an item. |
| **Section H: Criminal Convictions**  |
| Do you have any relevant unspent criminal convictions?Yes [ ]  No [ ] This question should be answered by all applicants, regardless of nationality or country of residence. For a definition of a relevant unspent criminal conviction and for Oxford University’s policy and procedures in the event of a positive declaration please see the guidance for applicants, found [here](https://www.ox.ac.uk/admissions/graduate/applying-to-oxford/university-policies/criminal-convictions?wssl=1). |
| **Section I: Details of Current & Previous Education** |
| University/Institution attended | Start year(dd/mm/yyyy) | Year of completion/expected completion(dd/mm/yyyy) | Qualification obtained or studying for (e.g. BA, MSc) | Main subject(e.g. Chemistry, English) | Result/expected result (grade, GPA, classification, etc.) |
| Click here to enter text. | Click here to enter a date. | Click here to enter a date. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Note for students who require a Tier 4 student visa:****Please also list above any periods of study (complete or incomplete) that you have ever undertaken in the UK at any time** |
| **Section J: 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 [ ]  |
| 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: |
|  | Reading | Writing | Speaking | Understanding |
| Click here to enter language | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Click here to enter language | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Click here to enter language | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Click here to enter language | 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 you 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> |
| **Section K: Sponsor/Funding Source** |
| Please refer to the attached guidance notes and select the option most appropriate to you: |
|  |  |  | Choose an item. |
|  |  |  |  |
| **Section L: Supporting Materials Checklist** |
| The following supporting materials are required with all applications: | Enclosed |
| Reference 1 |[ ]
| Reference 2 |[ ]
| Official transcript(s) |[ ]
| A statement of proposed subject of study (500-1000 words) |[ ]
| Letter from Head of a Department or Senior Academic of the University of Oxford supporting the application |[ ]
| Letter from a member of academic staff prepared to act as Academic Advisor |[ ]
| English language test certificate (where required – see Section J above and guidance notes below) |[ ]
| **Section M: 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:** In the course of completing this application form, you have provided the University with information about yourself, which is known as personal data. The notice set out below explains how this personal data will be processed by the University.The University will collect, process, share and use personal data for the purposes of processing your application for study, for administration and (where applicable) for funding purposes, subject to the provisions of the Data Protection Act 1998 and any subsequent legislation.This personal data may be used and shared with third parties, some of which may be located overseas (including outside the European Economic Area where relevant for particular applicants), for the purposes of verifying your identity, qualifications, work experience, references and any submitted work. Where you have applied for funding through the University, your personal data may be shared with third parties relevant to that funding application. If your application is successful, your contact details and the course you have applied for may be shared with alumni and student societies and groups (including those outside the European Economic Area) for the purpose of inviting you to events related to student life at the University.The University will normally only discuss the progress of your application with you, unless you have nominated a third party on your application form.If any information or statement provided on or to support this application form is not true, accurate, current and complete, or any supporting material is not entirely the applicant’s own original work, except where clearly stated otherwise, the University may process and use this fact as relevant personal data. Such data may be used and shared with third parties, including Higher Education institutions, some of which may be located overseas (including outside the European Economic Area), to the extent necessary for the purpose of preventing fraudulent or dishonest applications for study, funding and/or visas.If you are admitted as a Recognised Student, any personal data collected by the University as a result of this application will form part of your student record.*Continued on next page.* |
|  **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 original work, except where clearly stated otherwise, and does not include any plagiarised elements.**I agree that if I become a Recognised Student the terms of the University’s Statute XVI relating 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 rely on the statements made on the application form and on the supporting materials 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 believes that any information or statement, including references, contained on your application form may not be true, accurate, current and complete, or that any material 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 material 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/graduate/applying-to-oxford/application-guide)If, in the opinion of the University, any information or statement, including references, provided on this application form is not true, accurate, current and complete, or any supporting material is not entirely your own original work, except where clearly stated otherwise, the University retains the right to reject your application. If you have been made an offer by the University, then 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.*Please complete* ***Appendix A****, then print the form and sign below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SIGNATURE: |  | DATE: |  |  |
|  |

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|  |
|  |

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| --- |
| ox_brand_black_pos**VRO-RS2016/A****APPENDIX A TO RECOGNISED STUDENT APPLICATION FORM RS2017****ETHNIC BACKGROUND**The University is required under statute to seek and return information about the ethnic background of all its applicants for HESA (the UK Government’s Higher Education Statistics Agency). The information provided is used to monitor rates of participation in Higher Education by particular groups of people.This information will not form part of any assessment of your application. Please enter in the box below the appropriate option which best describes your ethnic background. Choose an item.**End of form** |
|  |

**Please submit your completed application to:**

**The Graduate Admissions Office**

**University Offices**

**Wellington Square**

**Oxford OX1 2JD**

**United Kingdom**

**Please refer to “Recognised Students - Information for applicants and students” for details of the recommended application deadlines.**

**For advice on your visa please contact** **student.immigration@admin.ox.ac.uk** **or refer to** [**http://www.ox.ac.uk/students/visa**](http://www.ox.ac.uk/students/visa)

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

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: ………………………………………………………..

**VRO-RS2016/B**

**APPENDIX B TO RECOGNISED STUDENT APPLICATION FORM RS2015**

**ENGLISH LANGUAGE REQUIREMENTS – ENGLISH SPEAKING MAJORITY COUNTRIES, AS DEFINED BY THE HOME OFFICE**

Australia

Canada

New Zealand

United States of America

*Caribbean:* Antigua and Barbuda, The Bahamas, Barbados, Dominica, Grenada, Jamaica, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago

*Central & South America:* Belize, Guyana

**VRO-RS2016/C**

**APPENDIX C TO RECOGNISED STUDENT APPLICATION FORM RS2015**

**ENGLISH LANGUAGE REQUIREMENTS – UNIVERSITY MINIMUM REQUIREMENTS**

This table gives an indication of the equivalence of English language proficiency tests:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Test type**  | **Standard score** | **Additional requirement** | **Higher** **score** | **Additional requirement** |
| IELTS | 7.0 | Minimum 6.5 per component | 7.5 | Minimum 7.0 per component |
| TOEFL ibt (internet-based) | 100 | Minimum component scores:Listening – 22Reading – 24Speaking – 25Writing – 24 | 110 | Minimum component scores:Listening – 22Reading – 24Speaking – 25Writing – 24 |
| Cambridge English Advanced (CAE) & Proficiency (CPE) | 185 | Minimum 176 per component | 191 | Minimum 185 per component |

UNIVERSITY OF OXFORD

****INSTRUCTIONS FOR THE COMPLETION OF THE APPLICATION FORM FOR ADMISSION AS A RECOGNISED STUDENT FOR ENTRY 2017-18 (VRO-RS2017)****

These instructions are provided to help you complete the application form and to explain the purpose of the questions. ***It is important that you read them before completing the form.***

Please also refer to the guidance notes “Recognised Students – Information for applicants and students” which provides details of the recommended application deadlines

(<http://www.graduate.ox.ac.uk/recognisedstudent>)

Please type your answers.

The information collected here will form the basis of your individual entry in the records of the Central University Administration and will be held for the purposes of student administration, subject to the provisions of the Data Protection Act 1998 and any subsequent data protection legislation.

We are obliged by law to make annual returns to the Higher Education Statistics Agency for each student and the information will be used for that purpose also. HESA regulations state that they will only use the data for statistical purposes and will not identify any individual to any third party.

## Section A: Department/Faculty

Please state the Department or Faculty in which you wish to work and your proposed Academic Adviser.

## Section B: Admission Dates

Please state the term in which you wish to be admitted and the number of terms for which you wish to study. The maximum length of study is three terms.

## Section C: Personal Details

Please enter your full name in the format indicated. **If you are from outside of the European Economic Area, the name provided must exactly match your name as it appears on your passport, otherwise you risk your visa application being delayed or refused.**

Please note that this is the name that will be recorded for all official correspondence, records, and used on certificates, transcripts and references that the university may provide. If at any time you wish to change any part of your name please ask your college authorities to notify the Central Administration.

### **Family name:** If you have a surname/family name consisting of several parts please give only the part(s) you wish to be used on ALL occasions. Please state your first name and any middle names in the separate boxes.

### **Preferred name**: If you are normally known by a name other than your first name, please indicate the name you wish to use in the box provided.

## Section D: Contact Information

***Home Address:***Enter the address of your permanent home before starting your course at Oxford. If you have been in full‑time education then give your parental home address.

If you are a student from overseas do not give a UK address unless you are permitted to reside here indefinitely.

***Correspondence Address:***Enter the address to which any correspondence should be sent before starting your course at Oxford (if different to your home address).

***Telephone Number:***Enter a contact telephone number which will be valid until you start your course at Oxford.

***E-mail Address:***Enter a contact e-mail address which will be valid until you start your course at Oxford.

## Section E: Nationality & Citizenship

***Country of Nationality/Citizenship:*** Please confirm all countries that you have nationality of and give an effective 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. If you are not a national of an EEA country (including UK. Channel Islands, Isle of Man) or Switzerland, please give the number, nationality and expiry date of the passport that you intend to use to enter the UK.

***Country of permanent 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.

## Section F: Disability

The University is committed to making reasonable adjustments to enable students with disabilities including dyslexia, dyspraxia (and other SpLDs), students on the Autistic Spectrum or with long-term mental health difficulties or health conditions to participate fully in student life. In order to provide study support, relevant departments of the University may need to share information about your needs. Information will be shared on a need-to-know basis with relevant people such as any academic staff you work with and any 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. If you wish to discuss this section of the application form, or anything to do with the University provision for such needs, please contact the Disability Advisory Service disability@admin.ox.ac.uk or refer to their website <http://www.ox.ac.uk/students/welfare/disability>.

Please enter the option most appropriate to you in the box on the application form:

00 No known disability

08 Two or more impairments and/or disabling medical conditions

51 A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D

53 A social/communication impairment such as Asperger's syndrome/other autistic spectrum
 disorder

54 A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart

 disease, or epilepsy

55 A mental health condition, such as depression, schizophrenia or anxiety disorder

56 A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair
 or crutches

57 Deaf or a serious hearing impairment

58 Blind or a serious visual impairment uncorrected by glasses

96 A disability, impairment or medical condition that is not listed above

## Section G: Term-Time Accommodation

Please enter in the box provided an option from the list below that represents where you will live during your first term at Oxford.

|  |  |  |
| --- | --- | --- |
|  | **2** | Parental/Guardian home |
|  | **4** | Other |
|  | **7** | Own Residence |
|  | **8** | Other Rented Accommodation |

## Section H: Criminal Convictions

This question is mandatory. Please tick the appropriate box.

For full details of the University’s policy please see the Guidance Notes for applicants and students:

<http://www.graduate.ox.ac.uk/recognisedstudent>

## Section I: Details of Current & Previous Education

Please give the name of the institution(s), dates of attendance, qualification and subject. If the town does not form part of the institution’s name please show this also, and the country if outside the UK.

If you are not sure of the exact date, please use the 1st of the month.

.

## Section J: English Language Requirements

It is essential that you meet the UK Home Office English language requirements in order to obtain a visa to enter the UK. If you are not a national of a majority English-speaking country, as defined by the Home Office (see Appendix B above), and English is not your first language, you must meet the requirements highlighted in the questions in section D above.

## Section K: Sponsor/Funding Source

Please enter ONE option from the list below in the box provided to indicate the MAJOR source of your UNIVERSITY TUITION fees (college fees, and maintenance or living expenses are not relevant to this enquiry).

If you are unsure as to which code to use please enter a brief description in the space provided.

|  |  |  |
| --- | --- | --- |
|  | **01** | No award or financial backing |
|  | **05** | Institutional waiver of support costs – includes an Oxford or College Bursary/Scholarship |
|  | **08** | British Academy |
|  | **22** | International Agency |
|  | **26** | Charitable Foundation |
|  | **41** | EU Commission (EU) |
|  | **42** | Overseas student award from HM government/British Council |
|  | **43** | Overseas government |
|  | **44** | Department for International Development |
|  | **45** | Overseas institution |
|  | **46** | Overseas industry and commerce |
|  | **47** | Other overseas funding |
|  | **48** | Other overseas - repayable loan |
|  | **61** | UK industry/commerce |
|  | **81** | Student's employer |
|  | **97** | Other |
|  | **98** | No fees - including ERASMUS students or other exchange students not liable for fees at Oxford |

If your employer/sponsor is funding your study please indicate whether they will require an invoice to be raised.

## Section L: Supporting Materials Checklist

Please ensure that your enclose all of the supporting material listed with your application.

An OFFICIAL transcript is a mandatory document for all applications. The copy you provide should be clear and easily readable, but may show watermarks caused by copying/scanning. If your institution provides electronic transcripts, please register access for graduate.admissions@admin.ox.ac.uk and make it available for as long as possible. For more information refer to[**www.graduate.ox.ac.uk/applicationguide**](http://www.graduate.ox.ac.uk/applicationguide)

## Section M: Data Protection Notice and Declaration

Please read and sign the Data Protection Notice and Declaration.