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| ox_brand_black_pos |  |  | *For office use only* |
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| **Recognised Student – Form for entry in 2018-2019**Please type your answers and complete all sections, referring to the relevant Notes of Guidance.  |
| **Section A: Programme 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. |
| Please indicate below the term in which you are applying for admission *(please select only one)*: |
| Michaelmas Term 2018[ ]  | Hilary Term 2019[ ]  | Trinity Term 2019[ ]  |
| 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 B: Personal Details** |
| **Please enter your name exactly as it appears on your passport or other official document. 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 here to enter text. |
| PREFERRED NAME Click here to enter text. | TITLE Choose an item. |
| MIDDLE NAME(S) Click here to enter text. | SEX: FEMALE [ ]  MALE [ ]  |
| FAMILY NAME (Surname) Click here to enter text. | DATE OF BIRTH: Click here to enter a date.(Type or select a date) |
| **Section C: 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: 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 D: 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 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. **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 | TO | PASSPORT NUMBER | PASSPORT EXPIRY DATE |
| Click here to enter text.Click here to enter text.Click here to enter text. | Click to enter dateClick to enter dateClick to enter date | Click to enter dateClick to enter dateClick to enter date | Click here to enter text.Click here to enter text.Click here to enter text. |  Click to enter dateClick to enter dateClick 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 to enter date | Click to enter date |
| Click here to enter text. | Click to enter date | Click to enter date |
| Click here to enter text. | 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 E: 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 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 Poor, Fair, Good or Excellent: |
|  | 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 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 here to enter text.)* |
| **Before reading and signing the declaration, please complete** [**Appendix A**](#Appendix_A) **on p. 6.**  |
| **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****What is "Personal data"**Personal data is information that relates to you. 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. **What will the University do with your data?**The University and its Colleges will collect, process, share and use personal data for the purposes of processing and assessing your application for study, for administration and (where applicable) for funding purposes. Your personal data may be used and shared with third parties, some of whom may be located outside the European Economic Area (e.g. where you have an educational background outside of the EEA). This sharing of your personal data will happen in the following circumstances: 1. Where it is necessary to verify your identity, qualifications, work experience, references and any submitted work.
2. Where you are eligible for a scholarship and the selection panel includes third party donors. For the majority of scholarships, your eligibility will be automatically assessed by the University, and, in these cases, there is no need for you to submit a separate application.

The University, and any Colleges of the University, will normally only discuss the progress of your application with you, unless you have nominated a third party.If any information or statement provided on or to support this application form is not true, accurate, current and complete, or any supporting document is not entirely the applicant’s own original work, except where clearly stated otherwise, the University, or any College of the University, may process and use this fact as relevant personal data. Data relating to inaccurate or incomplete information 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 verifying the information you have provided and preventing fraudulent or dishonest applications for study, funding and/or visas. If you become a registered student, any personal data collected by the University as a result of this application will form part of your student record. If you receive an offer to study at the University you will receive information about how the University processes student data at the point that you receive your offer, however if you would like to know more you can access the [University’s Student Data Protection Notice](https://www.ox.ac.uk/students/life/it/studentrecord/data?wssl=1). **Special Category Data**This includes data relating to disability, religion, ethnicity, sexual orientation, gender identity and criminal convictions. If you disclose information about a disability this will be passed to the University’s Disability Advisory Service and appropriate administrators in departments and colleges so that appropriate support and reasonable adjustments can be made where necessary. More information is available on the [Graduate Admissions website](https://www.ox.ac.uk/admissions/graduate/applying-to-oxford/applicants-with-disabilities?wssl=1). If you disclose information about a criminal conviction, the University will process the information as set out in the Graduate Admissions [Criminal Convictions policy](https://www.ox.ac.uk/admissions/graduate/applying-to-oxford/university-policies/criminal-convictions?wssl=1). Special category data will not be available to those assessing your application. **Retention**If you are successful in receiving an offer to study, all records and correspondence relating to your application and supporting materials will form part of your record and will be kept in the same way as all other student records. If you are unsuccessful, your application and supporting materials will be retained until the end of the following admissions cycle. **Legal Basis of Processing**The legal basis for processing your information is that this processing is necessary for the University to fulfil its contractual responsibilities to you and to consider your application for admission. Where the University processes information about your health, this information will be processed because you have chosen to provide it to us and we therefore have your consent to proceed. **Student and Alumni Groups**If your application is successful, there are a number of alumni groups and student societies and groups (including those outside the European Economic Area) which would be interested in contacting you so that they can invite you to participate in their activities, for example, by inviting you to events that might be of particular interest to you or that might help you to prepare for Oxford. The University will use your email address to contact you on behalf of these groups to provide you with details of these events so that you can choose whether or not you want to become involved. **Data Subject Rights**You have the right to request access to your information, subject to certain restrictions. Any such requests should be addressed to the University’s Information Compliance Team at data.protection@admin.ox.ac.uk. Because it is necessary for the University to process your information in order to fulfil its contractual obligations to you, it is not possible for the University to stop processing your data or to delete it without ceasing to consider your application. If you are dissatisfied with the way the University has used your information you should raise these concerns with the University’s Information Compliance Team in the first instance, at the address shown above. If you remain dissatisfied, you have the right to lodge a complaint with the [Information Commissioner’s Office](https://ico.org.uk/concerns/). **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 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) *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 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 this form and sign below.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. We collect personal data from applicants and current students so that we can 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. Please see the* [*Equality and Diversity Unit*](http://www.admin.ox.ac.uk/eop/) *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 Data Protection Act (1998) and the University’s* [*Data Protection policy*](https://www.ox.ac.uk/students/life/it/studentrecord/data)*.* *Please note that Section 3* ***must*** *be completed for your application to be processed.*  |
| **Section 1: Ethnicity** |
| With which ethnic group do you most identify? |
| Choose an item. |
| **Section 2: Disability***We welcome applications from people with disabilities. 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. 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*](http://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 Asperger's syndrome/other autism spectrum condition |
| [ ]  | 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 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 personal care assistance for daily living activities | [ ]  Require use of a registered/licensed assistance animal for visual, hearing, mobility, or medical needs |
| **Section 3: 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)*.*  |

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

**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: ………………………………………………………..