



For office use only
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Application Form for Admission as a Recognised Student 2011-12

Before completing this form, please refer to the attached guidance notes 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 write in BLOCK CAPITALS using black ink and complete all sections.

Section A: Your Personal Details

Please enter your name exactly as it appears on your passport or other official document.

FAMILY NAME

TITLE (Mr, Mrs, Ms, Miss, etc.)

FIRST NAME

GENDER:

MALE

☐

FEMALE

☐

MIDDLE NAME(S)

DATE OF BIRTH: day __ / month __ / year ____

PREFERRED NAME

Section B: Contact Information

HOME ADDRESS

CITY:

POSTAL/ZIP CODE:

STATE:

COUNTRY:

CORRESPONDENCE ADDRESS (if different)

CITY:

POSTAL/ZIP CODE:

STATE

COUNTRY:

EFFECTIVE DATES: From day __ / month __ / year ____
To day __ / month __ / year ____

TELEPHONE (if you give more than one, please indicate which is the primary contact number)

TYPE (mobile/cell phone,
daytime, evening, etc)

COUNTRY CODE
(if outside UK)

AREA CODE

NUMBER

EMAIL ADDRESS (if you give more than one, please indicate which is the primary address)

Section C: Nationality & Citizenship

COUNTRY OF BIRTH:

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 AND EXPIRY DATE (dd/mm/yyyy)

COUNTRY OF RESIDENCE. Please give details for the past 6 years. This should be the country in which you are normally resident not the country in which you are studying. In the case of EU nationals who are currently studying in the UK, please include details of your UK residence here. Please do not give an end date unless you no longer reside in that country.

COUNTRY	FROM (dd/mm/yyyy)	TO (dd/mm/yyyy)

Section D: 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)? Y ☐ N ☐

If no, please go to Section E

The UK Border Agency (UKBA) requires the University to confirm that all applicants who need a Tier 4 student visa and who are not nationals of a majority English-speaking country, as defined by UKBA (see full list in Appendix B) meet the minimum Common European Framework of References for Languages (CEFR) level B2 (see Appendix C for details). Unless you have completed a full-time degree-level course of a minimum of 9 months, taught in English, you will need to provide us with results of an acceptable English language test so that we can confirm you meet this requirement.:

Are you a national of a majority English-speaking country, as defined by UKBA - see Appendix B? Y ☐ N ☐

If yes, please go to Section E.

If no, have you completed a qualification equivalent to a UK degree taught in English? Y ☐ N ☐

If yes, please go to Section E

If no, have you met the minimum UK Border Agency English Language requirements – See Appendix C? Y ☐ N ☐

If yes, have you attached the corresponding English language test certificate? Y ☐ N ☐

If you have any visa queries please refer to http://www.ox.ac.uk/students/international_students/

Section E: Disability/Special Needs

Please refer to the attached guidance notes and enter the code most appropriate to you:

Section F: Term Time Accommodation

Please refer to the attached guidance notes and enter the code most appropriate to you:

Section G: Sponsor/Funding Source

Please refer to the attached guidance notes and enter the code most appropriate to you:

Will you require an invoice to be raised for your employer/sponsor?

☐ Yes

☐ No

If Yes, please provide the following information:

Purchase Order Number (if applicable):

Company Name:

Company Address:

Company Contact Name:

Company Telephone and Email Address:

If you are applying for more than one term please indicate whether your employer/sponsor requires:

☐ One invoice

☐ Separate termly invoices

Section H: Details of Current & Previous Education

University/Institution attended	Start year	Year of completion	Qualification obtained or studying for (e.g. BA, MSc)	Main subject (e.g. Chemistry, English)	Result (grade, classification, GPA etc.)

Section I: Details of Home Institution

If you are currently enrolled in a programme at an institution outside the UK, please provide the details of your home institution below:

Home Institution Name: _____

Address: _____

City/Town: _____

County/Area: _____

Postcode: _____

Country: _____

Section J: Department/Faculty Details

Please state the Department or Faculty in which you wish to work:

Proposed Academic Adviser:

Section K: Admission Dates

Please indicate below the term in which you are applying for admission:

☐ Michaelmas Term 2011 ☐ Hilary Term 2012 ☐ Trinity Term 2012

Please indicate below the number of terms for which you wish to be admitted:

☐ One Term ☐ Two Terms ☐ Three Terms

Section L: Supporting Materials Checklist

The following supporting materials are required with all applications:

Enclosed

Reference 1	<input type="checkbox"/>
Reference 2	<input type="checkbox"/>
Transcript/s	<input type="checkbox"/>
A statement of proposed subject of study (500-1000 words)	<input type="checkbox"/>
Letter from Professor or Head of a Department of the University of Oxford supporting the application	<input type="checkbox"/>
Letter from a member of the academic staff prepared to act as Academic Adviser	<input type="checkbox"/>
English language test certificate (where required - see Section D above)	<input type="checkbox"/>

Section M: Declaration

Once you have completed this application form, please read the following statements carefully. By signing this application form you confirm your acceptance of these statements. If you do not sign this form, we cannot process your application.

- *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 indicated otherwise, and does not include any plagiarised elements.*

PLEASE NOTE:

All admissions decisions taken by the University of Oxford rely on the statements made on the application form and in 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 and for student administration.

If the University believes that any information or statement contained on your application form may not be true, accurate, current and complete, or any material submitted in support of your application may not be entirely your own original work, except where clearly stated otherwise, it may take 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.

If, in the opinion of the University, any information or statement 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.

In the course of completing this application form, you have provided the University with personal data. The consent set out below explains how this personal data may be processed by the University.

- *I consent to the collection, processing and use of relevant personal data by the University and appropriate third parties, some of which may be located overseas (including outside the European Economic Area), for the purposes of processing my application for study and for administration, subject to the provisions of the Data Protection Act 1998.*
- *I understand that such personal data may be used and shared with third parties, some of which may be located overseas (including outside the EEA), for the purposes of verifying my identity, qualifications, work experience, references and any submitted work.*
- *The University uses advanced tools and systems to assist in the detection of plagiarism. I understand that, in order for the University to use such systems, my work and personal data (normally name, email address, course details and institution) may be submitted to the plagiarism detection service to which the University has subscribed. I understand that my personal data may be stored electronically in a database and may be processed in countries not governed by EU data protection legislation. I also understand, however, that any company processing my data will be bound by the terms of its contract with the University to abide by the UK Data Protection Act 1998 at all times. I understand that my personal data and the content of my work will not be disclosed without my permission to academic staff in other institutions which are subscribed to the plagiarism detection service.*
- *I understand that if I become a registered Recognised student, any personal data collected by the University as a result of my application will form part of my student record.*

Please sign here to confirm acceptance of these statements:

SIGNATURE:

DATE:

SIGNED (PLEASE PRINT NAME):

Please submit your completed application to:

**The Graduate Admissions Office
PO Box 738
University of Oxford
Wellington Square
OX1 9FB 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/international_students/

OFFICE USE ONLY – For Completion by Department/Faculty

The Department/Faculty of _____
recommends that the above application be:

- i) **Accepted**, and can confirm that _____
has agreed to act as Academic Adviser.

Or

- ii) **Rejected**

Signature: _____

Please print name: _____

Date: _____

APPENDIX A TO RECOGNISED STUDENT APPLICATION FORM RS2011

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 code which best describes your ethnic background.

- 10 White
- 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 or other ethnic background – 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
- 90 Not known

If you do not wish to specify your ethnic background please enter code 98.



APPENDIX B TO RECOGNISED STUDENT APPLICATION FORM RS2011

ENGLISH LANGUAGE REQUIREMENTS – ENGLISH SPEAKING MAJORITY COUNTRIES

The UK Border Agency has confirmed that nationals of the following countries are exempt from the English language requirement:

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

South America: Belize, Guyana



APPENDIX C TO RECOGNISED STUDENT APPLICATION FORM RS2011

ENGLISH LANGUAGE REQUIREMENTS – UK BORDER AGENCY MINIMUM REQUIREMENTS

This table gives an indication of the equivalence of English language proficiency tests. The UKBA minimum requirement for degree level study is B2 of the CEFR (Common European Framework of Reference for Languages).

CEFR level	Cambridge exam	IELTS	TOEFL (Internet based)	TOEFL (computer based)	TOEFL (paper based)
C2	CAE grade A CPE grade A, B, C	IELTS 8.5-9.0	>120	300	677
C1	CAE grade B, C CPE (below C)	IELTS 7.0-8.0	110-120	270-297	637-673
B2	FCE (grades B, C)	IELTS 5.5-6.0*	87-109**	230-267	570-633
B1	PET	IELTS 4.0-5.0	57-86	163-227	487 to 567
A2	KET				
A1	not scored		not scored		

*For IELTS the UKBA minimum of 5.5 in all components is lower than the University admission requirement of 6.5 or 7.0 in all components.

**For Internet based TOEFL your individual language component score must not fall below any of these minimum levels: Listening – 21, Reading – 22, Writing – 21, Speaking – 23

UNIVERSITY OF OXFORD

INSTRUCTIONS FOR THE COMPLETION OF THE APPLICATION FORM FOR ADMISSION AS A RECOGNISED STUDENT 2011-12 (VRO-RS2011)

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
(www.ox.ac.uk/admissions/postgraduate_courses/apply/application_forms.html)

Please write clearly in *black ink* or type. Please do not use felt pens as they can leak through the paper.

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.

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: 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.

Please print clearly. If your names contain upper case letters in the middle or lower case at the beginning please make this obvious (e.g. de Crespigny, von Schmidt, MacArthur).

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 B: 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 C: 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 D: English Language Requirements

New student visa rules have come into force and it is essential that you meet the new UK Border Agency (UKBA) 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 UKBA (see Appendix B above), you must meet the requirements highlighted in the questions in section D above.

Section E: Disability

We ask for this information so that we can make reasonable adjustments to support you in your studies at Oxford. If you have not mentioned a disability or health condition before we hope that you will use this opportunity to do so. To discuss the benefits of disclosing this information please contact the Disability Advisory Service on 01865 280459 or via disability@admin.ox.ac.uk

- 00 No known disability
- 08 Two or more impairments and/or disabling medical conditions
- 51 A specific learning disability such as dyslexia, dyspraxia or AD(H)D
- 53 A social /communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- 54 A longstanding 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 impediment
- 58 Blind or a serious visual impairment uncorrected by glasses
- 96 A disability, impairment or medical condition that is not listed above

Section F:Term-Time Accommodation

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

1a	College maintained property
1b	University maintained property (i.e. rented from the University accommodation service)
2	Parental/Guardian home
4	Other
7	Own Residence
8	Other Rented Accommodation

Section G: Sponsor/Funding Source

Please enter ONE code 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	Overseas Development Administration
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 H: 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.

Section I: Details of Home Institution

Please give the details of the institution you are currently attending or have been admitted from.

Section J: Department/Faculty Details

Please state the department or faculty for which you are applying, together with the name of your proposed academic advisor.

Section K: 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 L: Supporting Materials Checklist

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

Section M: Declaration

Please read and sign the declaration.