

Lady Margaret Hall Visiting Student Programme

Guidance notes for completing the application form

Applications should be completed electronically and returned by email to visiting.students@lmh.ox.ac.uk. Supporting documents should be scanned and emailed with your application form, preferably as one PDF file.

Applications should ideally be submitted *via* your home institution's study abroad office. A representative from your home institution (e.g. your Academic Adviser, Study Abroad Co-ordinator or other suitable person) must complete the **supporting statement form** included with these application materials. Your application will not be considered without this form, which must be submitted with your application materials.

If you have any questions, please contact the Visiting Student Administrator at visiting.students@lmh.ox.ac.uk.

Please see below instructions for completing each section of the form:

1. Please tick which mode of attendance you are applying for, i.e. full year, Hilary and Trinity terms, or Michaelmas Extended term.

Michaelmas Extended term: the Extended Michaelmas Term will begin in early September, when normal undergraduates are not on course, and runs into the full 8 week term. This structure enables students to complete a full semester of study and to experience some cultural activities.

Applicants may select two sets of 8 tutorials or classes to study across the entire Extended Michaelmas Term. The first set of 8 tutorials will begin in September, and will continue into Michaelmas term. The other set of 8 tutorials will begin at the start of Michaelmas, in October. By starting tutorials in September, this gives students the opportunity to accrue 16 credits (two majors) over the period and gives the opportunity to adjust to the Oxford system.

2. Please enter your personal details. Your name must be entered as shown in your passport. Please ensure your passport will not expire before the end of your course. **Your date of birth should be entered in the day/month/year format.**
3. Please give details of your current home institution, course of study, and Grade Point Average (GPA), or equivalent. Please specify if your GPA is not on a 4.0 scale. If your home institution does not operate a GPA system, please give the closest equivalent to allow selectors to rank your performance against others within your home institution and ask your referee to clarify the grading system in their reference.
4. Please indicate how your tuition and accommodation fees will be paid to LMH. Our standard procedure is for the tuition fees to be paid to us *via* your home institution, although it is possible for us to invoice students directly. Some institutions also pay the accommodation charges on behalf of their students; others expect the students to settle these charges themselves.
5. Please ensure the following supporting materials are included with your application:
 - **A short personal statement** (maximum 1 page) in relevant section of the application form. This is an important element in the admissions process as it will be read by admitting tutors in your 'major' subject. Oxford tutors are focussed on your interest in the academic side of your visit. We hope that, if successful, you would also be involved in the wider College and University life, but for selection purposes you should avoid writing about extra-curricular interests unless they directly relate to your proposed academic study. Include in your personal statement:
 - I. An explanation as to why you wish to study this subject to an advanced level.
 - II. A brief overview of papers/modules/classes already covered and how your proposed studies in Oxford relate to previous work already completed.
 - III. The themes/problems/ideas within the field which have most interested you.
 - **Tutorial requests form:** please ensure you complete the correct version of this form; there is a separate form for students wishing to study Computer Science, Economics or Physics. Applicants should choose tutorials carefully and, if necessary, with approval from an academic advisor before returning this form. As far as possible, we like visiting students to follow the same courses as our

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home undergraduates, this means that for some subjects there will be small classes rather than tutorials available. Please contact us if you need to know the content of specific courses, e.g. for transfer of credit. The LMH website has information on the available courses to help you complete the tutorial requests section (<http://www.lmh.ox.ac.uk/prospective-students/Visiting-students/Subjects.aspx>). You can select tutorials from a maximum of 3 subject areas; however, in order to achieve the greatest benefit from the Oxford tutorial system, we recommend that you select tutorials from only one or two subject areas. The majority of our home students will be taking one subject, with a few taking two or rarely three. Given the depth of study at Oxford, even those students taking course such as Philosophy, Politics & Economics will only study two of these beyond the first year. It is important to note that not all courses run every term in Oxford; please check the availability of courses (*via* the relevant subject's webpage) prior to completing your tutorial requests. The courses offered are typically those which will be studied by our home students who have completed the first year of study in that subject. Please ensure that you have the pre-requisite background knowledge for the courses you wish to pursue, and ask us if you are not clear about this. Please note that if you are accepted for a programme of study, it may be possible to make minor variations, but you would be unlikely to be able to make a complete change of programme.

- **Academic transcripts** from your home institution.
 - **Two letters of recommendation.** These can be submitted by you with your application, or directly by the referees themselves and should be written by academic tutors or study abroad advisors at your home institution who are familiar with your work. It would be helpful if you ask your referees to comment on your academic ability, actual and predicted educational qualifications relative to your peers; your motivation and suitability for intensive study; your ability and suitability for working in a tutorial/small group context system; and your resilience and adaptability for coping with the new cultural context.
 - **Two pieces of recent academic work** which are relevant to the subject/s for which you are applying – with the exception of Economics, see below.
 - I. For Classics, English, History, Management, Modern Languages, Music, Philosophy, Politics and International Relations, Psychology and Theology, it is expected these pieces of work will be two essays. Essays should be a maximum of 2000 words in length. It is possible to include an extract from a longer piece of work.
 - II. For other subjects, it is possible to submit two essays or pieces of coursework, a problem sheet or tests as best demonstrates your ability in your proposed subject.
 - III. For candidates who do not have written work in English, it will be necessary to organise a Skype interview.
 - **Economics candidates** will need to complete a test, in place of written work, which can be downloaded from the Economics subject page of our website (<http://www.lmh.ox.ac.uk/prospective-students/visiting-students/how-apply/economics>). Once you have completed the test, please scan it and return it with your supporting materials.
 - **Supporting statement form** completed by a representative of your home institution (e.g. your Academic Adviser, Study Abroad Co-ordinator or other suitable person).
 - **Proof of English language competency:** If your first language is not English, you must fulfil the University of Oxford English requirements. You will fulfil this if you have been studying full-time in English for two years BEFORE APPLYING to LMH. The UK Home Office 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 the Home Office, meet the minimum Common European Framework of References for Languages (CEFR) level B2. Unless you have been educated full-time in English during the last two years you will need to provide us with results of another acceptable English language test such as IELTS, as detailed on the following page of the Oxford University website: <https://www.ox.ac.uk/admissions/undergraduate/international-students/english-language-requirements?wssl=1>.
6. Please tick the box to indicate that you have read, and understood the declaration statement, and sign and date the form. You can either enter an electronic signature, or print the form out and sign it by hand and scan it together with your supporting materials.