**Visiting Students Programme**

**Application Form and Guidance Notes**

- this application is for students applying through partner institutions, study abroad providers or independently.

We are pleased you are considering applying for the Visiting Students Programme at St Anne’s College, University of Oxford. We have provided these guidance notes to help you prepare your application. Please read them *before* you begin to complete your application form. Further [programme information](https://www.st-annes.ox.ac.uk/study-here/visiting-students/studying-at-st-annes/) is available on the College website:

We welcome Visiting Students to study at St Anne’s for:

* the Oxford Academic Year – Michaelmas, Hilary and Trinity terms (October – June)
* the Extended Oxford Academic Year – September plus Michaelmas, Hilary and Trinity terms (September – June)
* Fall Term – September plus Michaelmas (September – December)
* Michaelmas Term only (October – December) – students studying at European institutions only
* Hilary and Trinity Terms only (January – June)

**Completing the application form**

If possible please type your application. If you are completing it by hand, please ensure that all writing is fully legible (we advise you to use block capital letters where possible). Please give all dates in European format (i.e. day-month-year) or spell out the month as a word to avoid the possibility of confusion.

**Supporting Documents**

Visiting student applications **must** include the following documents:

**1. Colour copy/scan of the photo page of your passport**

If you have multiple passports please include a copy of the passport you intend to use to enter the UK.

**2. Academic statement**

Include, on a separate piece of paper, a **statement detailing your reasons for wanting to study your proposed subject(s) at Oxford**. This statement should not exceed one page and needs a clear academic focus. The Tutors assessing your academic statement will want to see your intellectual passion and curiosity about your subject of study. In your statement you may wish to identify topics that you have enjoyed studying at your home university and explain how you wish to further these interests during your time abroad.

**3. Transcript** or other **official detailed record of education**

In order to comply with United Kingdom Border Agency (UKBA) requirements, you need to send a **certified copy of your transcript(s)** as a record of your academic history and achievement at university-level up to the present, including courses taken and grades/standards achieved. **Ideally your transcript should include the courses that you are currently taking and intending to take before arriving in Oxford.** If necessary, **please ensure you also list any current or future courses that do not appear on your transcript on a separate sheet**. It is preferred for you to include your transcript in your application materials however if your university needs to send it directly they can email it to [visiting.students@st-annes.ox.ac.uk](mailto:visiting.students@st-annes.ox.ac.uk).

**4. Academic written work**

**Two pieces of graded academic work, such as essays or papers, in the subject/s you wish to study at Oxford need to be included with your application.** For arts, humanities and social science subjects, these can be essays from your current degree of no more than 2,000 words, typed and written in English. For science subjects, a report, exam, problem set or other piece of academic work from your current degree will suffice for one sample and we would prefer the second piece of work is a written paper. You can submit an extract or portion of a longer paper if you wish to but please indicate this on your piece of work and please do not exceed the word limit. **If you are applying to study two subjects you are required to submit one piece of academic work in each subject.** Students who do not have written work in English are responsible for translating it themselves. Feedback, comments and grades can be included on the academic work.

**5. Academic references**

You need to **submit two references**, which are typed, on letterhead and included with your application. At least one of these references needs to be from an individual who has a working knowledge of your current education and who is able to indicate the academic standards that you have achieved. It is preferable these are from faculty in the subject/s you are applying for.

**6. Evidence of proficiency in English**

All teaching at the University of Oxford is carried out in English (with the exception of some language-specific teaching) and tutors must be assured that you have sufficient fluency in written and spoken English to cope with your course from the start.

If you are a non-native English speaker, or have not been taught in English at university level for at least the two years prior to application (not prior to arrival in Oxford) you are required to provide evidence that you meet the [University’s English language requirements](https://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/for-international-students/english-language-requirements) with your application. Please ensure you meet the higher-level requirements as most subjects require these. **If required you MUST attach evidence (eg. TOEFL, IELTS certificate, secondary school or high school diploma, International Baccalaureate certificate etc.) of how you meet the University’s English language requirements with your application.** We do not extend conditional offers to visiting students so you must meet these requirements when you apply.

**7. Subjects and Tutorial Course preferences**

Please [consult the subjects, courses and links in the course catalogue on our website](https://www.st-annes.ox.ac.uk/study-here/visiting-students/course-catalogue-and-selection/), and indicate your tutorial and/or courses in order of preference. In order to study at Oxford you need to already have a background in the subject/s you are applying for, and you should be studying this/these subjects at your home institution. If applying for the Fall Term you are encouraged to apply for one subject, if you are applying for other study durations you can apply for one or two (ideally complementary, taught jointly at Oxford) subjects. If applying to study PPE for the extended academic year or the academic year you can apply for all three subjects.

**Other application information**

**Applying as an independent applicant**We welcome students from across the globe to apply to study at St Anne’s as a visiting student. As such your home institution is not required to have an arrangement in place with us before you apply. However you need to have the support of your home institution to study abroad, even if you are taking a leave of absence to do so. You will be issued with a transcript at the end of your studies and you need to consent, at the time of application, for the transcript to be issued to your home institution to form part of your academic record and ideally be transferring courses or credits to your home institution as part of your degree.

**Applying to other Oxford Colleges**

It is helpful for us to know if you are applying to other Oxford Colleges and this will not jeopardise your application in any way. If we are oversubscribed in subject areas or are not able to offer you a place we would like to help qualified candidates to potentially find another opportunity to study at Oxford. As such we may be able to share your application with another College. We need your consent to be able to do this so please indicate this and which Colleges you would consider on the application form. Please also speak with your study abroad advisor or provider to confirm this would be an option for you.

**Contact with your Study Abroad Office or Study Abroad provider**During, or after, the application process we may need to contact your study abroad office or provider, or we may wish to include them in correspondence to you. We request your consent to communicate with them.

**Visiting Students fees and funding your study**

Visiting Student fees are published annually in the autumn, and provided to your study abroad office and/or study abroad provider. The [University updates living costs on an annual basis](https://www.ox.ac.uk/admissions/undergraduate/fees-and-funding/living-costs) as well. Please familiarise yourself with this information and be sure you can meet the costs of attending before submitting your application. As an example to study for the 2023-24 academic year (Oct-June) including estimated living costs you could have needed access to approximately £45,000-65,000 worth of public, private or scholarship funding. We cannot offer visiting students scholarships but many visiting students receive support and funding through their home institutions, other scholarship funding or government financial aid. Please speak with your home institution regarding these options.

**Acceptance and deposit**

If offered a place to study at St Anne’s you will need to confirm acceptance of your place and then pay a non-refundable deposit within 2 weeks of receiving your offer letter. We will also collect further financial and invoicing information from you. Following University guidance invoices for all programme fees, regardless of your start date or study duration, are issued in the summer. Information on the deposit and programme fees will be available before 20 December 2023.

**UK visa requirements**

If you are planning to travel to the UK to undertake a course at the University and are not a UK national you may need to apply for a visa before travelling. The type of permission/visa you require will depend on the type of course. Please [review the University guidance](https://www.ox.ac.uk/students/visa/before).

**Application deadline and submission**

Please submit the St Anne’s application form and all your supporting documents together as a single PDF to [visiting.students@st-annes.ox.ac.uk](mailto:visiting.students@st-annes.ox.ac.uk) by **8am (UK time) Thursday 25 January 2024**. Please be aware your home institution or study abroad provider may have an earlier deadline you need to meet. We aim to inform you of a decision on your application as soon as possible.

If you have any questions or need any further information please email [visiting.students@st-annes.ox.ac.uk](mailto:visiting.students@st-annes.ox.ac.uk) .

**St Anne’s College**

Woodstock Road

Oxford OX2 6HS

Web: <http://www.st-annes.ox.ac.uk>

Email: [visiting.students@st-annes.ox.ac.uk](mailto:visiting.students@st-annes.ox.ac.uk)

Tel: +44 (0) 1865 274840

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| \\sann-ad1\Intranet$\Admin Intranet\Communications\Branding Documents\Crest_2019\st-annes-fullcolour-CMYK.jpg  **Visiting Students Programme Application Form**  Please read the accompanying notes *before* you fill in this form. Please complete ALL spaces. Please send your form and *all* supporting documents as a single Word doc or PDF to [visiting.students@st-annes.ox.ac.uk](mailto:visiting.students@st-annes.ox.ac.uk) |

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| Personal information |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | Title |  | | (Mr/Mrs/Ms/other) | | | | | |  |  | | | | | | | | Surname |  | | | | | | | |  |  | | | | | | | | First name(s) |  | | | | | | | |  |  | | | | | | | | Email address |  | | | | | | | |  |  | | | | | | | | Date of birth | /  / | | |  | |  | | |  |  |  | |  | | |  | | Nationality |  | | | | Country of residence | |  | |
| Subject information |
| |  |  | | --- | --- | | Oxford subject(s) applying for |  | |  |  | | Period of study in Oxford  please tick one box | the Oxford academic year 2024-25 (Michaelmas, Hilary and Trinity terms)  the Extended Oxford academic year 2024-25 (September, Michaelmas, Hilary and Trinity terms)  Fall term 2024 (September plus Michaelmas)  Michaelmas Term 2024 only (October to December) – students from European institutions only  Hilary and Trinity Terms 2025 (January to June) | | Have you applied to any other Oxford Colleges? And if so where? | Yes  No |   If we cannot offer you a place, where appropriate, we may be able to share your application with another College for their consideration. Please indicate if you provide consent for this and which Colleges you would consider. We will contact you before we share your application.   |  |  |  |  | | --- | --- | --- | --- | | I give consent | Yes  No | Colleges |  | |

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| Education information |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Higher Education/ University name  Location  Language of instruction |  | | | | | |  |  | | | | | | Current course:  Subject, major/minor or concentration |  | | | | | |  |  | | | | | |  |  | | | | | | Current academic year/level. : |  | | Current GPA or equivalent: | | **0.00/4.00** | |  |  | | | | | | Start date: |  | Expected completion date: | |  | | |  |  | | | | | | High school / Secondary school |  | Location and  Language of instruction | |  | | |  | | | | | | |  | | | | | | |
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| University English Language Requirement |
| How do you meet the [University’s English Language Requirements](https://www.ox.ac.uk/admissions/undergraduate/applying-to-oxford/for-international-students/ELR#content-tab--2)? If required, you must attach evidence of how you meet the University’s English language requirements with your application (eg. TOEFL, IELTS, IB, school cert.)   |  |  |  |  | | --- | --- | --- | --- | |  |  | | | | I have read and understood the University’s English language requirements | Yes  No | How do you meet the University’s English language requirements? |  | |  |  | | | | If required what evidence have you attached of how you meet the requirements |  | | | |  |  | | | |
| Consent to be provided by applicant |
| |  |  | | --- | --- | | We may need to communicate with your home institution’s Study Abroad Office, Advisor or your Study Abroad Provider during, or after, the application process. Please provide their details and your consent. | | | Study Abroad Advisor/Office/  Provider name and email address |  | |  | |  |  |  |  |  | | --- | --- | --- | --- | | I give consent for St Anne’s to communicate with my Study Abroad Office/Advisor/  Provider | Yes  No | If I attend St Anne’s I give consent to send my St Anne’s transcript to my Study Abroad Office or Study Abroad Provider | Yes  No |  |  | | --- | | To be completed by applicant’s home institution study abroad advisor or study abroad provider |   I support this application and confirm that (*name of student*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is in good academic and disciplinary standing with (*home institution*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please tell us about the proposed funding for the Visiting Students programme.   |  |  |  |  | | --- | --- | --- | --- | |  |  | | | | I confirm the home institution /study abroad provider should be invoiced for all or part of the student’s programme fees | Yes  No  If yes invoice the home institution /study abroad provider for -  Tuition fees  Accommodation and meal card  If applicable, invoice the student for  Accommodation and meal card | The student will meet programme fees and will be invoiced directly | Yes  No  If yes the student will be invoiced for tuition, accommodation and meal card | |  |  | | | | Name  Position, University  Email address |  | | | |  |  | | |  |  |  |  |  | | --- | --- | --- | --- | | Study Abroad Advisor signature |  | Date e |  | |

Tutorial/Course Preferences

**Studying at Oxford is an opportunity for Visiting Students to immerse themselves in a chosen area of study**. However it may be possible to study more than one subject at St Anne’s and you can see suggestions of complementary subjects on the Visiting Students webpages. Please discuss your intended courses with your home institution before you submit your application.

**Visiting Students at St Anne’s generally take two or three tutorial courses each term (depending on their subject/s).** For each tutorial course you may take a combination of tutorials, lectures, classes and seminars, each of which requires significant preparation, including the submission of written work. Teaching and study hours may be distributed unevenly, depending on the subjects and courses taken. All tutorials, classes and seminars may be eligible for academic credit by your home institution, please discuss this with them.

**Applicants applying for the extended academic year, academic year, or Hilary and Trinity terms should list *at least* eight courses in order of preference from the information provided in** [**our course catalogue**](https://www.st-annes.ox.ac.uk/study-here/visiting-students/course-catalogue-and-selection/)**. Students applying for the Fall Term should list *at least* six courses.** Your application is evaluated against your preferences and if your application is successful, we will use your preferences as a basis to devise a coherent academic programme for you. Tutorial/course preferences cannot be guaranteed and cannot usually be changed. Therefore please consider your choices carefully and in conjunction with your home institution/study abroad provider and/or your study abroad or academic advisor.

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| --- | --- | --- | --- |
| Your tutorial/course preferences | | | |
| |  |  | | --- | --- | | Your full name: |  | |  |  | | Oxford subject(s): |  | |  |  | | Terms/study duration: |  |   Please list the courses that you would like to study *in order of preference*. You will find the courses we offer in the [St Anne’s Visiting Students Programme course catalogue on our website](https://www.st-annes.ox.ac.uk/study-here/visiting-students/course-catalogue-and-selection/). If you are applying for the Extended Academic Year or the Fall Term please also include your September course preference/s below.   |  |  | | --- | --- | | **September course: first choice** |  | | **September course: second choice** |  |   Course/tutorial preferences:   |  |  |  |  | | --- | --- | --- | --- | | 1: |  | 7: |  | |  |  |  |  | | 2: |  | 8: |  | |  |  |  |  | | 3: |  | 9: |  | |  |  |  |  | | 4: |  | 10: |  | |  |  |  |  | | 5: |  | 11: |  | |  |  |  |  | | 6: |  | 12: |  | | | | |
| I declare the information I have provided in my application is accurate and that my application and the academic work I have submitted with my application is my own work. If my application is successful and I accept my place at St Anne’s I give consent for St Anne’s College faculty and staff to email me at the email address provided on this application prior to my arrival. | | | |
| Your signature |  | Date |  |

Please submit your application form and all your supporting documents as a single Word, or PDF, document

to [visiting.students@st-annes.ox.ac.uk](mailto:visiting.students@st-annes.ox.ac.uk) by **8am(UK time)** **Thursday 25 January 2024.**