**Visiting Students Programme**

**Application Form and Guidance Notes**

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.

**Completing the Application Form**

* Please type your application, using the drop down options and spaces provided in the form.
* Please do not adjust the application form.
* If you need to complete it by hand, please ensure that all writing is fully legible.
* Please give all dates in European format (i.e. day-month-year) or spell out the month.

**Please submit your application form and all your supporting documents as a single PDF document to** **visiting.students@st-annes.ox.ac.uk** **by 8 am (UK time) Tuesday 28 January 2025.** Please be aware your study abroad office or provider may have an earlier deadline you need to meet.

# **Guidance Note A**

# **Subject Information**

**Studying at Oxford is an opportunity for Visiting Students to immerse themselves in a chosen area of study**.

* 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 subject/s 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.
* You cannot apply to study three subjects, with the exception of PPE, and only if applying for the extended academic year or the academic year.

Please discuss your intended courses with your home institution and [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/). Also see Guidance Note C tutorial/course preferences.

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

* Oxford Academic Year: Michaelmas, Hilary,Trinity terms (Oct-June)
* Extended Oxford Academic Year: September + Michaelmas, Hilary, Trinity terms (Sept-June)
* Fall Term: September + Michaelmas (Sept-Dec)
* Michaelmas Term only: (Oct-Dec) students studying at European institutions only
* Hilary and Trinity Terms only: (Jan-June)

**Guidance Note B**

**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.
* **If required, you MUST attach evidence (e.g. 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.

# **Guidance Note C**

**Tutorial/Course Preferences**

* **Visiting students at St Anne’s will follow matriculated undergraduate Oxford teaching and therefore will generally take two or three tutorials/courses each term.**
	+ **However, this can vary by subject/s and especially with teaching in the sciences, where students may take more courses.**
* As far as possible Visiting Students are integrated with matriculated Oxford undergraduates and therefore we do not offer bespoke major/minor tutorial teaching to Visiting Students and Visiting Students must select from courses offered on Oxford degrees.
* 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.
* If you are studying sciences there may also be practicals and/or labs and this can vary between subjects and cannot be guaranteed.
* 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.

**Tutorial/Course – listing your preferences**

Please discuss your intended courses with your home institution before you submit your application.

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/).

* Applicants applying for the **extended academic year or Fall Term should indicate a preference for a September course**
	+ Applicants for biochemistry/biomedical sciences pre-medical programme can only select that option, and that September programme is only offered to students continuing with biochemistry/biomedical sciences during Michaelmas term or the academic year
	+ Applicants for other subjects can indicate a first and second preference from any of the other September courses, these are available to all applicants regardless of academic background
* Applicants applying for the **extended academic year or academic year should list *at least* TEN 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 **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/)
* **Fall Term applicants should list *at least* SIX 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/)
* When applying for joint subjects please list courses from each subject in your preference order, i.e. do not make separate subject lists, integrate all courses into one list in your preference order.
* You do not need to have an equal number of courses from each subject. If provided please pay attention to the terms in which courses are offered and only select courses offered in the terms you are applying for.
* Your application is evaluated against your tutorial/course preferences and if your application is successful, we will use your tutorial/course 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.

**Guidance Note D**

**Applying to Other Oxford Colleges**

St Anne’s, and other Oxford Colleges, would recommend you research Colleges which you are interested in and ensure they offer what you seek, and would be a fit for you, rather than applying to multiple Colleges. You need to especially consider subjects, courses, study duration and may also like to understand accommodation, location etc.

* 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.
* It is also helpful for us to know if St Anne’s College is your first choice College.
* Keep in mind Colleges have different deadlines and make admissions decisions at different times so it is unlikely you would know all admissions decisions at the same time to consider offers together.
* Additionally all Visiting Student programmes are competitive, frequently oversubscribed, and St Anne’s usually holds a waitlist. As such we cannot usually extend offer deadlines.

**Consent to share your application with other Oxford Colleges**

* 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.
* Therefore, please indicate this on the application form, together with which Colleges you would consider.
* In some cases your home institution or study abroad provider may not permit you to apply to other Colleges so please also speak with them to confirm this would be an option for you.

# **Guidance Note E**

**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 with you. We request your consent to communicate with them.

**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.

**Guidance Note F**

**Visiting Student 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 previous 2024–25 academic year (October–June) as a Visiting Student, including estimated living costs, you could have needed access to at least £55,000-£67,000 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 the end of 2024.

**Supporting Documents**Visiting Student applications **must** include the following documents.

**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.

**Academic statement**

Include, on a separate piece of paper, a **statement detailing your reasons for wanting to study your proposed subject(s) at Oxford** **and at St Anne’s College**.

* This statement should not exceed one page and needs a clear academic focus.
* The Subject Tutors assessing your academic statement will want to see your intellectual passion and curiosity about your proposed 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.

**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 to include your transcript in your application. However, if your university needs to send it directly they can email it to visiting.students@st-annes.ox.ac.uk with your name in the subject of the email.

**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 should be included on the academic work.

**Academic references**

You need to **submit two references**, which are typed, on letterhead, signed and included with your application.

* References need to be from individuals who have a working knowledge of your current education and who are able to indicate the academic standards that you have achieved.
* They should also be from faculty in the subject/s you are applying for.

**Evidence of proficiency in English**

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.

* **If required you MUST attach evidence (e.g. 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.

**Other application information**

**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, including references, together as a single PDF to visiting.students@st-annes.ox.ac.uk by **8 am (UK time) Tuesday 28 January 2025**. 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 consult [Visiting Students programme information](https://www.st-annes.ox.ac.uk/study-here/visiting-students/studying-at-st-annes/) or email visiting.students@st-annes.ox.ac.uk .

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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 PDF to visiting.students@st-annes.ox.ac.uk  |

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| **Personal Information** |
|  |
| Title | Choose an option |  |
|  |
| Surname | Enter text here |  |
|  |
| First name(s) | Enter text here |  |
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| Email address | Enter text here |  |
|  |
| Date of birth | Enter text here |  |
|  |
| Nationality | Enter text here |  |

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| **Oxford Subject Information (see Guidance Note A)** |
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| Oxford subject/s applying for | Enter text here |  |
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| Study duration(please select one)) | Choose an option |  |

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| **Education Information** |
|  |
| Name of university/higher education institution and location | Enter text here |  |
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| Language of instruction | Enter text here |  |
|  |
| Current course(subject, major/minor or concentration) | Enter text here |  |
|  |
| Current academic year/level | Enter text here |  | Current GPA (out of 4.0) or equivalent: | Enter text here |  |
|  |
| Start date: | Enter text here |  | Expected completion date: | Enter text here |  |
|  |
| High school/secondary school and location | Enter text here |  |
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| Language of instruction | Enter text here |  |

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| **University English Language Requirement (see Guidance Note B)** |
| Please read 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 (e.g. TOEFL, IELTS, IB, school cert.) |
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| I have read and understood the University’s English language requirements | Choose an option |  |
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| How do you meet the University’s English language requirements? | You must choose one option |  |
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| If other, please specify | Enter text here |  |
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| If required, what evidence have you attached of how you meet the requirements?  | Enter text here |  |

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| **Your Tutorial/Course Preferences (see Guidance Note C)** |
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| Your full name | Enter text here |  |
|  |  |
| Oxford subject/s | Enter text here |  |
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| Study duration | Choose an option |  |
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| Please list all 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 preferences below.  |
| **September course: first choice** | Enter text here |  |
|  |
| **September course: second choice** | Enter text here |  |
| Course/tutorial preferences |
| 1: | Enter text here | 7: | Enter text here |  |
|  |
| 2: | Enter text here | 8: | Enter text here |  |
|  |
| 3: | Enter text here | 9: | Enter text here |  |
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| 4: | Enter text here | 10: | Enter text here |  |
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| 5: | Enter text here | 11: | Enter text here |  |
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| 6: | Enter text here | 12: | Enter text here |  |
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| **Consent to Contact Other Oxford Colleges (see Guidance Note D)** |
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| Have you applied to any other Oxford Colleges?  | Choose an option |  |
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| If yes, which other Colleges have you applied to? | Enter text here |  |
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| 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 for St Anne’s College to discuss and share my application with other Colleges | Choose an option |  |
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| Which other Colleges would you consider? | Enter text here |  |
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| **Consent to Contact Study Abroad Office/Advisor (see Guidance Note E)** |
| 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  | Enter text here |  |
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| I give consent for St Anne’s to communicate with my study abroad advisor/office/provider  | Choose an option |  |
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| 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 | Choose an option |  |
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| **To be Completed by the Applicant’s Home Institution’s Study Abroad Advisor or Study Provider (see Guidance Note F)** |
| Please tell us about the proposed funding for the Visiting Students programme |
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| I confirm the home institution/study abroad provider should be invoiced for all or part of the student’s programme fees**Please note:** All Visiting Students will have charged to their first student battels bill: an accommodation deposit (refundable if students leave their accommodation in good order upon departure) and termly meal credit to be used in the dining hall (refundable if not used).  | Choose an optionIf yes, invoice the home institution/study abroad provider for [ ] Tuition fees [ ] Accommodation If applicable, invoice the student for [ ] Accommodation |   |
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| The student will meet all programme fees and will be invoiced directly (If yes, the student will be invoiced for tuition, accommodation and other charges as above)  | Choose an option |  |
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| **By signing this application I confirm I support the named applicant studying abroad and confirm they are in good academic, financial and disciplinary standing at their home institution** |
|  |  |  |
| Name and position | Enter text here |  |
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| Email address | Enter text here |  |
|  |  |  |
| Study Abroad Advisor’s signature |  |  |
|  |  |  |
| Date | Enter text here |  |

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| **Student declaration****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.** |
|  |
| Signature |  | Date | Enter text here |  |
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**Please complete the following checklist**

Have you included copies of the following?

[ ]  Colour copy/scan of the photo page of your passport

[ ]  Academic statement

[ ]  Transcript or other official detailed record of education

[ ]  Two pieces of graded academic course work

[ ]  Two academic references

[ ]  Evidence of proficiency in English which meets the University’s English language requirements

Have you also

[ ]  supplied your choice of subject and tutorial course preferences (in order of preference)?

[ ]  checked the UK visa requirements?

[ ]  gained permission from your home institution to study abroad?

**Please send your completed application form with all additional materials, including references, to** **visiting.students@st-annes.ox.ac.uk** **by 8am GMT on Tuesday 28 January 2025.**