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, Michaelmas Extended term or Michaelmas term only.

**New this year** Michaelmas Extended term: The Extended Michaelmas Term will begin on 3rd September 2018 and run continuously into full term. It will give students the opportunity to have more tuition in their chosen area of study, and to experience some cultural activities which support the study of the humanities.

We will consider applications for the Extended Michaelmas Term in the following disciplines: English, History, Music, Theology, Philosophy or Politics. 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 rather than the usual 12.

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 GPA.

4. Please indicate how your tuition and accommodation fees will be paid to LMH. Our programme tuition fees are normally agreed in advance between ourselves and your home institution, and our standard procedure is for the tuition fees to be paid to us via your home institution. Some institutions also pay the accommodation charges on behalf of their students; others expect the students to settle these charges themselves.

5. Applicants should choose tutorials carefully and, if necessary, with approval from an academic advisor before returning this form. We will organise your tutorials based on the information that you provide, often in advance but sometimes after discussion with you when you arrive in Oxford. Refer to the LMH website for information on 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.
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6. Please ensure the following supporting materials are included with your application:
   - **A short personal statement** (maximum 1 page). This is an important element in the admissions process as it will be read by admitting tutors in your ‘major’ subject. 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.
     IV. Avoid writing about extra-curricular interests unless they directly relate to your proposed academic study.
   - **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 academics or study abroad tutors at your home institution familiar with your work. They should include information on your suitability for intensive study, general intelligence and powers or concentration, actual and predicted educational qualifications and reliability and powers of initiative.
   - **Two pieces of recent academic work** which must be 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.
   - **Economics candidates** will need to complete a test which will be available in late December on the Economics subject page of our website [http://www.lmh.ox.ac.uk/prospective-students/visiting-students/how-apply/economics](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.
   - **Proof of English language competency**: If you were not born in a majority English-speaking country, you must 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 an acceptable English language test such as IELTS so that we can confirm you meet this requirement, 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](https://www.ox.ac.uk/admissions/undergraduate/international-students/english-language-requirements?wssl=1).

7. 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.