UNIVERSITY OF OXFORD

Instructions for completing the application form for the Certificate in Diplomatic Studies and Postgraduate Diploma in Diplomatic Studies

These instructions are provided to help you complete the application form and explain the purpose of the questions. It is important that you read them before completing the form.

Please write clearly in black ink or type. 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, your name details 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 or society authorities to notify the Central Administration. You should present your official document to request a name change in OSS.

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. The surname you provide should be the same as that on your passport. 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 currently have nationality of and give an effective date if you have not been a national of that country from birth. If you are not a national of an EEA country (including UK, Channel Islands or 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 ordinary residence
Please give details for the past 6 years. Your country of ordinary residence is the country in which you are normally resident, out of choice and for a settled purpose, apart from temporary or occasional absences. It is not a country in which you are studying, working or living temporarily. If you have been ordinarily resident in a single country since birth, please enter your birth date in the ‘From:’ field; do not give an end date unless you no longer reside in that country.

If you have been ordinarily resident in more than one country, your dates of residence must not overlap. You must include an end date for your previous country of ordinary residence, which must be at least one day before the start date of your current country of ordinary residence.

EU nationals only: if you currently live in the UK for the purpose of full-time education only, you should enter the UK as your current residence and the country where you otherwise reside as your previous residence. The end date for your previous residence should be entered as the day before you arrived in the UK.

Section D: English Language Requirements

Please note that, unless you are a national of a majority English-speaking country, as defined by the UK Home Office (see Appendix A), have been educated full-time in English during the last two years or are a graduate applicant who has completed a full-time degree-level course of a minimum of 9 months, taught in English, then you are required to submit evidence of results (test certificate). These should be from one of the language tests that the University approves and no more than two years old at the start of your study at Oxford in order to meet UK Government regulations regarding the minimum English language requirements to obtain a UK Tier 4 visa (see Appendix B).

We will then include a statement on your CAS (Confirmation of Acceptance for Studies) for your visa confirming that you have met the minimum UK Home Office requirement.

Section E: Disability

The University is committed to making reasonable adjustments to enable students with disabilities including dyslexia, dyspraxia (and other SpLDs), students on the Autistic Spectrum or with long-term mental health difficulties or health conditions to participate fully in student life. In order to provide study support, relevant departments of the University and colleges may need to share information about your needs. Information will be shared on a need-to-know basis with relevant people such as any academic staff you work with and any library and support staff. The information provided is also used to monitor rates of participation in higher education by particular groups of people, which is a statutory requirement; it does not form part of any assessment of your application. If you wish to discuss this section of the application form, or anything to do with the University provision for such needs, please contact the Disability Advisory Service disability@admin.ox.ac.uk or refer to their website http://www.ox.ac.uk/students/shw/das.

Please enter the code most appropriate to you in the first box (your responses in this section will not be visible to those making an academic assessment of your application):

00 I am not disabled
01 I have a disability and am in receipt of a UK Student Disability Allowance
02 I have a disability and am NOT in receipt of a UK Student Disability Allowance

If you have indicated that you have a disability, please enter the code in the second box from the list of statements below which is most appropriate to you:

51 You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
Universities are blinder or partially sighted
57 You are deaf or have a hearing impairment
56 You are a wheelchair user or have mobility difficulties
55 You have mental health difficulties
58 You have two or more impairments or disabling medical conditions
53 You have a social/communication impairment such as Asperger’s
54 You have a long-standing illness or health condition such as cancer
96 You have a disability, impairment or medical condition 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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Accommodation Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>College maintained property</td>
</tr>
<tr>
<td>1b</td>
<td>University maintained property (i.e. rented from the University accommodation service)</td>
</tr>
<tr>
<td>2</td>
<td>Parental/Guardian home</td>
</tr>
<tr>
<td>4</td>
<td>Other</td>
</tr>
<tr>
<td>7</td>
<td>Own Residence</td>
</tr>
<tr>
<td>8</td>
<td>Other Rented Accommodation</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Sponsor/Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>No award or financial backing</td>
</tr>
<tr>
<td>05</td>
<td>Institutional waiver of support costs – includes an Oxford or College Bursary/Scholarship</td>
</tr>
<tr>
<td>08</td>
<td>British Academy</td>
</tr>
<tr>
<td>22</td>
<td>International Agency</td>
</tr>
<tr>
<td>26</td>
<td>Charitable Foundation</td>
</tr>
<tr>
<td>41</td>
<td>EU Commission (EU)</td>
</tr>
<tr>
<td>42</td>
<td>Overseas student award from HM government/British Council</td>
</tr>
<tr>
<td>43</td>
<td>Overseas government</td>
</tr>
<tr>
<td>44</td>
<td>Department for International Development</td>
</tr>
<tr>
<td>45</td>
<td>Overseas institution</td>
</tr>
<tr>
<td>46</td>
<td>Overseas industry and commerce</td>
</tr>
<tr>
<td>47</td>
<td>Other overseas funding</td>
</tr>
<tr>
<td>48</td>
<td>Other overseas - repayable loan</td>
</tr>
<tr>
<td>61</td>
<td>UK industry/commerce</td>
</tr>
<tr>
<td>81</td>
<td>Student’s employer</td>
</tr>
<tr>
<td>97</td>
<td>Other</td>
</tr>
<tr>
<td>98</td>
<td>No fees - including ERASMUS students or other exchange students not liable for fees at Oxford</td>
</tr>
</tbody>
</table>

Section H: Current Position

Please give details of your current position and employment history, including dates. You should also give details of periods spent abroad in a foreign service capacity.

Section I: Details of Current & Previous Education

Please provide details of your current and previous qualifications, entering 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 J: References

Please give details of your referees. You should ask them to download the reference form at https://www.conted.ox.ac.uk/courses/webfiles/FSP-ReferenceForm2014.docx and request that they submit it from an organisational or institutional email address to FSP@conted.ox.ac.uk.

Section K: Statement of Purpose

This should describe in 150-200 words the main learning and professional achievements of your career so far, giving your specific reasons for wishing to take part in the Oxford University Foreign Service Programme, and summarising your long-term plans.

Section L Criminal Convictions

Please note that answering this question is mandatory.

To help the University reduce the risk of harm or injury to students and staff caused by any criminal behaviour of students, we must know about any relevant convictions that you may have. Your response to this question will not be visible to those making an academic assessment of your application.

If you declare a criminal conviction your application will still be assessed according to the published selection criteria for the programme you have selected. All published selection criteria focus on academic excellence. If you disclose a criminal conviction the information on your conviction will be passed to appointed University and college staff, who will consider your application separately from your academic achievements. The University may want to ask you for more information before a decision is made. Third parties may also be approached for information, but this will not be done without your permission.

If you are charged with a relevant criminal offence after you have submitted your application, or after you have been made an offer, you must tell the University as soon as possible. When you do so, the same process as for convictions declared at the time of applying will be carried out; this process is detailed above.

If you fail to declare a relevant criminal conviction at any point in the admission process, then your application will be considered to be fraudulent and the University, or any College of the University, will retain the right to withdraw your application. If you have been made an offer by the University, or any College of the University, then the University, or any College of 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 and your College.

Declaring relevant unspent criminal convictions

You must declare any unspent criminal convictions related to:

- Offences against the person, whether of a violent or sexual nature
- Convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking
- Offences where you are currently serving a prison sentence for a relevant criminal conviction. In these circumstances you must give the prison address as your postal address in the contact details on the application form. In addition, a senior prison officer must support your application.

Applicants from within the UK and European Economic Area

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you do not need to disclose them. If you are unsure whether a caution is relevant or spent, you should get advice from a Citizen Advice Bureau, the Probation Service or Nacro, the crime reduction charity. If you seek advice from a solicitor you may have to pay for that advice.

Note that offences attracting sentences of 30 months imprisonment or more are never spent and therefore must always be declared
Applicants from outside the UK and European Economic Area

The Rehabilitation of Offenders Act 1974 (the Act) is relevant to those of all nationalities and residencies, and the concept of “spent” convictions as set out in the Act applies regardless of the jurisdiction of the court where the offender was convicted. However, you should note the following:

- Whilst a conviction acquired outside Great Britain may be spent under the relevant national law, it is not automatically deemed spent under English law.
- In determining whether a conviction is capable of becoming spent, a sentence imposed by a court outside of Great Britain will be treated in the same way as the corresponding sentence under English law, or its nearest equivalent.
- Where a sentence is imposed by a court outside of Great Britain, the period before which the conviction is deemed spent will be calculated according to English law, as set out in the Act.

If you are unsure whether your conviction is deemed relevant and spent under English law then we strongly advise you to seek legal advice before answering this question.

If you require a visa or you are extending your visa, then you must declare any unspent criminal convictions, including driving offences, when you apply to the UK Home Office. Please see sections 18 and 19 of the Home Office document ‘Part 9 - General grounds for the refusal of entry clearance, leave to enter or variation of leave to enter or remain in the UK’ for information regarding possible circumstances under which a visa application may be refused.

Data Protection

All records and correspondence relating to an applicant declaring a relevant criminal conviction will be securely stored in accordance with the University’s Data Protection Policy which can be found at: http://www.admin.ox.ac.uk/dataprotection/policy/

If you have declared a criminal conviction and your application is successful, all records and correspondence relating to your application will form part of your personal record but will be stored separately from other applications.

If you have declared a criminal conviction and your application is unsuccessful, all records and correspondence relating to your application will be destroyed in accordance with the University’s Data Protection Policy, which can be found at: http://www.admin.ox.ac.uk/dataprotection/policy/

Your consent will always be obtained before seeking further information about any declared convictions from third parties.
Appendix A

Majority English-speaking countries, as defined by the UK Home Office:

Australia
Belize
Canada
Guyana
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

Appendix B

This table gives an indication of the equivalence of English language proficiency tests:

<table>
<thead>
<tr>
<th>Test type</th>
<th>Standard score</th>
<th>Additional requirement</th>
<th>Higher score</th>
<th>Additional requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>IELTS</td>
<td>7.0</td>
<td>Minimum 6.5 per component*</td>
<td>7.5</td>
<td>Minimum 7.0 per component*</td>
</tr>
<tr>
<td>TOEFL ibt (internet-based)</td>
<td>100</td>
<td>Minimum component scores: Listening – 22</td>
<td>110</td>
<td>Minimum component scores: Listening – 22</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Reading – 24</td>
<td></td>
<td>Reading – 24</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speaking – 25</td>
<td></td>
<td>Speaking – 25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Writing – 24</td>
<td></td>
<td>Writing – 24</td>
</tr>
<tr>
<td>Cambridge Certificate of Proficiency</td>
<td>C</td>
<td></td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>Cambridge Certificate in Advanced English</td>
<td>A</td>
<td></td>
<td>Not accepted</td>
<td></td>
</tr>
</tbody>
</table>

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