Application Form for Undergraduate Study 2016-17

Please write in BLOCK CAPITALS using black ink. COMPLETE ALL SECTIONS

Section A: Programme of Study (for entry in the academic year commencing October 2016)

This form may only be used to apply for one programme. If you wish to apply for more than one programme you must submit a separate application each time.

(i) Confirm which qualification you intend to work towards:

☐ Undergraduate Certificate (including Foundation Certificates and the Certificate of Higher Education)
☐ Undergraduate Diploma
☐ Undergraduate Advanced Diploma

(ii) Give the title of your course as given on the Department for Continuing Education website (https://www.conted.ox.ac.uk/courses/index.php), e.g. ‘Archaeology’, ‘English Literature’ etc.

Section B: Your Personal Details

GIVEN NAME (First name) TITLE (Mr, Mrs, Ms, Miss, Mx\(^1\), NULL (no title), etc.)
PREFERRED GIVEN NAME
FAMILY NAME (Surname)
MIDDLE NAME(S) PREVIOUS GIVEN NAME (if applicable)
PREVIOUS FAMILY NAME (if applicable)

SEX: FEMALE ☐ MALE ☐

DATE OF BIRTH: day _ _ / month _ _ / year _ _ _ _

\(^1\) Mx (Mixter) is a gender-neutral title for those who do not wish to use a gender-specific title or who identify as transgender
### Section C: Contact Information

<table>
<thead>
<tr>
<th>HOME ADDRESS</th>
<th>CORRESPONDENCE ADDRESS (if different)</th>
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<th>POSTAL/ZIP CODE:</th>
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**EFFECTIVE DATES:** From: **day _ _ /month _ _ /year _ _ _ _**  
To: **day _ _ /month _ _ /year _ _ _ _**

**TELEPHONE (if you give more than one, please indicate which is the primary contact number)**

<table>
<thead>
<tr>
<th>TYPE (mobile/cell phone, daytime, evening, etc)</th>
<th>COUNTRY CODE (if outside UK)</th>
<th>AREA CODE</th>
<th>NUMBER</th>
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<tr>
<th>PRIMARY EMAIL ADDRESS</th>
<th>ALTERNATIVE EMAIL ADDRESS</th>
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<tr>
<td>(this should not be an institutional email address that will expire)</td>
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### Section D: Nationality and Ordinary residence

The details you provide on this page will be used to determine your fee status. The details you give below should reflect your current situation, at the date you submit your application form.

**COUNTRY OF BIRTH:**

**COUNTRY OF NATIONALITY:** In this section give details of the countries of which you have current nationality and the start date(s). If you have been a national of a country since birth, use your birth date as the 'From': date under "START DATE OF NATIONALITY". Please only include nationalities that you currently hold.

<table>
<thead>
<tr>
<th>COUNTRY</th>
<th>START DATE OF NATIONALITY FROM (dd/mm/yyyy)</th>
<th>PASSPORT NUMBER AND EXPIRY DATE (non-UK nationals only)</th>
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</table>

Do you expect to require a visa to enter the UK for your study? ☐
**COUNTRY OF ORDINARY RESIDENCE:**
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 for the ‘current country of ordinary residence’ question.

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.

**CURRENT COUNTRY OF ORDINARY RESIDENCE**
FROM (dd/mm/yyyy)

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I am an EU national resident in the UK for the main purpose of full-time education [ ] YES [ ] NO

If you have been ordinarily resident in a different country during the last six years, please enter details of the most recent.

**PREVIOUS COUNTRY OF ORDINARY RESIDENCE**
FROM (dd/mm/yyyy) TO (dd/mm/yyyy)

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If you are not a UK or EU Citizen, but you are currently living in the UK, do you have Indefinite Leave to Remain Status (which has been entered into your passport)? [ ] If yes, please provide the date it was granted: day _ _/month _ _/year _ _

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**Section E: Nominated Third Party**
The University of Oxford will normally only discuss your application with you. If you wish to nominate a third party with whom we may discuss your application and accept direction on its handling, please provide their details. Please note that a nominated third party will be able to amend or withdraw the application on your behalf.

<table>
<thead>
<tr>
<th>Name of nominated third party and email address</th>
<th>Relationship to you</th>
<th>Date of birth of nominated third party</th>
</tr>
</thead>
<tbody>
<tr>
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</table>
## Section F: Details of Current & Previous Educational Qualifications

If you have any secondary or further educational qualifications, please tick ALL boxes that apply.

<table>
<thead>
<tr>
<th>Qualification Type</th>
<th>Ticked</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>GCSE / O Level</td>
<td>☐</td>
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</tr>
<tr>
<td>GNVQ / GSVQ (Specify level)</td>
<td>☐</td>
<td></td>
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<tr>
<td>Highers / A Level</td>
<td>☐</td>
<td></td>
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<tr>
<td>NVQ / SVQ (Specify level)</td>
<td>☐</td>
<td></td>
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<tr>
<td>HNC / HND</td>
<td>☐</td>
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<tr>
<td>Foundation course at FE Level</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Baccalaureate Access-level course</td>
<td>☐</td>
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<tr>
<td>Other (please specify):</td>
<td>☐</td>
<td></td>
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</tbody>
</table>

Have you ever studied with the Department for Continuing Education or otherwise at the University of Oxford before?  
☐ YES ☐ NO

If you have any higher educational qualifications, please give details. Please include ANY courses taken with the Department for Continuing Education.

<table>
<thead>
<tr>
<th>University/Institution</th>
<th>Start year</th>
<th>Year of completion</th>
<th>Qualification obtained / intended award (e.g. Undergraduate Certificate, BA, MSc)</th>
<th>Main subject (e.g. Chemistry, English)</th>
<th>Actual/expected result (including grade, classification, Grade Point Average etc.)</th>
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If you require a student visa or short term student visa or permission to enter (see [https://www.conted.ox.ac.uk/students/internationalstudents/visas.php](https://www.conted.ox.ac.uk/students/internationalstudents/visas.php)), please give details below of any period of study, complete or incomplete, taken in the UK that is not already listed above. Please list start and end dates, course title, level and institution.

<table>
<thead>
<tr>
<th>University/Institution attended</th>
<th>Start year</th>
<th>Year of completion</th>
<th>Course Title</th>
<th>Level</th>
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</table>

Have you undertaken degree-level study at any institution, either in the UK or worldwide, which you have not completed, excluding any qualification you are currently studying towards?  
☐ YES ☐ NO

If “Yes”, please provide details of the course and the institution and give an account of the circumstances:
Are you planning to begin, or to continue studying for a degree or other qualification at any institution, either in the UK or worldwide, at the same time as you would also be studying at Oxford for the programme for which you are now applying? (This includes studying for any other course with the Department for Continuing Education that leads to a University certificate or diploma)

☐ YES  ☐ NO

If "Yes", please provide details of the course, including whether it is full-time or part-time, the institution, and how you believe it will be possible to pursue both programmes of study at the same time. Please note that the Department does not normally permit concurrent registration for more than one course leading to a certificate, diploma or degree (see https://www.conted.ox.ac.uk/courses/webfiles/Policy/ConcurrentRegistration.pdf)

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### Section G: About Your Language Skills

<table>
<thead>
<tr>
<th>Language</th>
<th>Reading</th>
<th>Writing</th>
<th>Speaking</th>
<th>Understanding</th>
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The following questions are included to assist the University to assess applicable English language test requirements and where necessary to comply with the UK Visa and Immigration requirements:

Have you completed, or are you completing, a full-time degree-level course entirely taught and assessed in English?

☐ YES  ☐ NO

Have you completed a course under a United Kingdom Tier 4 child visa?

☐ YES  ☐ NO

If you have taken IELTS, TOEFL or Cambridge Certificate tests, please complete section H below. You may be required to demonstrate a particular level of English language proficiency to the University for academic or visa reasons.

Please check the English language requirement for your programme on the Department’s website (https://www.conted.ox.ac.uk/courses/index.php).
Section H: English Language Proficiency and Other Admissions Test Results

Please enter details of any relevant tests that you have taken (i.e. IELTS (Academic), TOEFL, Cambridge CPE, Cambridge CAE and GRE) and for which you have the results. English language tests should have been taken within two years of the start of your programme. Please convert any old-style GRE scores (200-800) to new-style ones (130-170)

<table>
<thead>
<tr>
<th>Test type (e.g. TOEFL, etc.)</th>
<th>Date taken</th>
<th>Overall result</th>
<th>Constituent scores where given</th>
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Section I: Additional Information

Please give your current occupation:

Please indicate your future career plans:

Please indicate how you first heard about this course (tick all that apply):

- Friend / recommendation / referral
- Leaflet at Continuing Education building
- Leaflet in library / museum
- Leaflet in mailing
- Leaflet elsewhere
- Continuing Education prospectus
- Other (please specify):

Section J: Proposed Funding Arrangements

Please indicate the main source(s) of funding you plan to use to fund your fees and any additional costs. This will not affect the assessment of your application in any way.

<table>
<thead>
<tr>
<th>Proposed Funding Sources e.g. family, scholarship, etc (If government funds or foundations, please specify)</th>
<th>Status</th>
<th>Amount of funding per year (£) (if known)</th>
<th>Period Covered (e.g. 1 year, 2 years etc.)</th>
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</table>

- Intend to apply
- Applied for
- Firmly secured

Departmental Bursary Applications and Student Loans:

Please tick if you are applying for a departmental bursary (see https://www.conted.ox.ac.uk/students/sourcesoffunding/index.php):

Please tick if you are applying for a UK Student Loan:
## Supporting Materials Checklist

Supporting materials are required with all applications.

Check the information provided on the departmental website for details of the supporting materials required for the course for which you are applying. You must send all supporting materials by the deadline for your programme. Any delay in sending the correct materials will most probably result in your application not being considered.

If you encounter difficulties in gathering the materials in time for the deadline, please contact the relevant person in the Department as given on the Department for Continuing Education website for your course. We may be able to suggest ways to help you meet our requirements, but only if you contact us well in advance of the application deadline.

If possible, your referee should be a person who can comment on your academic ability and background, but where this is not appropriate, you should name a referee who can vouch for your motivation, commitment and potential. A reference from a family member is not acceptable.

Please read carefully the instructions on the reference form at Appendix F.

### COMPELLSORY FOR ALL PROGRAMMES OF STUDY

<table>
<thead>
<tr>
<th>Enclosed (please tick)</th>
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<tbody>
<tr>
<td>A short statement (up to 400 words) explaining why you wish to enrol on the course</td>
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</table>

### ADDITIONAL ITEMS THAT MAY BE COMPELLSORY FOR YOUR APPLICATION

(Check the requirements for your course on the relevant course webpage)

<table>
<thead>
<tr>
<th>Enclosed (please tick)</th>
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</thead>
<tbody>
<tr>
<td>A current C.V. (Foundation Certificates in English Literature and in History)</td>
</tr>
<tr>
<td>An outline of your literary interests (Foundation Certificate in English Literature)</td>
</tr>
<tr>
<td>A portfolio of your work (Undergraduate Diploma in Creative Writing) (For specific requirements, please see the course webpage)</td>
</tr>
<tr>
<td>Details of your computing experience and computer system (Undergraduate Advanced Diplomas in Data and Systems Analysis and in Local History)</td>
</tr>
<tr>
<td>Copies of your university/college transcripts and/or any other certificates (Undergraduate Advanced Diploma in British and European Studies)</td>
</tr>
<tr>
<td>Information on preferred subject areas and mode of study (Certificate of Higher Education) – please complete Appendix E</td>
</tr>
</tbody>
</table>

**English Language Test:** If your first language is not English, or if your first language is English but you are not a national of the UK, Ireland or a majority English-speaking country (see: [www.graduate.ox.ac.uk/englishproficiency](http://www.graduate.ox.ac.uk/englishproficiency)) recognised by the UK Home Office, you must either supply an English test result (IELTS, TOEFL, Cambridge CPE or CAE), which must be less than two years old at the start of your proposed programme of study, or submit a letter written by you explaining why you are requesting a waiver to the English language test.

**Reference(s) (see Appendix F):**

ONE reference is required for ALL courses except the Undergraduate Advanced Diplomas in Data and Systems Analysis and in Local History, for which TWO references are required.

<table>
<thead>
<tr>
<th>Reference requested</th>
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<tbody>
<tr>
<td>Referee name</td>
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<td>□</td>
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</table>
Section L: Final Checklist

Please confirm that you have:

☐ Filled out all required sections of the application form
☐ Gathered together all supporting materials required for your programme of study
☐ Requested a reference from your named referee(s) and told them the correct deadline
☐ Completed Appendix A: Criminal convictions and Appendix B: Ethnic Background
☐ Signed the declaration

Section M: Submitting your application

Once your application is complete, please send it to the relevant address below, either in hard copy or by email. If you send it by email, please put 'Application for [course title]' in the subject line:

All courses EXCEPT those listed below:

Email to: ppaward@conted.ox.ac.uk
Post: Award Programme Administrator, Oxford University Department for Continuing Education, Rewley House, 1 Wellington Square, Oxford, OX1 2JA, United Kingdom

Certificate of Higher Education:

Email to: certhe@conted.ox.ac.uk
Post: Weekly Class Office, Oxford University Department for Continuing Education, Ewert House, Ewert Place, Summertown, Oxford, OX2 7DD, United Kingdom

Undergraduate Advanced Diploma in British and European Studies

Email to: ipbes@conted.ox.ac.uk
Post: British & European Studies, Oxford University Department for Continuing Education, Rewley House, 1 Wellington Square, Oxford, OX1 2JA, United Kingdom.

Undergraduate Advanced Diploma in Data and Systems Analysis, and Undergraduate Advanced Diploma in Local History:

Email to: internetcourses@conted.ox.ac.uk
Postal applications are NOT accepted for these two courses.

We shall acknowledge receipt of your application by email to the address you have given above. Please note however that this is not a confirmation that your application is complete or that it has arrived on time.

Section N: Information about future programmes

Periodically the Department may send you information about its future programmes, about other activities related to its programmes and about the benefits and services which are available to students of the Department. If you wish to receive such information, please tick the following boxes.

I wish to receive information about events and courses by post
☐
I wish to receive information about events and courses by email
☐
I wish to receive development and alumni news from the Department and University
☐

Section O: Data Protection Notice and Declaration
Please read the following Data Protection Notice and Declaration carefully. By signing the Declaration, you confirm your acceptance of the statements which form the Declaration. If you do not sign this form, we cannot process your application.

**DATA PROTECTION NOTICE:** In the course of completing this application form, you have provided the University with information about yourself, which is known as personal data. The notice set out below explains how this personal data will be processed by the University.

The University and its Colleges will collect, process, share and use personal data for the purposes of processing your application for study, for administration and (where applicable) for funding purposes, subject to the provisions of the Data Protection Act 1998.

This personal data may be used and shared with third parties, some of which may be located overseas (including outside the European Economic Area where relevant for particular applicants), for the purposes of verifying your identity, qualifications, work experience, references and any submitted work.

Where you have applied for funding through the University, your personal data may be shared with third parties relevant to that funding application.

If your application is successful, your contact details and the course you have applied for may be shared with alumni and student societies and groups (including those outside the European Economic Area) for the purpose of inviting you to events related to student life at the University.

The University, and any Colleges of the University, will normally only discuss the progress of your application with you, unless you have nominated a third party on your application form.

If any information or statement provided on or to support this application form is not true, accurate, current and complete, or any supporting material is not entirely the applicant’s own original work, except where clearly stated otherwise, the University, or any College of the University, may process and use this fact as relevant personal data. Such data may be used and shared with third parties, including Higher Education institutions, some of which may be located overseas (including outside the European Economic Area), to the extent necessary for the purpose of preventing fraudulent or dishonest applications for study, funding and/or visas.

If you become a registered student, any personal data collected by the University as a result of this application will form part of your student record.

By checking the box about receiving development and alumni news, you are agreeing to have your details held within the University’s database system, the Development and Alumni Relations System (“DARS”). Full details of the way your data will be managed on DARS can be found in our Data Protection Statement (https://www.alumniweb.ox.ac.uk/oao/dataprotection).

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**DECLARATION**

I confirm that the information I have provided on this application form is (to the best of my knowledge) true, accurate, current and complete; and I agree to notify the University promptly if any information contained on this application form should change, in order to keep it true, accurate, current and complete.

I confirm that all supporting work submitted as part of this application is entirely my own original work, except where clearly stated otherwise, and does not include any plagiarised elements.

Continued on next page.
PLEASE NOTE: All admissions decisions taken by the University of Oxford and its Colleges rely on the statements made on the application form and on the supporting materials supplied by you and your referees. This information will be held and used for the purpose of processing your application for study, for student administration and, where relevant, for funding purposes.

If the University, or any College of the University, believes that any information or statement, including references, contained on your application form may not be true, accurate, current and complete, or that any material submitted in support of your application may not be entirely your own original work, except where clearly stated otherwise, it may take any necessary steps to verify that information or statement, or to confirm that any supporting material is entirely your own original work, except where clearly stated otherwise.

As part of the admissions process the University may use a plagiarism detection system. This system screens any written work submitted as part of your application for plagiarism, paraphrasing and collusion. The plagiarism detection system will store on its database any written work submitted for screening. For the University's definition of plagiarism and more information on how the plagiarism detection system works please see the Application Guide.

If, in the opinion of the University, or any College of the University, any information or statement, including references, provided on this application form is not true, accurate, current and complete, or any supporting material is not entirely your own original work, except where clearly stated otherwise, the University, or any College of the University, retains the right to reject 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.

SIGNATURE:

PLEASE PRINT NAME:

DATE:
Do you have any relevant unspent criminal convictions?

Yes ☐ No ☐

This question should be answered by all applicants, regardless of nationality or country of residence. For a definition of a relevant unspent criminal conviction and for Oxford University's policy and procedures in the event of a positive declaration please see the guidance for applicants, found here:

www.graduate.ox.ac.uk/applicationguide
APPENDIX B TO APPLICATION FORM CEUG2016

ETHNIC BACKGROUND

The University is required under statute to seek and return information about the ethnic background of all its applicants for HESA (the UK Government’s Higher Education Statistics Agency). The information provided is used to monitor rates of participation in Higher Education by particular groups of people.

This information will not form part of any assessment of your application.

Please enter in the box below the appropriate code which best describes your ethnic background.

If you do not wish to specify your ethnic background, please enter code 98.
APPENDIX C TO APPLICATION FORM CEUG2016

DISABILITY/LONG TERM HEALTH CONDITIONS

The University is committed to making reasonable adjustments to ensure that students with disabilities including dyslexia, dyspraxia (and other SpLDs), with an Autistic Spectrum disorder, or with long-term mental health difficulties or health conditions are not placed at a substantial disadvantage in their access to services, assessment and teaching.

In order to provide study support, departments of the University 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 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/welfare/disability.

Please enter the code most appropriate to you:

0  I am not disabled
1  I have a disability and am in receipt of a UK Student Disability Allowance
2  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 box from the list of statements below which is most appropriate to you.

1  You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
2  You are blind or have a serious visual impairment uncorrected by glasses
3  You are deaf or have a serious hearing impairment
4  You have a physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
5  You have a long standing mental health condition, such as bipolar disorder, schizophrenia or anxiety disorder
6  You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
7  You have two or more impairments and/or disabling medical conditions
8  You have a disability, impairment or medical condition that is not listed above
9  You have a social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder
APPENDIX D TO APPLICATION FORM CEUG2016

SOCIO-ECONOMIC INFORMATION

The information you provide in this section does not form part of any assessment of your application and is not made available to those assessing your application. Although it is not required to be completed as part of your application, it would be helpful if you could answer these questions as accurately as possible, since the data will assist research by the Department into the development of access policies for students from disadvantaged backgrounds. This may include, but is not limited to, the sharing of aggregated statistical data with the Higher Education Funding Council for England (HEFCE) to benefit students from under-represented socio-economic groups. If you are unable to answer a particular question you should omit this and answer the remaining questions.

Where questions relate to the education of your parents, step-parents or guardians, please answer for the people most closely involved in your upbringing.

1. Your education

Please state the calendar year in which you took your final exams in your secondary education

Not applicable □ Prefer not to say □

Were you resident in the UK during your last calendar year of secondary education (i.e. when you took your school leaving exams)?

Yes □ No □ Prefer not to say □

If so, please state the full UK post code for your permanent household address at that time. (If the format of the post code has subsequently changed, please give the format of the postcode as it is today if known)

□ □

2. Parental education

At the time you left secondary education, did either of your parents (or step-parents or guardians) have an undergraduate degree or equivalent?

Yes □ No □ Don’t know □ Prefer not to say □

3. Specific life circumstances

Have you ever been in public care?

Yes □ No □ Prefer not to say □

Have you ever been a registered carer?

Yes □ No □ Prefer not to say □

Have you ever been an asylum seeker in the UK?

Yes □ No □ Prefer not to say □

Have you ever been a refugee in the UK?

Yes □ No □ Prefer not to say □

If there are any other specific life circumstances you have experienced that you consider may have had an adverse effect on your education, it would be helpful if you could give a brief description:
1. Choosing your main subject area

Students taking the Certificate of Higher Education choose one main subject area in which they take the majority of their modules. The available areas are listed below. Please indicate, by ticking ONE of the boxes, which subject area you would like to specialise in.

<table>
<thead>
<tr>
<th>Archaeology</th>
<th>English Literature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural History</td>
<td>History</td>
</tr>
<tr>
<td>Art History</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>Have not decided yet</td>
</tr>
</tbody>
</table>

2. Choosing your subsidiary subject areas

Students taking the Certificate also take modules in one or more subjects other than their main subject area. The available areas are listed below. Please indicate, by ticking ONE OR MORE of the boxes, which subject area(s) you would like to study in addition to your main subject area.

<table>
<thead>
<tr>
<th>Archaeology</th>
<th>Languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Architectural History</td>
<td>Literature</td>
</tr>
<tr>
<td>Art History</td>
<td>Local and Social History</td>
</tr>
<tr>
<td>Classics</td>
<td>Music</td>
</tr>
<tr>
<td>Computing and Mathematics</td>
<td>Natural Sciences</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>Philosophy</td>
</tr>
<tr>
<td>Economics</td>
<td>Psychology and Counselling</td>
</tr>
<tr>
<td>Environmental Conservation</td>
<td>Religious Studies</td>
</tr>
<tr>
<td>Film Studies</td>
<td>Have not decided yet</td>
</tr>
<tr>
<td>History and Politics</td>
<td></td>
</tr>
</tbody>
</table>

3. Mode of study

The Certificate can be taken as a combination of face-to-face and online study, depending on the availability of classes in your subject area. Please indicate, by ticking ONE of the boxes, how you expect to study for the Certificate.

<table>
<thead>
<tr>
<th>Mainly online</th>
<th>About the same amount of each</th>
<th>Mainly face-to-face</th>
<th>Have not decided yet</th>
</tr>
</thead>
</table>

To qualify for the award of the Certificate, you are required to complete with credit at least ONE module at a face-to-face class. You are required to do this after you have registered for the Certificate. Please indicate, by ticking ONE of the boxes below, how you expect to fulfil this requirement.

<table>
<thead>
<tr>
<th>Oxford University Summer School for Adults</th>
<th>Weekly Class</th>
</tr>
</thead>
</table>

4. Previous study

Applicants for the Certificate for registration in October 2016 may import credit from Department for Continuing Education classes taken since October 2012, up to a maximum of 30 CATS points. If you would like to import credit, please indicate below the name of the course(s) taken, and the month(s)/year(s) in which you took the courses.

<table>
<thead>
<tr>
<th>Name of course</th>
<th>Month/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX F TO APPLICATION FORM CEUG2016

REFERENCE FORM

Name of applicant

Course applied for

Notes to the applicant
Enter your details above and send this page to your referee, asking him/her to provide a reference by email direct to us.
Please note that the reference is compulsory and we cannot consider your application without it.

Notes to the referee
We would be most grateful if you could let us have a reference for the applicant named above, who is applying for a place on a course at the University of Oxford Department for Continuing Education. It would be helpful if your reference could cover the points below and, if you have knowledge of the applicant’s recent study, please indicate the standard attained. References marked ‘Strictly Confidential’ will be treated as such, subject to the provisions for the Data Protection Act 1998.

- How long have you known the applicant and in what capacity?
- Please comment upon any aspect of the applicant’s education, career or interests that will support their application.
- Do you consider that the applicant has the necessary commitment and interest to pursue an intensive course?
- Are you able to support their application without reservation?
- Is there any other information you consider relevant to this application?

In writing your reference, please be sure you include the full name of the applicant, and the course for which they are applying, together with your name, address, telephone number and email address, and that you date the reference.

Please send your reference by email to the relevant email address below. Please be sure to put the course title and applicant’s family name in the subject line of your email.

All courses EXCEPT those listed below:

Email to: ppaward@conted.ox.ac.uk

Certificate of Higher Education:

Email to: certhe@conted.ox.ac.uk

Undergraduate Advanced Diploma in British and European Studies

Email to: ipbes@conted.ox.ac.uk

Undergraduate Advanced Diploma in Data and Systems Analysis, and Undergraduate Advanced Diploma in Local History:

Email to: internetcourses@conted.ox.ac.uk

If you are unable to email your application, please send a hard copy by post to Oxford University Department for Continuing Education, Rewley House, 1 Wellington Square, Oxford, OX1 2JA, United Kingdom. Please write the course title on the envelope.