DEPARTMENT FOR CONTINUING EDUCATION
APPLICATION FORM FOR UNDERGRADUATE STUDY 2017~18

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

SECTION A: Course to which you are applying
(for entry in the academic year commencing October 2017)
This form may only be used to apply for one course. If you wish to apply for more than one course you must submit a separate application each time.
Give the title of your course as given on the Department for Continuing Education website http://www.conted.ox.ac.uk

SECTION B: Your Personal Details
TITLE (Mr, Miss, Mrs, Ms, Dr, Professor, Mx, Reverend, No Title):

GIVEN NAME (Forename):
PREFERRED GIVEN NAME (Forename):

MIDDLE NAME 1:
MIDDLE NAME 2:

FAMILY NAME (Surname):

PREVIOUS FAMILY NAME (Surname) if applicable: Date From: Date To:

PREVIOUS GIVEN NAME (Forename) if applicable: Date from: Date to:

DATE OF BIRTH: day _ _ / month _ _ / year _ _ _ _ SEX: FEMALE □ MALE □

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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

**PRIMARY EMAIL ADDRESS** (this *should not* be an institutional email address that will expire)

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<thead>
<tr>
<th>EMAIL ADDRESS</th>
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**ALTERNATIVE EMAIL ADDRESS**

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<th>EMAIL ADDRESS</th>
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**TELEPHONE** (If you give more than one, please indicate which is the primary contact number)

<table>
<thead>
<tr>
<th>COUNTRY CODE (if outside UK)</th>
<th>AREA CODE</th>
<th>NUMBER</th>
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**HOME ADDRESS**

<table>
<thead>
<tr>
<th>COUNTRY:</th>
<th>POSTAL / ZIP CODE:</th>
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<th>ADDRESS:</th>
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**CORRESPONDENCE ADDRESS** (if different)

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<tr>
<th>COUNTRY:</th>
<th>POSTAL / ZIP CODE:</th>
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<tr>
<th>ADDRESS:</th>
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**EFFECTIVE DATES FOR CORRESPONDENCE ADDRESS:**

From: day _ _ /month _ _ /year _ _ _ _

To: day _ _ /month _ _ /year _ _ _ _

### SECTION D: 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>
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</table>
### SECTION E: 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</th>
</tr>
</thead>
<tbody>
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</table>

If dual nationality:

Do you expect to require a visa to enter the UK for your study?  ☐ YES  ☐ NO

If applicable, please provide the details of the passport you intend to use to enter the UK.

<table>
<thead>
<tr>
<th>PASSPORT NUMBER:</th>
<th>COUNTRY OF ISSUE:</th>
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<table>
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<tr>
<th>ISSUE DATE:</th>
<th>EXPIRY DATE:</th>
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#### 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.

EU nationals only: If you currently live in the UK for the purpose of full-time education only, you should enter the relevant UK region (England, Northern Ireland, Scotland or Wales) 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 you arrived in the UK.

If you have been ordinarily resident in a single country since birth, please enter your birth date in the ‘FROM’ field for the ‘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.

<table>
<thead>
<tr>
<th>CURRENT COUNTRY OF ORDINARY RESIDENCE</th>
<th>FROM (dd/mm/yyyy)</th>
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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.

<table>
<thead>
<tr>
<th>PREVIOUS COUNTRY OF ORDINARY RESIDENCE</th>
<th>FROM (dd/mm/yyyy)</th>
<th>TO (dd/mm/yyyy)</th>
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</thead>
</table>

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)?

- ☐ YES
- ☐ NO
- ☐ NOT APPLICABLE

If yes please provide the date it was granted: day __ /month __ /year __ __

**SECTION F: Details of Current & Previous Qualifications**

If you have any secondary or further education qualification, please tick **ALL** boxes that apply.

- GCSE / O Level ☐
- GNVQ / GSVQ (Specify level) ☐
- Highers / A Level ☐
- NVQ / SVQ (Specify level) ☐
- HNC / HND ☐
- Foundation course at FE level ☐
- Baccalaureate Access-level course ☐

Other (please specify):

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 education qualifications, please give details. Please include ANY courses taken with the Department for Continuing Education. (If your qualification was from a non-UK institution, you do not need to convert your qualification into the UK system.)

<table>
<thead>
<tr>
<th>University / Institution attended</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>
<th>Start date</th>
<th>Date of Completion (If not complete, please indicate when final results will be available)</th>
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Have you undertaken any 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(s) and the institution(s) and give an account of the circumstances:

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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 course 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 courses 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](https://www.conted.ox.ac.uk/courses/webfiles/Policy/ConcurrentRegistration.pdf))

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If you require a Tier 4 student visa, please give details below of any periods of study (including non-degree level courses), complete or incomplete, undertaken in the UK that are not listed above. You should include years abroad spent in the UK while registered at an overseas institution.

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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SECTION G: Applications to Other Institutions

Please give details of any other institutions to which you have applied or may apply. This is for information only and will not affect consideration of your application.

Institution:

SECTION H: English Language Skills

Is English your first language?  
☐ YES  ☐ NO

If no, have you completed, or are you completing, a full-time qualification equivalent to a UK degree taught and assessed in English?

☐ YES  ☐ NO

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

☐ YES  ☐ NO

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 recognised by the UK Home Office (http://www.graduate.ox.ac.uk/englishproficiency), you must either supply an English test result or include a letter written by you explaining why you are requesting a waiver to the English language test. The University is unable to waive the requirement for an English Language test if it is required for visa purposes, unless you fulfil the requirements in the Application Guide (http://www.graduate.ox.ac.uk/applicationguide).

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 course on the Department’s website (http://www.conted.ox.ac.uk).

Please enter details of any relevant tests that you have taken (i.e. TOEFL, IELTS, Cambridge CPE, Cambridge CAE and for which you have the results. English language tests should have been taken within two years of the start of your course. If you do not have the test results at the time of applying, you can still submit your application without these scores and email them to the appropriate email address in “SECTION O: Submitting your application”.

<table>
<thead>
<tr>
<th>Test type (e.g. TOEFL, etc) (Include TOEFL Registration number or IELTS Test Report Form number)</th>
<th>Date taken</th>
<th>Overall result</th>
<th>Constituent scores when given</th>
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I intend to submit a test waiver request with my supporting materials  
☐ YES  ☐ NO

For more information on test waivers please see the Application Guide: http://www.graduate.ox.ac.uk/applicationguide.
**SECTION I: About your Language Skills**

If you have a working knowledge of languages other than English (including your native language), please specify, and state whether the level of your competence in Reading, Writing, Speaking and Understanding is *Advanced*, *Intermediate* or *Basic*:

<table>
<thead>
<tr>
<th>LANGUAGE</th>
<th>READING (Advanced, Intermediate, Basic)</th>
<th>WRITING (Advanced, Intermediate, Basic)</th>
<th>SPEAKING (Advanced, Intermediate, Basic)</th>
<th>UNDERSTANDING (Advanced, Intermediate, Basic)</th>
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**SECTION J: Referees**

See Appendix A for reference form.

*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>Referee name and role</th>
<th>Institutional/professional postal and email address of referee</th>
<th>Relationship to you</th>
<th>Reference requested</th>
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SECTION K: Additional Information

Dates unavailable for interview:

Please indicate 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 museum / library
- Leaflet elsewhere
- Continuing Education prospectus
- Email from Continuing Education
- Continuing Education website
- An advert in a newspaper or magazine

INFORMATION ABOUT FUTURE COURSES

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 L: 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. savings, family, scholarship, etc (if student loans etc, please specify)</th>
<th>Amount of funding per year (£) (if known)</th>
<th>Period covered (e.g. 1 year, 2 years etc)</th>
<th>Status</th>
</tr>
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<tbody>
<tr>
<td>Intend to apply</td>
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<tr>
<td>Applied for</td>
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<tr>
<td>Firmly secured</td>
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Departmental Bursary Applications and Student Loans

- Are you applying for a Departmental bursary / scholarship? □ YES □ NO
  (see [https://www.conted.ox.ac.uk/students/sourcesoffunding/index.php](https://www.conted.ox.ac.uk/students/sourcesoffunding/index.php))

- Are you applying for UK Student Loan? □ YES □ NO
### SECTION M: Supporting Documents Checklist

Supporting documents are required with all applications.

All applications require supporting documents to be submitted to make them complete; **please check the information provided on the departmental website for details of the supporting documents required for the course for which you are applying.** You must send all supporting documents by the deadline for your course. If any required documents are missing, the Department may not assess your application.

If you encounter difficulties in gathering the documents in time for the deadline, please contact the relevant person in the Department for your course (see contact details in ‘Section O: Submitting your application’ or refer to the website for your course, for details). 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.

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

### MANDATORY FOR ALL COURSES

- **A short statement** (up to 400 words) explaining why you wish to enrol on the course. This should include details of previous experience in the subject and membership of relevant societies or groups.
- **References:** See Section J and complete Appendix A.
- English Language Test results or waiver letter (If applicable) - see Section H above.

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

All material must be entirely your own original work, except where clearly indicated.

- A current C.V. (*Foundation Certificates in English Literature and History*)
- An outline of your literary interests (*Foundation Certificate in English Literature*)
- A portfolio of your work (*Undergraduate Diploma in Creative Writing - check website for specific requirements*)
- Details of your computing experience and computer system (*Undergraduate Advanced Diplomas in Data and Systems Analysis and in Local History*)
- Copies of your university / college transcripts and/or certificate (*Undergraduate Advanced Diploma in British and European Studies*)
- Information on preferred subject areas and mode of study (*Certificate of Higher Education*) – please complete Appendix B.

### SECTION N: Final Checklist

Please confirm that you have:

- [ ] Filled out all required sections of the application form
- [ ] Gathered together all supporting materials required for your course
- [ ] Sent the Reference Form(s) (Appendix A) to your named referee(s) and told them the correct deadline
- [ ] Signed the declaration
**SECTION O: 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 P: 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, and any subsequent data protection legislation. 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.

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.

I accept that if I become a student at the University of Oxford the terms of the University’s Statute XV1 https://www.admin.ox.ac.uk/statutes/790-121.shtml relating to intellectual property will apply to me, and that the University will be entitled in accordance with those terms to claim ownership of intellectual property which I produce.

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 http://www.ox.ac.uk/students/academic/guidance/skills/plagiarism.

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.

To sign this form, please sign in the box below and print your name.

SIGNATURE:

PLEASE PRINT YOUR NAME:

DATE:
### SECTION Q: Equality and Diversity

The University seeks to attract applicants of the highest quality and potential, regardless of background. Decisions on the admission of students are based solely on the individual merits of each candidate and the application of selection criteria appropriate to the course of study. We collect equal opportunities data from all applicants to monitor progress in promoting equality, to inform changes to our policies, practices and services, and to meet legal reporting requirements. These data will not form part of the selection process and will not be made available to those assessing your application. All personal information will be treated in accordance with the Data Protection Act 1998 (for more details see our Data Protection policy at [http://www.admin.ox.ac.uk/dataprotection/policy](http://www.admin.ox.ac.uk/dataprotection/policy)).

With which ethnic group do you most identify?

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

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<thead>
<tr>
<th>Code</th>
<th>Ethnic Background</th>
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<td>White</td>
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<td>15</td>
<td>Gipsy/Traveller</td>
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<td>21</td>
<td>Black or Black British – Caribbean</td>
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<td>22</td>
<td>Black or Black British – African</td>
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<td>29</td>
<td>Other Black background</td>
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<td>31</td>
<td>Asian or Asian British – Indian</td>
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<td>32</td>
<td>Asian or Asian British – Pakistani</td>
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<td>33</td>
<td>Asian or Asian British – Bangladeshi</td>
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<td>Chinese</td>
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<td>Other Asian background</td>
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<td>41</td>
<td>Mixed - White and Black Caribbean</td>
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<tr>
<td>42</td>
<td>Mixed - White and Black African</td>
</tr>
<tr>
<td>43</td>
<td>Mixed - White and Asian</td>
</tr>
<tr>
<td>49</td>
<td>Other Mixed background</td>
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<tr>
<td>50</td>
<td>Arab</td>
</tr>
<tr>
<td>80</td>
<td>Other ethnic background</td>
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<td>90</td>
<td>Not known</td>
</tr>
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<td>98</td>
<td>If you do not wish to specify your ethnic background</td>
</tr>
</tbody>
</table>

### SECTION R: Disabilities, including long-term Health Conditions and Specific Learning Difficulties

We welcome applications from people with a disability. Please tell us if you have a disability, including sensory or mobility impairments, mental health difficulties, long-term health conditions or specific learning difficulties such as dyslexia, dyspraxia and ADHD.

We will not take this information into account when assessing your application, which will be judged on academic merit and potential alone. The information you provide to the University will be treated in line with the Data Protection Act ([http://www.admin.ox.ac.uk/dataprotection/policy](http://www.admin.ox.ac.uk/dataprotection/policy)). If you accept a place here, we will need to share this information with key individuals in academic, administrative and support roles in order to provide effective support. This will require sharing your information with our Disability Advisory Service so that they may work with you to put in place any necessary adjustments or provide study support.

If you wish to discuss this section of the application form, or anything to do with provision for disability-related support, please contact the Disability Advisory Service: [http://ox.ac.uk/students/welfare/disability](http://ox.ac.uk/students/welfare/disability).
Please enter the code most appropriate to you:

1. No known disability
2. Two or more impairments and/or disabling medical conditions
3. A specific learning difficulty such as dyslexia, dyspraxia or ADHD
4. A social/communication impairment such as Asperger’s syndrome / other autistic spectrum condition
5. A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
6. A mental health condition, such as depression, anxiety disorder or OCD
7. A physical or mobility impairment
8. Deaf or a serious hearing impairment
9. Blind or a serious visual impairment uncorrected by glasses
10. A disability, impairment or medical condition that is not listed

If not listed, please specify:

SECTION S: Criminal Convictions

For a definition of a relevant unspent criminal conviction and for the University’s policy and procedures in the event of a positive declaration, please see our website http://ox.ac.uk/admissions/graduate/applying-to-oxford/university-policies/criminal-convictions

Do you have any relevant unspent criminal convictions? □ YES □ NO
APPENDIX A TO APPLICATION FORM CEUG2017

REFERENCE FORM

Name of applicant

Course applied for

Deadline reference is required by

Notes to the applicant
Enter your details above and send a copy of 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.