

Guidance notes for completing the application form

Full time and part time programmes
September 2020 entry

- Please read these notes in full, along with the admissions information on the Oak Hill website, before starting to complete the application form.
- The notes relate to numbered sections in the application form and are intended to help you complete the form.
- If, after reading these notes, you are in doubt about any aspect of the application form, please contact the Admissions Office (contact details are at the end of this document).
- Please do not attach a CV with your application form as this will not be accepted as an alternative means of providing information.
- The form should be completed on a computer rather than by hand. Where you see 'select' on the application form, please click on this followed by the arrow that appears. This will bring up either a drop down menu or calendar where you can select the relevant item or date.
- As you work through the form, remember to save your work on a regular basis.
- Once complete, please email the form as a Word document (and not a PDF) along with the required attachments to admissions@oakhill.ac.uk. The file name should be saved in the format 'surname preferred name – application form 2020'

Section A: main application

1. Personal details

Surname/first name/middle names

- Enter your surname and forename(s) as they appear on official documents such as your passport or driving licence.

Preferred first name

- State the first name by which you would like to be known. For example, your proper name is Andrew but you are known as Andy.

Previous surname at 16th birthday

- If you have changed your name since your 16th birthday (e.g. through marriage), enter your previous surname.

Personal email address

- Please provide the email address to which you would like correspondence about your application to be sent. This should be a personal email address rather than a work/church one
- Ensure that it is an address you check regularly and please add admissions@oakhill.ac.uk to your contacts to prevent emails from us ending up in your spam/junk folder.

Correspondence address

- While we send most correspondence via email, if we do need to post anything to you, this is the address we will use.

Permanent home

- Enter the country where you normally live on a permanent basis.
- If you normally live in one country but are attending an educational institution in another country, please enter the country where you normally live. This is because an educational institution is not counted as a permanent residence.
- If your permanent home is in the UK, please enter England, Northern Ireland, Scotland or Wales rather than UK.

2. Nationality and right to study in the UK

Nationality

- Please enter your nationality as stated in your passport
- For the purposes of this question, the UK is taken to include the Channel Islands and Isle of Man (British Nationality Act 1981)
- If you have dual nationality, one of which is UK, please enter UK for your first nationality.

Country of birth

- Enter the current name of the country where you were born.

Right to study in the UK

- As indicated in the current prospectus, Oak Hill College does not have a Tier 4 licence and is therefore unable to sponsor applicants from outside the EU/EEA/Switzerland for a student visa. In addition, please note that it is not possible to study at Oak Hill on the basis of
 - Tier 4 immigration permission issued for study at another UK educational institution
 - A short-term study visa
 - Any type of visitor visa
- British citizen: as there are various types of British nationality, some of which do not afford the automatic right to live or work in the UK, please visit the UK government website if you are unsure whether you are a British citizen with the right to study in the UK: www.gov.uk/types-of-british-nationality
- EU/EEA/Swiss national (non-British citizen): in the event of the UK leaving the EU without a deal, you may need to apply to the EU Settlement Scheme or for European Temporary Leave to Remain (Euro TLO) to retain the right to study in the UK beyond 31 December 2020. Please see the UK government website for more details: www.gov.uk/settled-status-eu-citizens-families and www.gov.uk/guidance/european-temporary-leave-to-remain-in-the-uk.
- Indefinite Leave to Enter/Remain or Right of Abode in the UK: if you have been granted Right of Abode or Indefinite Leave to Enter or Remain in the UK, you have 'settled' status and with it the right to study in the UK.
- Refugee or Humanitarian Protection: select this option if, following an application to the British government for asylum, you have been granted refugee status or humanitarian protection and therefore have Leave to Remain in the UK.
- Ancestry visa: a person may be eligible for an Ancestry visa if they are a Commonwealth citizen with a grandparent who was born in the UK. For details please visit the UK government website: www.gov.uk/ancestry-visa
- Other visa: please provide the name of your visa – e.g. Tier 2 Minister of Religion visa
- All applicants are required to attach with their application evidence of their right to study in the UK.

3. Programme and mode of study

Programme

- Refer to the Programmes section on our website for information about the different programmes and their requirements, including an explanation of the two PGCert pathways.

Mode of study

- If you would like to start your chosen programme on a full time basis and then change midway through to part time study (or vice versa), please provide details of what you are thinking in the free-text box.

Years to complete your chosen qualification

- The programmes section on our website sets out the standard number of years it takes to complete a particular qualification. For example, the CertHE is normally completed full time over 1 year or part time over 2 years.

Recognition of Prior Learning (RPL)

- In light of your previous accredited theological study, you may apply to enter a programme at a later stage – for instance, you might apply for direct entry to year 2 of the DipHE.
- It is also possible to apply for exemption from one or more individual modules.
- If you are applying for RPL, you are required to attach with your application full details of your previous theological study (see page 8 for information about required documents). A committee will then assess how your previous study maps against the requirements of the programme you have applied for.

Weekly church placements

- Please ensure that you read the relevant placement information on our website before completing this section. If you study with us, information provided on the application form will form part of what is used for allocating your placement at the appropriate time.

4. English language proficiency

English language qualifications

- Please see the Programmes section of our website for details of the English language requirements for your chosen programme, noting that there are different requirements for undergraduate programmes and for postgraduate programmes/direct entry into Year 3 of the MTheol. Normally all entry requirements need to be met before an applicant is invited to an interview day.
- You are required to attach with your application evidence of how you meet any English language requirements for your chosen programme or the exemption criteria (see page 8 for information about required documentation).
- For IELTS, Cambridge English, PTE and TOEFL tests, you should have been awarded the test result within the two years prior to the start of the programme that you are applying for or we will not be able to accept it. Additionally, please note that an applicant cannot combine scores from more than one sitting of a test.
- For IELTS, Cambridge English, PTE and TOEFL tests, please provide both the overall score and the score for each individual component.

Exemption from the English language requirement

- Details of how you might claim exemption from the English language requirement for your chosen programme can be found on the Programmes section of our website.

5. Education history

Unique Learner Number (ULN)

- You may have a ULN if you studied for a UK qualification from 2008 onwards. The number may have been given to you by your school or college or can be found on some qualification certificates or results slips issued since 2008.
- The ULN should be 10 characters long and contain only numbers
- If you do not have a ULN please leave this blank.

HESA unique student identifier (HUSID)

- The Higher Education Statistics Agency (HESA) issues a 13-digit student identifier to each student when they first enter higher education. This number is often found on a university transcript.
- If you do not have a record of your HESA student identifier, please contact your previous higher education institution to request your number.
- If you have not studied at a UK higher education institution in the last 20-30 years, and therefore do not have a HESA student identifier, please leave this blank.

Most recent educational institution attended

- Please select from the drop-down menu the category that best describes the most recent educational institution you have attended.
- This is not necessarily an institution from which you have received or will receive a qualification.
- If a part-time ministry training course such as the PT Cornhill Training Course or the Midlands Ministry Training Course is your most recent form of education, select 'Other UK training provider'.

Institutions attended

- Please enter details of the institutions where you have studied since the age of 16, starting with the most recent or current. Please ensure that you enter details of all institutions you have attended, even if you left an institution without a qualification. If you have completed a part-time ministry training course such as the PT Cornhill Training Course, please include details in this section.
- If you don't know the precise start or end date for when you attended an institution, please enter the 1st of the relevant month
- The options for mode of study are:
 - FT (full time)
 - PT (part time)
 - DL (distance learning)
- If you had more than one mode of study at an institution, for instance if you were a full time student and then changed to distance learning, please use separate lines for each particular mode of study.

Details of qualifications

- Enter details of your qualifications (whether completed or results pending) since the age of 16, starting with the most recent or current.
- Applicants under the age of 19, and those whose highest qualification is at Level 3 (e.g. A Level), should also provide details of GCSEs or equivalent.
- For non-UK qualifications, please give details of the original qualification and not what you assume to be the UK equivalent.
- If you hold an MA from the Universities of Cambridge or Oxford which was awarded on the basis of your undergraduate degree and without further examination, please enter separately the undergraduate qualification and the MA. For the MA, please enter 'N/A' for qualification subject, sitting and result.
- Institution
 - For academic qualifications, such as A Levels or degrees, the institution name should match (or be an abbreviated version of) one of the institutions entered under 'institutions attended'. This should be the institution where you studied for the qualification
 - The awarding body should be entered for professional qualifications such as the ACA (Chartered Accountant qualification).
- Qualification type
 - Indicate here the type of award you studied or are studying for (e.g. BA (Hons), A Level).
- Subject
 - Please list your main subject(s) (e.g. Sociology, Marketing)
 - If you have done a joint honours degree, please list both subjects.

- **Sitting**
 - Please select winter, summer or unknown for the period when you took the final assessment(s) for the qualification.
 - ‘Summer’ is April to September while ‘Winter’ is October to March.
- **Result**
 - Please give the final result (e.g. Pass, A, 2:1, etc)
 - For qualifications you have yet to complete, please enter either:
 - TBT (to be taken) when you have not yet taken the exam
 - AR (awaiting results) when you have taken the final assessment and are waiting for the results
- **Year of award**
 - Enter here the year each qualification was awarded (which is not necessarily the same as the year you left the institution). The year of award is likely to be the date on your qualification certificate.
- If you studied at an institution but left without completing a qualification, please give details in the free-text box, being sure to include the subject and qualification you were working towards and the point in the programme at which you left.

After we review your application

- When we check through your application, we may ask you to provide scanned copies of some of your qualification certificates, particularly if there is any uncertainty about your description of the qualification.
- We may ask overseas applicants to provide a NARIC Statement of Comparability about their qualification(s). For details please see www.naric.org.uk/naric/Individuals/Compare%20Qualifications/Statement%20of%20Comparability.aspx

6. Employment and voluntary work history

- Please list your employment and voluntary work starting with most recent. Include details of any unaccounted-for gaps in the free-text box – for instance if you were travelling or were seeking work.

8. Ordination training

- We normally require those going through the selection procedure with the Church of England to have the permission of their DDO to look at colleges before we can proceed with their application.

12. Referees

Please give details of two referees (in addition to your sending vicar/pastor) who know you well and have known you for at least two years. Please note:

- We cannot accept references from members of your family.
- Try not to give more than one referee from the same church (unless you are working at the church)
- If for some reason you do not wish us to contact a particular referee at this time (for example an employer before you have informed them of your plans to leave), please indicate when we may contact them.
- If you have any queries about who to list as referees, please contact the Admissions Office before you complete this section.

Section B: Additional information

The information in this section will not form part of the assessment of your application.

1. Getting to know you

- Training for ministry involves your family as well. We would like to get to know you and your family together and would welcome you sharing as much information as you're happy to. This would also help us prepare for any potential interview visit and discussion of needs you may have.
- If you have school age or soon to be school age children, we would like to share some relevant information with you.
- Please note that if you end up coming to study at Oak Hill, the details you provide for your spouse will be used for the creation of an Oak Hill College spouse email account.

2. Interview days

- An interview day includes the opportunity to have a conversation with a member of the Admissions Office regarding practical matters such as finance and accommodation.
- To help us prepare for this conversation we ask about your funding plans and whether (if you're applying for full time study) you would like college accommodation.

5. Ethnicity

- We are required by the Higher Education Statistics Agency (HESA) to ask for information on your ethnicity for monitoring purposes. If you do not wish to provide this information, please select this option from the drop-down menu.

Section E: Checklist and signature

1. Document checklist

The following documents should be attached when you email your application to us:

All applicants:

Right to study in the UK

- If you are a British citizen, you must attach either
 - A copy of the page of your passport confirming your name and nationality or
 - A copy of your birth certificate AND an official document that includes your National Insurance number
- If you are a EU/EEA/Swiss national, you must attach a copy of the page(s) of your passport confirming your name and nationality
- If you are a refugee or have humanitarian protection, you must attach a copy of both sides of your UK residence permit and any relevant Home Office documents confirming your status
- If you have Indefinite Leave to Enter/Remain, Right of Abode in the UK, or any type of visa, you must attach
 - A copy of the page(s) of your passport confirming your name and nationality AND
 - A copy of both sides of your UK residence permit or (for those with Right of Abode) Certificate of Entitlement. Please ensure that the type of visa and expiration date is clear.

- If you are in the process of obtaining the right to study in the UK, you must attach
 - A copy of the page(s) of your passport confirming your name and nationality AND
 - Any relevant documents clarifying the visa for which you have applied/will apply. These might be documents issued by the Home Office or by a prospective employer.

Photo ID

- If you are not attaching your passport as a right to study document, please attach a copy of government-issued photo ID, such as your driving licence.

Certain applicants:

English language qualification or exemption

- In light of the English language requirement for your programme, please attach a copy of the qualification certificate or test report that meets the relevant entry requirement.
- If you are awaiting the results of an English language test/qualification, you should attach confirmation of when the test was taken.
- If you are claiming exemption from our English language requirement and studied at a university *in* the UK, please attach a copy of your qualification certificate.
- If you are claiming exemption from our English language requirement and studied at a university *outside* the UK, you should attach an official letter from your University confirming that the degree was taught and assessed in English. If you are applying for an undergraduate programme, please also upload a NARIC Statement of Comparability confirming the level of the qualification is equivalent to a UK Bachelor's degree or higher. For details please see www.naric.org.uk/naric/Individuals/Compare%20Qualifications/Statement%20of%20Comparability.aspx

Details of previous theological study

- If you are applying for RPL, for direct entry into Year 3 of the MTheol, or for a postgraduate programme, please attach
 - An official transcript of your prior theological study AND
 - For each module listed on the transcript, one of the following: module description, module narrative or syllabus. The information you attach about each module should include a summary of the content of the module, learning outcomes, forms of assessment and an indicative bibliography.
- If you do not have a transcript and/or module information, please contact your previous college/university to request it.

BAP report

- If you are applying for Church of England ordination training (and have been recommended for training following your BAP), please attach a copy of your BAP report.

If you are not in possession of one or more of the required documents

- In the free text box, please explain what you are unable to attach, the reason why, and when you expect to be able to provide the document(s).
- Applicants for RPL or a postgraduate programme should be as specific as possible about any missing module information, particularly if only partial information is provided for some modules along with full information for others. Please also be clear whether you have contacted your previous institution to request the missing information and the timeframe in which they anticipate providing you with the information.
- Please be aware that if you do not currently have one or more of the documents requested, this will most likely cause a delay to your application.

2. Signature

The information you provide on your application form will be used for the following purposes:

- To enable your application for entry to be considered
- For statutory reporting purposes and to enable us to compile statistics
- For successful applicants, to enable us to initiate your student record, allocate your placement, to be available for your personal tutor and to make other preparations for your arrival.

All information gathered from the application process will be held in accordance with the Data Protection Act 2018. For further information please refer to the Student Enquirers Privacy Notice.

Admissions Office
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020 8449 0456 ext. 206