

Guidance Notes for completing the Application Form for entry in the 2019/20 academic year

- 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 complete the application form using block capitals or clear, neat handwriting.
- Please ensure you complete all sections of the application form and attach all required enclosures as any gaps may cause a delay to the process.
- Please do not enclose a CV with your application form as this will not be accepted as an alternative means of providing information.

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 name

- State the name by which you would like to be known.

2. Contact details

Permanent/home address

- The address where you are currently residing should be entered here. Please ensure that you include the county, postcode and country.

Contact address

- If different from your permanent/home address, please provide the address where you would like any postal correspondence concerning your application to be sent.

Email address

- Please provide the email address to which you would like correspondence about your application to be sent (we send most correspondence by email).
- Ensure that it is written clearly and that it is an address you check regularly.

3. Programme and mode of study

Programme/stream/mode of study

- Refer to the Programmes section on our website for information about the different programmes, streams and their requirements.
- Tick the relevant boxes to indicate which programme, stream and mode of study you are applying for.
- Please note that we require additional information from certain applicants:
 - Applicants for the TCC stream should also complete Supplementary Form 5
 - Applicants for the MTheol (3rd year direct entry), PGCert, PGDip or MA should also complete Supplementary Form 6
 - If you have previously undertaken theological study and wish to apply for Recognition of Prior Learning (APL), please also complete Supplementary Form 6.

PGCert applicants

- Select either Pathway A or Pathway B. An explanation of the two pathways can be found on our website.

Auditors and Creditors

- If you are applying to audit or credit individual modules, you do not need to select a programme, stream or mode of study and should instead complete the 'individual modules' information, ensuring that you tick either the 'audit' or 'credit' box.
- Please see '2018/19 Fees information' on our website for an explanation of what it means to audit or to credit a module.

4. Nationality and language

Nationality

- If you have dual nationality, please enter both.

Language

- Please note that we require all applicants whose first language is not English to take the IELTS test or equivalent. Please see the Programmes section of our website for full details.
- We require you to send your IELTS Test Report Form or equivalent certificate with your application.

Basis of stay in the UK

- If you are living in the UK, please tick the relevant box to indicate the basis of your stay.
- If you are in the UK on a visa, please send a copy of your passport and visa with your application, ensuring the type of visa and expiration date are clear. You will be asked to bring your original passport and visa documentation with you to the interview day.
- As indicated in the current prospectus, please note that 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.

5. What are you currently doing?

This section gives a snapshot of what you're currently doing. Please note that in sections 6 and 7 you will be asked to provide full details of your current and previous education and employment.

6. Education: institutions and qualifications

The aim of sections 6 and 7 is for you to provide a full record of what you have done since the age of 16, without any gaps.

Unique Learner Number (ULN)

- This is a 10-digit number issued by the Learning Records Service. 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.
- If you do not have a ULN please enter N/A.

HESA 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 can often be found on your 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 enter N/A.

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.
- When providing the dates you attended each institution, be sure to include days and months as well as years.
- If you don't know the precise start or end date, please enter the 1st of the relevant month
- In the 'type of institution' column, please select one of the following six categories for each institution:
 - UK state school
 - UK independent school
 - UK FE college
 - UK HEP (higher education provider)
 - Other UK training provider
 - Non-UK provider
- If you have completed a part-time ministry training course such as the PT Cornhill Training Course or the Midlands Ministry Training Course, please include details in this section and enter 'Other UK training provider' in the 'Type of Institution' column.
- In the mode column, please enter one of the following modes of study:
 - 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 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 the undergraduate qualification and the MA on separate lines. On the MA line, please enter 'N/A' in the following columns: exam date, subject, level and result.
- Exam date
 - Please enter the month and year when you took the final assessment(s) for the qualification.
- Institution or awarding body
 - For academic qualifications, such as A Levels or degrees, please enter 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
 - Indicate here the type of award you studied or are studying for (e.g. A Level, NVQ, BA(Hons), etc).
- Subject
 - Please list your main subject(s) (e.g. English, Sociology, Marketing, etc.)
 - If you have done a joint honours degree, please list both subjects.
- Level
 - If your qualification was awarded by an institution in England, Wales or Northern Ireland, you should enter the level of study in this column.
 - If your qualification was awarded by an institution outside England, Wales or Northern Ireland, enter N/A.
 - All qualifications granted by institutions in England, Wales and Northern Ireland fit into one of nine levels on the Framework for Higher Education Qualifications (FHEQ) or Regulated Qualifications Framework (RQF). Qualifications are grouped together according to their difficulty and given a level from entry level to level 8.
 - The following are examples of qualifications at each level:
 - Entry Level: Skills for Life
 - Level 1: Level 1 National Vocational Qualification (NVQ)
 - Level 2: GCSE – grade A*, A, B or C or grade 9, 8, 7, 6, 5 or 4
 - Level 3: A Level – grade A, B, C, D or E
 - Level 4: Certificate of Higher Education (CertHE)
 - Level 5: Diploma of Higher Education (DipHE)
 - Level 6: Degree such as BA, with or without honours
 - Level 7: Master's degree such as MSc
 - Level 8: Doctorate
 - Please see www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels for a full list of qualification levels.
 - If you are unsure about the level of a particular vocational qualification, please search the Register of Regulated Qualifications to see if the qualification is regulated (officially recognised) and, if so, its level on the RQF: register.ofqual.gov.uk.
- 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.
- In the final column of the table, please put a tick next to your highest academic qualification (✓).

- If you studied at an institution but left without completing a qualification, please give details in the box at the end of page 2. Please include the subject and qualification you were working towards and the point in the programme at which you left.
- Please note that, when we receive your application form, we may ask you to provide a scanned copy of one or more qualification certificates.

7. Employment and voluntary work history

Please list your employment and voluntary work starting with most recent. Please include details of any unaccounted-for gaps.

9. Ordination training

Please note that 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. If you have already been to BAP and have received your BAP report, please enclose a copy with your application form.

10. Placements

Please ensure that you read the 'Placements: information for prospective students for 2019 entry' sheet on our website before completing this section. If you study with us, information provided on this form will be used for allocating your placement at the appropriate time.

14. Personal statements

You are welcome to provide typewritten statements if you prefer. If you wish to do so, please print out the statements and stick them in the spaces provided rather than attaching separate sheets.

15. Referees

Please give details of three referees who know you well and have known you for at least two years. If you are applying to audit modules, you only need to give your vicar/pastor as a referee.

Please note:

- By giving referee details, you are giving permission for us to contact them when we receive your application form. 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 next to their details.
- We cannot accept references from members of your family.
- Please try not to give more than one referee from the same church (unless you are working at the church)
- If you have any queries about who to list as referees, please contact the Admissions Office before you complete this section.

16. Checklist and next steps

Please ensure that you complete this section in full. For the Supplementary Forms, any instruction about completion is on the form.

17. 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 'Prospective Student' Privacy Notice.

Please remember to sign the form.

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