

MA PROGRAMMES

APPLICATION CHECKLIST

Complete Application Form

- Please complete the application form in BLOCK CAPITALS, in black ink and ensure that all sections are completed in full.
- Applications should clearly indicate which degree scheme (MA / Postgraduate Certificate / Postgraduate Diploma) is being applied for.
- **NOTE:** please also ensure that the **Equal Opportunities Monitoring Form** is completed.

Send Degree Certificates

- A certified copy of your previous degree certificate(s) or transcript should be sent with your application, which we will keep on our files. Alternatively, you can bring in your original certificate(s) at interview, when they will be photocopied – or you can send your original certificate(s) via post, which we will then copy and send back to you. However, we cannot guarantee the safety of originals being submitted by post.

Obtain References

- **It is the responsibility of the applicant** to give the Referee Report Forms to the referees named on their application form and to ensure that they are returned. Two references are required. Please remember to indicate which programme you are applying for on both forms.
Both references should be returned with the application form, having enclosed their reference within an envelope and signed their name across the seal on the back of the envelope.
- Sarum College reserves the right to contact the referees named on the form to check on the authenticity of references.
- All references are given in the strictest confidence. Applicants will not be able to see, or inquire into, the nature of references obtained.

Have Passport Photographs taken

- We require two recently taken passport photographs. Please write your name on the reverse.

Submit the Application

- The fully completed application form (including the Equal Opportunities Monitoring Form), both references (contained in sealed envelopes), an original/certified degree certificate/transcript (unless produced at interview – see above), plus two recent passport photographs, should be sent to:

Academic Registrar, Sarum College, 19 The Close, Salisbury, SP1 2EE

- A decision will normally be communicated to the applicant within six weeks of receipt of the application.

* *The normal requirement for postgraduate studies is a good first degree. However students aged over 25 with other relevant experience and/or training may be admitted subject to interview.*