



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.
- 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 two Referee Report Forms to the referees named on their application form and to ensure that they are returned. Please remember to indicate which programme you are applying for on the form. Both references should be returned with the application form.
- Both referees should enclose their references within an envelope, and sign their name across the seal of the envelope.
- Sarum College reserves the right to contact the referees named on the form to check on the authenticity of references.

Have Passport Photographs taken

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

Submit the Application

- The fully completed application form, accompanied by both references and an original/certified degree certificate/transcript (unless produced at interview – see above), plus four 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.*