

MA Programmes Application Checklist

- 1. Complete Application Form**
 - Please complete the application form electronically or in BLOCK CAPITALS, in black ink and ensure that all sections are completed in full.
- 2. Complete and enclose the Equal Opportunities Monitoring Form**
- 3. Enclose a certified copy of Degree Certificates**
 - A certified copy of your previous degree certificate(s) and/or transcript should be sent with your application, which we will keep on our files. (A certified copy requires a person of excellent standing to sign the copy, certifying that he/she has seen the original and that the copy is a true facsimile of that original.) We cannot guarantee the safety of originals being submitted by post.
- 4. 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.
- 5. Have Passport Photographs taken**
 - We require two recently taken passport photographs. Please write your name on the reverse.
- 6. Submit your application, containing all of the above documentation**
 - Post it to: Academic Office, Sarum College, 19 The Close, Salisbury, SP1 2EE
 - Email it to: courses@sarum.ac.uk
 - A decision will normally be communicated to the applicant within four weeks following the interview.

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.