On 5 December 2016, SITS: Vision/eVision were upgraded. The images contained in this document may not accurately reflect the latest version of SITS: Vision/eVision.

For guidance on the changes in the latest version of SITS: Vision/eVision please refer to the SITS 9.2 Upgrade Quick Reference Guide.
# Table of Contents

1 Introduction .................................................................................................................. 2
   1.1 Intended Audience ................................................................................................. 2
   1.2 Pre-requisites ......................................................................................................... 2
   1.3 Objectives ............................................................................................................. 2
   1.4 Conventions .......................................................................................................... 2

2 Application Processing Overview .................................................................................. 4
   2.1 Graduate Application Processing ............................................................................ 4
      2.1.1 Graduate Application Form ............................................................................ 4
      2.1.2 Viewing Rhodes Trust Graduate Applications ............................................. 7
      2.1.3 Application Documents ............................................................................... 13
      2.1.4 Viewing and Adding Referees ..................................................................... 17
      2.1.5 Changing College Allocations .................................................................... 22
      2.1.6 Viewing Other Applications ........................................................................ 24
      2.1.7 Viewing and Updating Personal Details ..................................................... 25
      2.1.8 Viewing an Audit Trail ............................................................................... 28
      2.1.9 Releasing an Application .......................................................................... 29
   2.2 Undergraduate Application Processing ................................................................ 31

3 Further Help and Information ....................................................................................... 32
   3.1 Student Systems Support Centre (SSSC) ............................................................ 32
   3.2 Education IT Programme (Edu IT) ...................................................................... 32
   3.3 Data Protection .................................................................................................... 32
   3.4 Document Information ......................................................................................... 32

Appendix 1 ..................................................................................................................... 33
1 Introduction

This guide has been developed to support the use of eVision to monitor and update incoming graduate applications from Rhodes Trust Scholars before they are released to the Graduate Admissions and Funding (GAF) team for normal checking, and then review by University Admitting Bodies (UAB) and Colleges.

It aims to:

- Describe the different types of Rhodes Trust applications
- Outline the key areas of the online graduate application form that have been specifically customised for Rhodes Trust applications
- Demonstrate how to access Rhodes Trust eVision screens and navigate around key areas of an application
- Provide guidance on how to update personal details, add referees, upload supporting documents and allocate colleges.

1.1 Intended Audience

It is aimed at Rhodes House users and members of the GAF team who require an overview of the functionality available to Rhodes House users.

1.2 Pre-requisites

Prior to working through this guide, it is assumed that you have read the Logging into eVision Quick Reference Guide.

1.3 Objectives

On completion of this guide you will be able to successfully:

- Describe the overall process for Rhodes Trust applications
- Access the eVision screens used to view Rhodes Trust graduate applications
- Search for and view individual Rhodes Trust applications
- Update the Personal Details section of a Rhodes Trust graduate application
- Add a referee to a Rhodes Trust application
- Upload and remove supporting documents attached to a Rhodes Trust graduate application
- Allocate a college to a Rhodes Trust application.
- Release a Rhodes Trust application for processing by GAF.

1.4 Conventions

- Indicates additional useful information.
- Indicates an important piece of information, take particular care to read this information.
- Indicates there is something that you should not do, take particular care to read this information.
**Bold Text** Indicates menu names.

**Italic Text** Indicates window, screen, page or dialogue box titles.

[F4] Keys on your keyboard are indicated in **bold text** enclosed in square brackets [ ].

**File > Open** Moves through a navigation path are indicated with a >. In this case you would click on the **File** menu, then select **Open**.
2 Application Processing Overview

Rhodes Trust Scholarships are awards given to exceptional students from 32 countries around the world. The funding covers both tuition fees and a stipend for living expenses.

Once an applicant has applied for, and has been provisionally offered a Rhodes Trust Scholarship, their application to Oxford is overseen by the Registrar and Director of Scholar Affairs at the Rhodes Trust. Once they have been offered a place in a department, faculty and a college, their scholarship is confirmed.

The majority of applications are for graduate level award programmes, but scholarships are also awarded for undergraduate courses with senior status, starting in year 2.

- **Graduate level programmes** - applicants apply to graduate programmes through Oxford’s Online Application Form and are processed by Graduate Admissions and Funding (GAF) team.

- **Undergraduate courses** – the applications for a place on an undergraduate course are made through UCAS and are managed by the Undergraduate Admissions Office (UAO).

Rhodes House will therefore need to work with both teams to oversee the processing of Rhodes Trust applications.

2.1 Graduate Application Processing

For graduate applications, Rhodes House will screen incoming applications, make any changes as required, and then release them to the Graduate Admissions and Funding (GAF) team for checking and processing.

To do this, Rhodes House users have access to a number of eVision screens from which they can view all Rhodes Trust applications and make any required adjustments including the upload of additional documentation, updates to references, personal details and college allocations.

For graduate applications, there are two different types of Rhodes Trust scholarship:

- **Rhodes Scholar – newly selected** – for applicants who have been awarded a Rhodes Trust Scholarship and are not currently a student at Oxford.

- **Rhodes Scholar – enrolled** – for applicants currently enrolled at Oxford applying for a further taught or readmissions programme with confirmed Rhodes funding.

2.1.1 Graduate Application Form

All graduate applications are submitted by the applicant via the University of Oxford’s website using the Graduate Application Form, which can be accessed using the following link.


Guidance on the graduate application process can be found using the following links:

- **Admissions process and programmes of study** – general information regarding the application process and programmes of study: [http://www.ox.ac.uk/admissions/graduate/applying-to-oxford/application-guide](http://www.ox.ac.uk/admissions/graduate/applying-to-oxford/application-guide)

- **Online Application Form** – technical guidance on how to complete the form: [http://www.ox.ac.uk/sites/files/oxford/TechnicalHelpv1.0.pdf](http://www.ox.ac.uk/sites/files/oxford/TechnicalHelpv1.0.pdf)

See Appendix 1 for screen shots of blank application form screens.

When completing the application form, Rhodes Trust applicants must identify their application type as either ‘Rhodes Scholar – newly selected’ or ‘Rhodes Scholar – enrolled’ at the start of the process and then enter a valid authorisation code. Please contact Mary Eaton at Rhodes House for authorisation codes.
Once they have entered a valid authorisation code and clicked on the Save and Proceed button, a number of sections in the application form are pre-populated as the applicant progresses through the application:

- **Email and Telephone Numbers** – applicants enter their own ‘Email address’ and ‘Telephone number’, but the ‘Alternative email address’ and ‘Alternative telephone number’ fields are pre-populated with Rhodes House details.

- **Correspondence Address** – applicants enter their Home Address details, but the Correspondence Address section is pre-populated with details of Rhodes House to ensure that all correspondence can be dealt with initially by the Rhodes House team.
• **Nominated Third Party** – a nominated third party section also appears to ensure that the applicant is aware that the Rhodes Trust will be handling their application and will have the ability to amend and withdraw their application on their behalf. Once the applicant proceeds onto the next stage (screen), the nominated third party details are also added.

<table>
<thead>
<tr>
<th>Nomination Third Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>The University of Oxford may discuss your application with the Rhodes Trust, and accept the Trust's direction on the handling of your application. Note that the Rhodes Trust will be able to amend or withdraw your application on your behalf.</td>
</tr>
<tr>
<td>* Name of nominated third party</td>
</tr>
<tr>
<td>* Email address of nominated third party</td>
</tr>
</tbody>
</table>

• **References** – there are different rules relating to the completion of the references section depending on the type of Rhodes Trust Scholarship:
  - **Rhodes Scholar – Newly Selected** – Rhodes Scholars who are new to Oxford can opt to leave this section blank or add new ones if they wish to. If left blank, their existing Rhodes Scholarship references will be added to their application after they have submitted the form.
  - **Rhodes Scholar – Enrolled** – Rhodes Scholars currently enrolled at Oxford applying for a further taught or readmissions programme are required to add at least one new reference in this section.

Guidance relating to references is displayed on the screen depending on the type of Rhodes Trust application selected.

**Rhodes Scholar – Newly Selected**

You may wish to give contact details of up to three referees. You should ensure that your current or most recent academic study is included as your first referee; family members, friends and neighbours may not act as referees.

Each reference request will be automatically generated when you navigate away from the page if you have entered the referee's details and ticked the box indicating you are ready for the request to be sent. Please ensure that all details are correct before doing so. Once a reference request has been sent to your referee, their details will be frozen and you will not be able to change them or nominate a replacement referee via your application form. If you need to correct any details or nominate a replacement referee after this point, please contact graduate.admissions@oso.ox.ac.uk.

Please ensure you do not set a deadline for your referees later than the date of the deadline to which you are applying; references must be received in time for the deadline for your application to be considered.

Your Rhodes references will be added to your application after you have submitted. Only register referees here if you wish to obtain new references.

**Rhodes Scholar – Enrolled, new taught application**

Please give contact details of at least one referee. You should ensure that your current or most recent academic study is included as your first referee; family members, friends and neighbours may not act as referees.

Each reference request will be automatically generated when you navigate away from the page if you have entered the referee's details and ticked the box indicating you are ready for the request to be sent. Please ensure that all details are correct before doing so. Once a reference request has been sent to your referee, their details will be frozen and you will not be able to change them or nominate a replacement referee via your application form. If you need to correct any details or nominate a replacement referee after this point, please contact graduate.admissions@oso.ox.ac.uk.

Please ensure you do not set a deadline for your referees later than the date of the deadline to which you are applying; references must be received in time for the deadline for your application to be considered.

You must register at least one new referee (and up to three). If you wish to re-use two or more of your Rhodes references, do not register more than one new referee here.
• **Funding** – a description of the funding to be provided appears at the top of the screen. The funding source and status are also automatically populated. In addition, applicants can enter the amount of funding they are going to receive each year and add additional sources of funding as appropriate.

---

**Email Notifications** – emails are automatically sent by the system at key points in the applications process. All notifications go to the applicant’s email address except any that relate to their college allocation. College related emails are directed to Rhodes House.

Example email notifications include:

- When a new application is started.
- When an application has been submitted.
- When a new reference has been submitted by a nominated referee.
- When the application has been processed by GAF and found to be complete.
- When the application is identified as incomplete and further documents need to be supplied.
- If the application is not complete before the final deadline has passed.
- If the applicant is rejected by their preferred college. This email is sent to Rhodes House using the Third Party email address.

---

### 2.1.2 Viewing Rhodes Trust Graduate Applications

When successfully submitted online, all Rhodes Trust graduate applications will appear in a ‘Rhodes Trust Applications’ section of eVision that Rhodes House users have access to.

Once they have been reviewed and released by Rhodes House they will appear in the ‘Graduate Applications and Funding’ section for checking and processing by GAF.

**To access eVision:**

1) Open your preferred internet browser.

2) Enter the web address [www.admin.ox.ac.uk/studentsystems](http://www.admin.ox.ac.uk/studentsystems). The Student Systems Support Centre page is displayed.

3) Click on the eVision link in the Login section on the right hand side of the page. The Single Sign-On log in page is displayed.
4) Enter your Single Sign-On Username and Password and then click on the Login button. The Single Sign-On Confirmation page is displayed.

![Login Screen](image1.png)

5) Click on the Continue to evision.ox.ac.uk button. The eVision home page is displayed.

### To search for a Rhodes Trust application in eVision:

1) Follow steps 1-5 in ‘To access eVision’ above.

2) Click on Admissions in the Main Menu on the left hand side of the screen. The Admissions page is displayed.

![Admissions Menu](image2.png)

3) Click on Processing Individual Applications in the Rhodes Trust Applications section on the Admissions page. The Processing Individual Applications page is displayed.

![Processing Applications](image3.png)
4) Leave blank or use one or more search parameters and then click on the **Search** button at the bottom of the page.

<table>
<thead>
<tr>
<th>Search Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number</td>
<td>If known, enter the Student Number allocated to the applicant. This is created when the application is transferred to SITS:Vision and eVision.</td>
</tr>
<tr>
<td>Surname</td>
<td>Enter full or part of the applicant’s surname. When entered the text is converted to upper case and returns applicants whose surname ‘contains’ the text entered. Any characters (*) and Any single character (?) wildcards are supported.</td>
</tr>
<tr>
<td>Forename 1</td>
<td>Enter full or part of the applicant’s first name. When entered the text is converted to upper case and returns applicants whose first name ‘contains’ the text entered. Any characters (*) and Any single character (?) wildcards are supported.</td>
</tr>
<tr>
<td>College</td>
<td>This defaults to ‘Any’ college initially, but it will then remember the last selection you made. To search for applicants that are allocated to a specific college, click on the drop down arrow and select it from the list.</td>
</tr>
<tr>
<td></td>
<td>To search for applicants who haven’t stated a college preference or have yet to be allocated, click on the drop down arrow and select ‘Not Allocated’ from the list.</td>
</tr>
<tr>
<td>Department</td>
<td>This defaults to ‘Any’ department initially, but it will then remember the last selection you made. To search for applicants by the department their selected award programme is associated to, click on the drop down arrow and select it from the list.</td>
</tr>
<tr>
<td>Award Programme</td>
<td>This defaults to ‘Any’ award programme initially, but it will then remember the last selection you made. To search for applicants by the award programme they have applied for, click on the drop down arrow and select it from the list.</td>
</tr>
<tr>
<td>Search Parameter</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Manually enter the applicant’s date of birth in DD/MM/YYYY format or click on the calendar icon, navigate to the appropriate month and year and select it.</td>
</tr>
<tr>
<td>Email address</td>
<td>Enter the email address of the applicant.</td>
</tr>
</tbody>
</table>
| Application Status    | This defaults to ‘All’. Other options to search on include:  
  - A_AV – Application Active  
  - A_WD – Application Withdrawn  
  - A_CT – Applicant transferred to enrolment  
  - A_AD – Possible Duplicate (unlikely to be displayed).                                                                                                                                                  |
| Year of Entry         | This defaults to the current academic year initially, but it will then remember the last selection you made. Click on the drop down list to select ‘Any’, the previous academic year and the next three academic years.            |
| Held for Pre-Processing | Initially, this defaults to ‘No’, but it will remember the last selection you made. Select ‘Yes’ to view Rhodes Trust applications that have yet to be released to GAF for processing.                          |

A search results page is displayed listing the Student Number, name in last name, first name format (e.g. Bloggs, Joe) the award programme and college (if allocated), the calculated submission date, their application status, year of entry, and a ‘Process this Application’ link to view more details relating to the application.

### Processing Individual Applications

<table>
<thead>
<tr>
<th>Student Number</th>
<th>Name</th>
<th>Department</th>
<th>Award Programme</th>
<th>Calculated Submission Date</th>
<th>Application Status</th>
<th>Year of Entry</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>701438</td>
<td>Beadle, Caroline</td>
<td>Department for Continuing Education (EU)</td>
<td>Cert Diplomatic Studies - Not Allocated</td>
<td>26 August 2015</td>
<td>Application Active</td>
<td>2015/16</td>
<td>Process this Application</td>
</tr>
<tr>
<td>1000104</td>
<td>Jarvis, Victoria</td>
<td>Department of Economics (CU)</td>
<td>DPhil Economics - Christ Church</td>
<td>05 October 2015</td>
<td>Application Active</td>
<td>2015/16</td>
<td>Process this Application</td>
</tr>
<tr>
<td>1000104</td>
<td>Eleanor</td>
<td>Department of International Development (VIC)</td>
<td>MSc Economics for Development - Christ Church</td>
<td>05 October 2015</td>
<td>Application Active</td>
<td>2015/16</td>
<td>Process this Application</td>
</tr>
</tbody>
</table>

5) To open an application, click on the Application link next to the appropriate application. The Application details page is displayed:
Application Details – the status of the application is listed at the top of the screen. Before this is released to GAF it will display ‘Rhodes Application Pre-Processing’. Once it has been released to GAF a number of different statuses could be listed including: ‘Not Processed’, ‘Being Queried’, ‘Application Incomplete’ and ‘Application Complete’.

If the application is assigned to a member of GAF for processing, then their name is also listed in this section.

Applicant Information – basic information relating to the applicant and their application is displayed at the top of the screen in this section including:

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
<td>The name of the applicant including their title, first name and surname e.g. Mr Joe Bloggs.</td>
</tr>
<tr>
<td>Student Number</td>
<td>Unique student number assigned to the individual when the application is created in SITS.</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>The date of birth of the applicant.</td>
</tr>
<tr>
<td>Sex</td>
<td>The gender of the applicant.</td>
</tr>
<tr>
<td>Calculated Submission Date</td>
<td>Initially this is the date the application was submitted. However, this can be overridden to reflect the latest submission date of mandatory supporting materials.</td>
</tr>
<tr>
<td>Year of entry</td>
<td>The academic year the applicant has applied to start.</td>
</tr>
<tr>
<td>Column Heading</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mode of attendance</td>
<td>Full or part time attendance.</td>
</tr>
<tr>
<td>Application Status</td>
<td>The status of the application e.g. ‘Application Active’ or ‘Application Withdrawn’.</td>
</tr>
<tr>
<td>Programme</td>
<td>The title of the award programme the applicant has applied for.</td>
</tr>
<tr>
<td>UAB</td>
<td>The short name of the department / UAB the award programme falls under.</td>
</tr>
<tr>
<td>College</td>
<td>The name of the college assigned to the application or ‘Not Allocated’ if a college has yet to be assigned.</td>
</tr>
<tr>
<td>Start Term</td>
<td>The name of the term in which the applicant has applied to commence study e.g. Michaelmas, Hilary or Trinity.</td>
</tr>
<tr>
<td>Original Submission Date</td>
<td>The date the application was submitted.</td>
</tr>
<tr>
<td>Fee Status</td>
<td>Displays the calculated fee status. At time of training this defaults to Query.</td>
</tr>
<tr>
<td>Application Type</td>
<td>For Rhodes Trust this will display either ‘Rhodes Scholar – newly selected’ or ‘Rhodes Scholar – enrolled, new taught application’.</td>
</tr>
<tr>
<td>Requested Re-use</td>
<td>Not applicable for Rhodes Trust applications.</td>
</tr>
</tbody>
</table>

- **Decision Summary** – this section provides a summary of the UAB and College decision. Possible options include:

<table>
<thead>
<tr>
<th>Column Heading</th>
<th>Possible Values</th>
</tr>
</thead>
</table>
| UAB Decision          | Decision pending  
                         | Re-evaluate  
                         | Waitlist  
                         | Conditional Offer  
                         | Unconditional Offer |
| College Decision      | No college decision is required for this programme  
                         | Not Applicable  
                         | Decision Pending  
                         | Conditional Offer  
                         | Unconditional Offer |

- **Task Selection** – different tasks are listed in the Task Selection Menu for Rhodes House users from which you can change the college allocation, view any other applications for the scholar may have made, view and amend the applicant’s personal details such as their address, and view an audit trail of updates that have been made to the application.

- **Upload Document** – from here you can upload new documents to be considered with the application. These may be additional or replace those uploaded with the original application. They may also contain references supplied outside of the system.

- **View Referees** – from here you can select to view details of the referees supplied with the application and add new ones. In most circumstances, Rhodes Trust applicants will select to re-use their existing references and not complete this section on the application form (except for returning scholars who are required to add an additional referee). Typically, references for Rhodes applicants will be uploaded using the Upload Document function above.
• **Application Documents** – from here you can access all of the supporting materials to be considered as part of the application. A PDF version of the application form can be accessed directly from this section via the ‘View’ link. Other supporting documents can be viewed by clicking on the ‘List all documents’ link. This lists the type of document (e.g. CV), who it was uploaded by, when it was uploaded or received by Rhodes / GAF, any notes added against the document, and any actions the user can take regarding the document such as to view or remove it from consideration.

• **Release** – this button is used by Rhodes to release an application for processing by GAF once all of their checks have been done and they are ready to hand it over. When released, the application will appear in GAF’s ‘Assign Applications’ list and will be allocated to a team member for checking and processing in the normal way.

6) Click on the **Return to Search** button to perform another search using different criteria or the **Return to List** button to view another application in the previous set of search results.

2.1.3 **Application Documents**

This section contains a PDF version of the individual’s application form and any supporting information uploaded when it was submitted such as their CV, Transcript and Research Proposal.

Rhodes House users also have the ability to add additional documents and remove existing ones from consideration.

2.1.3.1 **Viewing Documents**

To view existing documents:

1) Follow steps 1-5 in ‘To search for a Rhodes Trust application in eVision’. The ‘Application Documents’ section is displayed towards the bottom of the Application details page.

2) To view:

• **Application Form** – a PDF version of the applicant’s submitted online application, click on the View link to the right of the document type listed. Depending on the type and version of the internet browser you are using you might be asked if you want to open or save the document. Select to open the document and it is displayed in a new window.

• **Application Form with Supporting Documents** – a PDF version of the applicant’s submitted online application and supporting documents, click on the View link to the right of the type of document listed. As above, if asked, select to open the document and it is displayed in a new window.

• **Supporting Documents** – to view a list of supporting documents uploaded to support the application go to step 3.

3) Click on the **List all documents** link at the end of the Supporting Documents row. The ‘Supporting Documents’ section is displayed.
4) To view any of the documents listed, click on the 'View' link in the 'Document Actions columns' to the right of the document you wish to view. If prompted, select to open the document and it is displayed in a new window.

2.1.3.2 Uploading Documents

To upload a new document:

1) Follow steps 1-5 in ‘To search for a Rhodes Trust application in eVision’ and view the application of interest.

2) Click on the 'Upload Document' link just above the ‘Application Documents’ section and an ‘Upload Documents’ section is displayed.

3) Click on the 'X' in the Document Type column and select the type of document from the list.

4) Review the Document Received Date and update as appropriate. This is automatically populated with the current date, but you can amend this. If left unchanged it will affect the Calculated Submission Date used to determine if the application is complete for the selected deadline.

5) Click on the 'Upload a Document' button. The File Upload screen is displayed.
6) Click on the [Browse] button. A Choose File to Upload dialogue box is displayed.

7) Navigate to and select the file you wish to upload and then click on the [Open] button.

8) Add any supporting notes and then click on the [Upload file] button. A confirmation message is displayed at the top of the screen.
2.1.3.3 Removing Documents

Rhodes House users also have the ability to remove any supporting materials that have been uploaded as part of the application. This does not delete them from the system, but marks them as invalid and should therefore not be considered as part of the individual’s application.

To remove a document:

1) Follow steps 1-5 in ‘To search for a Rhodes Trust application in eVision’ and view the application of interest. The Application details page is displayed.

2) Click on the List all documents link in the ‘Documents Action’ column of the ‘Application Documents’ section towards the bottom of the page. The ‘Supporting Documents’ section is displayed.

3) Click on the Remove link in the ‘Document Actions’ column next to the document you wish to remove. The Confirm Document Removal page is displayed listing information regarding the applicant and the document you have selected to remove.
4) Click on the Confirm button to remove the document from consideration. A processing and then confirmation message is displayed. Go to step 5.

![Document Removed](image)

**Note:** The Notes section is updated with the name of the user who removed the document.

Alternatively, to cancel the process and return to the Application details page click on the Return button.

5) Click on the Return button to return to the Application details page. The document is no longer listed in the ‘Supporting Documents’ section accessed via List all documents link.

**Note:** The removed document has not been deleted from the system, only removed from the Application details screen and for consideration as part of the application. If a document has been removed in error users should contact GAF who will reinstate the document.

It is also recommended that if replacing a mandatory document such as a CV, that you remove the original one first and then upload the replacement to avoid any issues around clearance checks.

### 2.1.4 Viewing and Adding Referees

From the Application details screen, Rhodes House users are also able to view and update an individual’s reference details.

In most circumstances, new scholars will opt to re-use the references supplied when applying for the scholarship and will opt not to complete this section in the application form. Rhodes House users will then upload these as documents on their behalf before the application is released to GAF for normal processing.

The same applies to returning scholars, but they are also required to record the details of an additional referee when completing the application form. This will appear in the Referees section.
2.1.4.1 Viewing Referee Details

To view an applicant’s reference details:

1) Follow steps 1-5 in ‘To search for a Rhodes Trust application in eVision’ and view the application of interest. The Application details page is displayed.

2) Click on the [View Referees](#) link just above the Application Documents section and a ‘Referees’ section appears underneath the ‘Application Documents’ section.

3) Click on the [Edit](#) button to the right of the reference of interest. The Edit Referee Details page is displayed.
Details relating to the type of reference is displayed, personal and contact details of the referee, and if a link has / should be emailed to them for completion of the reference.

From here, you can update the type of reference, their email address, and resend them an email link for them to complete a reference.

4) Click on the **Save** button or click on the **Return to Task Selection** button to cancel any updates and return to the Application details page.

### 2.1.4.2 Adding Referees

As most scholars will decide to re-use their Rhodes references uploaded as documents by Rhodes House, not all reference details will be displayed here.

This section will tend to only include the details of those references supplied by the scholar on the Graduate Application form (particularly for returning students) and any new or replacement referees to be contacted through the system via email.

**To add referee details:**

1) Follow steps 1 -5 in ‘To search for a Rhodes Trust application in eVision’ and view the application of interest. The Application details page is displayed.

2) Click on the **View Referees** link just above the ‘Application Documents’ section and a ‘Referees’ section appears underneath it.

![Image of Application Documents and Referees sections]

3) Click on the **Add Referee** button underneath the list of existing referees (if any). The Add New Referee page is displayed.
4) Complete the personal and contact details.

5) Click the ‘No’ radio button if you do not wish for an automated email to be sent to the referee asking them to complete a reference for the individual. The default is ‘Yes’.

6) Review and update the ‘Return By date’ field as appropriate for when the reference needs to be received by.

7) Click on the Save button to save the reference or click on the Back button to cancel the process and return to the Application details page. If saved, a confirmation message is displayed.
8) Click on the **Return to Task Selection** button. The *Application details* page is displayed.

9) Click on the **View Referees** link just above the ‘Application Documents’ section and the new reference is now listed.
2.1.5 Changing College Allocations

In addition to working with documents and referee details, a number of other functions are also available to Rhodes House users from the Task Selection menu including the ability to assign and update college allocations.

To assign / update a college to an application:

1) Follow steps 1-5 in ‘To search for a Rhodes Trust application in eVision’ and view the application of interest. The Application details page is displayed.

2) Hover your mouse over the Task Selection menu and select ‘College Change’ from the list. The Change of College Selection page is displayed listing general details about the applicant, their application and their current college allocation.

Note: If submitted by another source e.g. hard copy, the actual reference can then be scanned in and uploaded as a PDF file as described in Section 2.1.3.2.
3) Click on the dropdown in the ‘Please select the college to change to’ field and select the college the application should be assigned to.

4) Enter any information outlining the reasons for the college change in the **Note** field as appropriate.

5) Click on the **Save** button at the bottom of the page. The *Change of College Allocation* page is displayed.
6) Click on the **Confirm** button to process the change, the application details are updated and a confirmation message is displayed or click on the **Back** button to cancel the process and return to the *Application details* page.

![Change of College Complete](image)

The applicant’s college has now been changed.

<table>
<thead>
<tr>
<th>College Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Name</td>
</tr>
<tr>
<td>Hrs Victoria Jervis</td>
</tr>
<tr>
<td>Student Number</td>
</tr>
<tr>
<td>762613</td>
</tr>
<tr>
<td>Date of birth</td>
</tr>
<tr>
<td>05 October 2015</td>
</tr>
<tr>
<td>Sex</td>
</tr>
<tr>
<td>Female</td>
</tr>
<tr>
<td>Calculated Submission Date</td>
</tr>
<tr>
<td>2015/16</td>
</tr>
<tr>
<td>Year of entry</td>
</tr>
<tr>
<td>Original Submission Date</td>
</tr>
<tr>
<td>05 October 2015</td>
</tr>
<tr>
<td>Mode of attendance</td>
</tr>
<tr>
<td>Full-time</td>
</tr>
<tr>
<td>Application Type</td>
</tr>
<tr>
<td>Application Status</td>
</tr>
<tr>
<td>Active</td>
</tr>
<tr>
<td>Programmes</td>
</tr>
<tr>
<td>RD_W1_TRI - DPhil Economics</td>
</tr>
<tr>
<td>College</td>
</tr>
<tr>
<td>Trinity</td>
</tr>
<tr>
<td>College</td>
</tr>
<tr>
<td>Trinity College</td>
</tr>
</tbody>
</table>

**Warning:** If you select a college that is not currently offering that programme then a warning will be displayed, but you can still proceed with the selection if it has been agreed in advance by the UAB and College that it is appropriate to do so.

7) Click on the **Return to Task Selection** button. The *Application details* page is displayed.

### 2.1.6 Viewing Other Applications

From the Task Menu, Rhodes House users can also view the details of any other applications the individual may have made to Oxford and their associated documents.

**To view any other applications the individual may have made:**

1) Follow steps 1 - 5 in ‘To search for a Rhodes Trust application in eVision’ and view the application of interest. The *Application details* page is displayed.

2) Hover your mouse over the **Task Selection** menu and select ‘Other Applications’ from the list. Details relating to any other applications the individual may have made to Oxford are displayed in an ‘Other Applications’ section. This includes details of the programme, college and key dates in the first row and then a row for each document attached to the application including any documents that may have been deleted.
3) To view a document, click on the **View** link in the ‘Document Link’ column relating to the document of interest. Depending on the type of internet browser you are using, click on the **Open** button to view the document. It opens in a separate window.

Internet Explorer example:

![Internet Explorer Example](image)

4) Click on the **Close** to close the document.

5) Click on the **Return to Task Selection** button at the bottom of the page. The Application details page is displayed.

### 2.1.7 Viewing and Updating Personal Details

Rhodes House users also have the ability to view and update the applicant’s personal details including their home address and telephone numbers.

By default, the correspondence address is populated with the details of Rhodes House to ensure that all correspondence relating to college allocations is sent to the Rhodes Team, who will then inform the applicant as appropriate.

**To view and update personal details:**

1) Follow steps 1 - 5 in ‘To search for a Rhodes Trust application in eVision’ and view the application of interest. The Application details page is displayed.

2) Hover your mouse over the **Task Selection** menu and select ‘Personal Details’ from the list. The Manage Personal Details page is displayed.
3) To update the Home Address details of the applicant, click on the **Change** button underneath the details and the fields are displayed in an updatable format.

To update the address details you can either make the amendments manually or use the Get Address function, which will work for most UK addresses.

To search for an address using the postcode finder:

a) Enter the post / zip code and click on the **Get Address** button.

b) Select the address from the options presented and then click on the **Select** button.
4) Update the details as appropriate.

5) Click on the **Save** button. The *Manage Personal Details* page is displayed including the updated details.

6) To update the applicant’s email address or telephone number then click on the **Save** button underneath the fields. The *Edit Email Address / Telephone Numbers* page is displayed and the fields are listed in an updateable format.

**Note:** The Alternative Email Address is automatically populated with the Rhodes House email address. To make it easier for UABs and Colleges to send correspondence to the Rhodes House team, the Email and Alternative Email addresses can be swapped around prior to and after the college offer has been made.

7) Update the details as appropriate.

8) Click on the **Save** button or click on the **Back** button to cancel any updates. The *Manage Personal Details* page is displayed including the updated details.
9) Click on the button. The Application details page is displayed.

### 2.1.8 Viewing an Audit Trail

The system also keeps an audit trail of any key changes made to an individual’s application including changes to the programme they have applied to, the college, any offer made, the year, month and term of entry and whether their attendance will be on a part or full time basis. Updates to the applicant’s status are also recorded.

**To view an audit trail of changes to an application:**

1) Follow steps 1 - 5 in ‘To search for a Rhodes Trust application in eVision’ and view the application of interest. The Application details page is displayed.

2) Hover your mouse over the menu and select View Audit Trail from the list. The Audit Trail page is displayed.

The page is split into three main sections:

- **Applicant Information** – detailing basic information about the individual and their application including the programme they have applied for and related UAB, their current college allocation, the year and term of entry and the application type.

- **Task Audit** – displays any changes made to the applicant’s application through eVision, the type of action taken such as a change in college allocation, the name of the user the change was actioned by and any supporting notes.

- **System Audit** – details relating to any records that have been added or updated automatically by the system such as when the records are first created upon automatic transfer of the application record. Details of any college change are listed in the Task and System Audit sections. The System Audit section records the automatic change to the Award Programme code the applicant has applied to as this now includes college details.
2.1.9 Releasing an Application

Once Rhodes House have viewed an application and made any required updates, they can release it to GAF for normal checking and processing.

To release a Rhodes Trust application to GAF for processing:

1) Follow steps 1-5 in ‘To search for a Rhodes Trust application in eVision’ and view the application of interest. The Application details page is displayed.

2) Click on the Release button at the bottom of the page. The Confirm Release Application for GAF processing page is displayed.
3) Click on the **Back** button to cancel the process or click on the **Save** button to confirm the release to GAF. The *Completed Release of Application for GAF processing* screen is displayed.

4) Click on the **Return to Application** button to return to the Application details page. The status of the application has now been updated to Not Processed and has yet to be assigned to a member of GAF for processing. When it is assigned the user’s name will appear. It will also no longer appear in the search results list when you search for any applications that are ‘Held for Rhodes Application Pre-Processing’.

**Note:** To avoid any cross charging issues, any applications that Rhodes House decided not to progress, should be left as ‘unprocessed’ and then withdrawn by GAF at the end of the Admissions cycle.
2.2 Undergraduate Application Processing

The vast majority of Rhodes scholars opt for post-graduate study, but some scholarships are awarded for senior status undergraduate study (starting in year 2).

In terms of process, Rhodes House will notify the Undergraduate Admissions Office (UAO) of any Rhodes scholars who have chosen undergraduate study.

Rhodes House will then organise the completion of a Record of Prior Acceptance (RPA) form, which is then sent to the UAO to either create or update an application on UCAS Web Link.

In UCAS Web Link the UAO needs to determine if the candidate has an active application in the current UCAS cycle:

- **If no application exists** – then a new application is created in UCAS Web Link and the decision and response fields set to UF (Unconditional Offer / Firmly Accepted).
- **If an application exists for the current cycle, but not to Oxford** – then the existing application is updated and an Oxford choice is added. As above the decision and response fields are set to UF.
- **If an application exists for a previous cycle and the applicant has deferred** – this option covers a number of possible combinations of decision and response values. In some circumstances, in consultation with Rhodes House, it may be more efficient for the UAO to withdraw the previous UCAS application and create a new one for the current cycle on behalf of Rhodes House and the applicant.

From that point on, the processing of the application is not significantly different from any other UG applicant, except that as a Rhodes Scholar there funding arrangements are not reviewed to the same extent.
3  Further Help and Information

3.1  Student Systems Support Centre (SSSC)

The Student Systems Support Centre (SSSC) provides guidance and assistance with the use of the University’s student systems and associated business processes. Guidance and further information about eVision can be found on the Student Systems Support Centre website:

http://www.admin.ox.ac.uk/studentsystems/

3.2  Education IT Programme (Edu IT)

The Education IT Programme (Edu IT) is responsible for delivering the development of Oxford’s IT-based systems used by academic and administrative staff, applicants and students in support of many aspects of teaching and learning. Further information about the programme can be found at:

http://www.admin.ox.ac.uk/aad/studentsystems/programme/

3.3  Data Protection

You should familiarise yourself with the University’s policy on Data Protection by reading the information available at:

http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/

Further information about the Data Protection Act can be obtained from the website of the University’s Data Protection Officer:

http://www.admin.ox.ac.uk/councilsec/compliance/dataprotection/policy/

All university members should adhere to the following regulations when using IT facilities:

http://www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

3.4  Document Information

This document is subject to change, please ensure you have the latest version.

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Version</th>
<th>Summary of Changes</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/10/15</td>
<td>0.1</td>
<td>Initial version</td>
<td>VJ</td>
</tr>
<tr>
<td>12/11/15</td>
<td>0.2</td>
<td>Updated following peer and Business Analyst review.</td>
<td>VJ</td>
</tr>
<tr>
<td>16/11/15</td>
<td>0.3</td>
<td>Updated following final review by Business Analyst. Issued to Mary Eaton for final review and approval.</td>
<td>VJ</td>
</tr>
</tbody>
</table>
Appendix 1

Step 1 - Select Your Course

![Graduate Application Form](image)

Your Course

Keyword search for your course
Please search by keyword for course code or subject (eg "TM_34A" or "Archeology"). Searching by the full course title or qualification types (eg "MSc") is likely to return too many results to display.

Keyword: Economics

Search results
- DPhil in Economics
- MPhil in Economics
- MSc in Economics for Development
- MSc in Financial Economics

[Go to top of page]
Step 2 - Confirmation of Course Selection

[Image of Graduate Application Form with confirmation of course selection]

Please confirm your selected course, start year, mode of attendance and start date by clicking the "Apply" button below. Selected course: MSc in Economics for Development.

Please be aware that, once you have confirmed your selection, you will not be able to change it without starting a new application.

<table>
<thead>
<tr>
<th>Selected Course</th>
<th>Start year</th>
<th>Mode of attendance</th>
<th>Start date</th>
<th>Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc in Economics for Development</td>
<td>2015/16 Academic Year</td>
<td>Full-time</td>
<td>October 2015</td>
<td></td>
</tr>
</tbody>
</table>

[Go to top of page]
Step 3 - Application Type

- **Type of application**
  - *What type of application are you making?*
    - Rhodes Scholar - newly selected

- **Application types - explanation**
  - **Standard**: Your application is standard unless it falls into one of the types below. The graduate application fee is £20 per application. For further information please see the [Application Guide](#).
  - **Standard - application fee not paid online**: This is for standard graduate applications where the application fee has been paid offline or by a third party rather than online.
  - **Readmission**: Currently enrolled in the final year of one of a subset of Oxford graduate courses, and applying to enrol next academic year on an eligible research course. For further information, see the [guidance for continuing Oxford students](#).
  - **Rhodes Scholar - newly selected**: Newly-selected Rhodes Scholars making a graduate application to Oxford.
  - **Rhodes Scholar - enrolled, new taught application**: Rhodes Scholars currently enrolled at Oxford applying for a further taught programme with confirmed Rhodes funding.
Step 4 - Course

![Graduate Application Form Screen Shots](image)

Step 4 - Course

**About your course**

**Dates unavailable for interview or visit**

**Do you intend to apply for a research degree after completing this course?**

**What are your future career plans? (max. 150 characters)**

[Related Links]

- Course Guide
- Application Guide
- Fees and Funding
- Guide for International Students
- Contact Us
Step 5 - Contact Details

![Contact Details Form Screenshot]

**Personal Details**

- **Title**: Please select
- **Given name**: PERRIN
- **Preferred given name**: PERRIN
- **Family name**: JAMES
- **Middle names**:
- **Do you have a previous family name?**: Please select
- **Do you have a previous given name?**: Please select
- **Date of birth**: 10/Mar/2003
- **Sex**: Please select

**Email and telephone Numbers**

- **Email address**: finn.jervis@train2.com
- **Telephone number**: Please select
- **Alternative email address**: registrar@hodderhouse.ox.ac.uk
- **Alternative telephone number**: +44 1865 270851

**Home Address**

Select a country (for UK addresses please use United Kingdom rather than England etc.), enter the postcode, click Find Address, and click on the required address. If the address is not found, type it below.

- **Country**: Please select
- **Postal code / zipcode**:
- **Postcode / zipcode**
- **Postcode / zipcode**
- **Home address - Line 1**: 
- **Home address - Line 2**: 
- **Home address - Line 3**: 
- **City**: 
- **State / Province**: 

**Correspondence Address**

Select a country (for UK addresses please use United Kingdom rather than England etc.), enter the postcode, click Find Address, and click on the required address. If the address is not found, type it below.

- **Country**: United Kingdom
- **Postal code / zipcode**: OX1 3LA
- **Correspondence address - Line 1**: c/o The Registrar
- **Correspondence address - Line 2**: Rhodes House
- **Correspondence address - Line 3**: South Parks Road
- **City**: Oxford
- **Effective dates for correspondence address**: From 15/Oct/2015 To 31/Jul/2016

**Nominated Third Party**

The University of Oxford may discuss your application with the Rhodes Trust, and accept the Trust’s direction on the handling of your application. Note that the Rhodes Trust will be able to amend or withdraw your application on your behalf.
Appendix 1 – Graduate Application Form Screen Shots

Step 6 - About You

Nationality and Ordinary Residence

The details you provide on this page will be used to determine your fee status and eligibility for many scholarships. The details you give below should reflect your current situation, at the date you submit your application form.

Nationality

In this section, give details of the countries of which you have nationality and the start date(s). If you have been a national of a country since birth, use your birth date as the ‘From:’ date under ‘start date of nationality’. Please only include nationalities that you currently hold.

* Country of birth: Please select

* Nationality: Please select

* Start date of nationality: From: Use Date of Birth

Do you hold dual nationality? Please select

* Do you expect to require a visa to enter the UK for your study? Please select

Ordinary residence and leave to remain

- Your country of ordinary residence is the country in which you are normally resident, out of choice and for a settled purpose, apart from temporary or occasional absences. It is not a country in which you are studying, working or living temporarily.
- EU nationals only: if you currently live in the UK for the purpose of full-time education only, you should enter the UK as your current residence and the country where you otherwise reside as your previous residence. The end date for your previous residence should be entered as the day before you arrived in the UK.
- If you have been ordinarily resident in a single country since birth, please enter your birth date in the ‘From:’ field for the ‘current country of ordinary residence’ question.
- If you have been ordinarily resident in more than one country, your dates of residence must not overlap. You must include an end date for your previous country of ordinary residence, which must be at least one day before the start date of your current country of ordinary residence.

* Current country of ordinary residence: Please select

* From: Use Date of Birth

* I am an EU national resident in the UK for the main purpose of full-time education: Please select

If you have been ordinarily resident in a different country during the last six years, please enter details of the most recent.

Previous country of residence: Please select

From: To:

Ethnic background

The University is legally required to seek and return information about the ethnic background of all its applicants to HESA (the British Government’s Higher Education Statistics Agency). The information provided is used to monitor rates of participation in Higher Education by particular groups of people. If it does not form part of any assessment of your application and is not made available to those assessing your application, nor further information on how this information will be stored, please see our Data Protection policy.

* What is your ethnic background? Please select

Disabilities, including long-term health conditions and specific learning difficulties

Please indicate if you have a disability. This includes, for example, students with sensory or mobility impairments, mental health difficulties, long-term health conditions, autistic spectrum conditions or specific-learning difficulties such as dyslexia, dysprasia and ADHD.

Be assured this information will not form any part of the assessment of your application, which will be judged on academic merit and potential alone. The information will be held in line with the Data Protection Act and used to monitor participation in Higher Education by students with disabilities, which is a statutory requirement. In order to consider your needs, departments and colleges of the University might need to share this information, but this will be on a strictly need-to-know basis only. In addition, we will share your information with our Disability Advisory Service so that they may work with you to put in place any necessary adjustments or provide study support.

If you wish to discuss this section of the application form, or anything to do with provision for disability-related support, please contact the Disability Advisory Service.

* disabilities/long-term health conditions: Please select

Accommodation

For further information, please visit the Accommodation Office website.

* Do you intend to apply for accommodation owned by the college? Please select

* Do you intend to apply for accommodation owned by the University? Please select

Criminal convictions

For a definition of a relevant unspent criminal conviction and for the University’s policy and procedures in the event of a positive declaration, please see our website.

* Do you have any relevant unspent criminal convictions? Please select

[Go to top of page]
Step 7 - Referees

You may if you wish give contact details of up to three referees. You should ensure the supervisor of your current or most recent academic study is included as your first referee; family members, friends and neighbours may not act as referees.

Each reference request will be automatically generated when you navigate away from the page if you have entered the referee’s details and ticked the box indicating you are ready for the request to be sent. Please ensure that all details are correct before doing so. Once a reference request has been sent to your referee, their details will be frozen and you will not be able to change them or nominate a replacement referee via your application form. If you need to correct any details or nominate a replacement referee after this point, please contact graduate.admissions@admin.ox.ac.uk.

Please ensure you do not set a deadline for your referees later than the date of the deadline to which you are applying; references must be received in time for the deadline for your application to be considered.

Your Rhodes references will be added to your application after you have submitted. Only register referees here if you wish to obtain new references.

### Reference 1

<table>
<thead>
<tr>
<th>Title</th>
<th>Type of reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Role</td>
<td>Organisation</td>
</tr>
<tr>
<td>Postcode / Zipcode</td>
<td></td>
</tr>
<tr>
<td>Address - Line 1</td>
<td></td>
</tr>
<tr>
<td>Address - Line 2</td>
<td></td>
</tr>
<tr>
<td>Address - Line 3</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/province</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>Please select</td>
</tr>
</tbody>
</table>

* I am ready for a reference request to be sent to this referee when I leave this page

### Reference 2

<table>
<thead>
<tr>
<th>Title</th>
<th>Type of reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Role</td>
<td>Organisation</td>
</tr>
<tr>
<td>Postcode / Zipcode</td>
<td></td>
</tr>
<tr>
<td>Address - Line 1</td>
<td></td>
</tr>
<tr>
<td>Address - Line 2</td>
<td></td>
</tr>
<tr>
<td>Address - Line 3</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/province</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>Please select</td>
</tr>
</tbody>
</table>

* I am ready for a reference request to be sent to this referee when I leave this page

### Reference 3

<table>
<thead>
<tr>
<th>Title</th>
<th>Type of reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given name</td>
<td></td>
</tr>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Role</td>
<td>Organisation</td>
</tr>
<tr>
<td>Postcode / Zipcode</td>
<td></td>
</tr>
<tr>
<td>Address - Line 1</td>
<td></td>
</tr>
<tr>
<td>Address - Line 2</td>
<td></td>
</tr>
<tr>
<td>Address - Line 3</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State/province</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>Please select</td>
</tr>
</tbody>
</table>

* I am ready for a reference request to be sent to this referee when I leave this page
Step 8 - Qualifications

Please enter your previous and current qualifications. Please ensure that you include details of all qualifications gained at degree level (i.e., university) and above. Please do not provide details of your earlier education. For further guidance, please see our Application Guide. If any search returns too many matches to display the results, it will indicate the number of results. To find the correct response, please enter further characters to narrow your search. Adding a country diagram (e.g., UK or US) before the institution name may help restrict the matching results. Some common types of qualification name may need to be written in full, e.g., Master of Arts instead of MA.

Code values for 'Actual / Expected result' expand as follows: F=Fail, N=No Merit, D=Distinction, P,ORD = Pass (Ordinary), P,HON = Pass (Honours). For further information on how to enter your result, see https://rzhef-sf-010u1b3 hypoc.com/appanswers/detail/a/M1168

### Other UK Study

If you require a Tier 4 student visa, please give details below of any periods of study (including non-degree level courses), complete or incomplete, undertaken in the UK that are not already listed above. Please list start and end dates, course title, level and institution.

### Other degree level study

- Have you undertaken degree level study at any institution which you have not completed, excluding any qualification you are currently working towards?
- Are you planning to begin, or to continue studying for, a degree at any institution at the same time as you would be studying at Oxford for the course for which you are now applying?

### Other admissions tests

For further information on whether a GRE score is required please see our Application Guide.
Step 9 - Languages

If your first language is not English, or if your first language is English but you are not a native speaker of English, you must either supply an English test result or upload a letter written by you explaining why you are requesting a waiver to the English language test. The University is unable to waive the requirement for an English language test if it is required for visa purposes, unless you fulfil the requirements in the Application Guide.

If you have IELTS (Academic), TOEFL or Cambridge Certificate test results which will not be more than two years old when your course commences, please enter them below. Do not enter information if you have not received the results. If you do not have test results at the time of applying, you can still submit your application without these scores and send them to us separately via our upload form once available. You may be required to demonstrate a particular level of English language proficiency in the University for academic or visa reasons. Further information can be found in our Application Guide.

I am providing results for IELTS (Academic) [ ]

I am providing results for TOEFL (Internet-based) [ ]

I am providing results for Cambridge Certificate of Proficiency in English [ ]

I am providing results for Cambridge Certificate in Advanced English [ ]

I intend to submit a test waiver request on the Supporting Materials page.

Knowledge of other languages

<table>
<thead>
<tr>
<th>Language</th>
<th>Reading</th>
<th>Writing</th>
<th>Speaking</th>
<th>Understanding</th>
<th>Add another language</th>
</tr>
</thead>
<tbody>
<tr>
<td>--- Please select ---</td>
<td>--- Please select ---</td>
<td>--- Please select ---</td>
<td>--- Please select ---</td>
<td>--- Please select ---</td>
<td>--- Please select ---</td>
</tr>
</tbody>
</table>

[Go to top of page]
Step 10 - Funding

The Rhodes Trust will pay University and College fees plus a maintenance stipend. For further details of Rhodes Trust funding for this applicant, please contact registration@rhodos.com or Tel: +44 (0)1865 270991. N.B. the Scholarship will be confirmed once an applicant has been accepted by a department and college of the University.

* I have information on my alternative funding arrangements

<table>
<thead>
<tr>
<th>Proposed funding source</th>
<th>Amount of funding</th>
<th>Period covered (years)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhodes Scholarship</td>
<td>[Field]</td>
<td>[Field]</td>
<td>[Option: Firmly secured (documentary evidence required)]</td>
</tr>
</tbody>
</table>

Add Source of Funding

**Departmental studentship applications**

Are you applying for an advertised studentship competition?

Advertised reference code

Add Reference Code

**University of Oxford Scholarships**

For many Oxford scholarships, all eligible applicants are considered automatically. However, if you are eligible and wish to be considered for one of the four scholarships (listed below, you need to tick the relevant box(es)), where a scholarship is marked with a ***,** you also need to supply additional supporting materials by attaching it in the supporting Materials section of this form. You can check the eligibility criteria and requirements for supporting materials by clicking on the relevant scholarship name below. Please note that the University reserves the right to consider any eligible candidates for Oxford scholarships.

- **Hill Foundation***
- **Nixon and Adbat Attegan Postgraduate Scholarship in the Humanities***
- **Oxford Centre for Islamic Studies***
- **Westenberg-Hoffmann Scholarships and Leadership Programme***

[Go to top of page]
Step 11 - Supporting Materials

Upload instructions:

Solicit upload the materials provided depending on your answers to previous questions in the form and the requirements for your course. If you do not have an option to upload a particular document, please check your previous answers and the course requirements.

Transcript:

An OFICIAL transcript is a mandatory document for all applications (up to five can be uploaded). The document(s) provided should be readable, but may show watermarks caused by copying/scanning. These should consist of a detailed official record of your higher education up to the present, including courses taken and grades achieved. It is not sufficient to submit degree certificates or unofficial transcripts (including those produced in student self-service online systems). Further information on transcript requirements is available via the Graduate Admissions website.

If you do not yet have a transcript or your institution provides electronic transcripts, you can submit the application form without it. The transcript must still be resolved by the relevant deadline, however, for your application to be considered. If an electronic transcript is provided, please register access for graduate.admissions@admin.ox.ac.uk and make it available for as long as possible.

CV:

All courses require the submission of a CV, which must be submitted with the application form. A statement of purpose / research proposal: please upload a statement of purpose (for taught courses) or research proposal (for research courses). A statement of purpose or research proposal is mandatory for all applications, and must be entirely your own original work, except where clearly stated otherwise. Some courses may have specific requirements for the statement of purpose or research proposal, so please check the relevant course page.

Written work: please check the course page for details of what written work is required. All material must be entirely your own original work, except where clearly indicated. If your course permits one longer piece as an alternative to two shorter pieces, please upload the file as the second document with the following statement: “I have included one long essay in lieu of the two short essays as permitted by the department.”

Where your course requires a portfolio, maths test or music scores, please upload these items as written work.

Written work 2: please upload your second piece of written work below, as a single file. Please note each sample should be limited to approximately 2000 words. You are required to submit material that is entirely your own original work, except where clearly indicated. If your course instead permits one 4000-word piece (you can check this in the selection criteria for your programme on its course page), please upload a file with the following statement as the second document: “I have included one long essay in lieu of the two short essays as permitted by the department.”
Appendix 1 – Graduate Application Form Screen Shots

Step 12 - Declaration

DATA PROTECTION NOTICE: In the course of completing this application form, you have provided the University with information about yourself, which is known as personal data. The notice set out below explains how this personal data will be processed by the University.

The University and its Colleges will collect, process, share and use personal data for the purposes of processing your application for study, for administration and (where applicable) for funding purposes, subject to the provisions of the Data Protection Act 1998.

This personal data may be used and shared with third parties, some of which may be located overseas (including outside the European Economic Area where relevant for particular applicants), for the purpose of verifying your identity, qualifications, work experience, references and any submitted work.

Where you have applied for funding through the University, your personal data may be shared with third parties relevant to that funding application.

If your application is successful, your contact details and the course you have applied for may be shared with alumni and student societies and groups (including those outside the European Economic Area) for the purpose of inviting you to events related to student life at the University.

The University, and any Colleges of the University, will normally only discuss the progress of your application with you, unless you have nominated a third party on your application form.

If any information or statement provided on or to support this application form is not true, accurate, current and complete, or any supporting material is not entirely the applicant's own original work, except where clearly stated otherwise, the University, or any College of the University, may process and use such information or statement and supporting material as relevant personal data, including, where relevant, any qualified data supplied by you and your referees. This information will be held and used for the purposes of processing your application for study, for student administration and, where relevant, for funding purposes.

If the University, or any College of the University, believes that any information or statement, including references, contained on your application form is not true, accurate, current and complete, or that any material submitted in support of your application may not be entirely your own original work, except where clearly stated otherwise, it may take any necessary steps to verify that information or statement, or to confirm that any supporting material is entirely your own original work, except where clearly stated otherwise.

As part of the admissions process the University may use a plagiarism detection system. This system screens any written work submitted as part of your application for plagiarism, paraphrasing and collusion. The plagiarism detection system will store on its database any written work submitted for screening. For the University's definition of plagiarism and more information on how the plagiarism detection system works please see the Application Guide.

If, in the opinion of the University, or any College of the University, any information or statement, including references, provided on this application form is not true, accurate, current and complete, or any supporting material is not entirely your own original work, except where clearly stated otherwise, the University, or any College of the University, retains the right to reject your application. If you have been made an offer by the university, or any college of the university, then the University, or any College of the University, may in these circumstances withdraw or amend that offer. If you have been admitted as a student, you may be subject to disciplinary action which could result in your expulsion from the University and your College.

To sign this form, please tick the box below and type in your name. The below fields will not be accessible until all mandatory questions in the form have been completed.

* I agree to the above terms and conditions

* Type in your name

Number of successfully uploaded documents for this application: 0

[Go to top of page]