

Guidance notes for completing the application form

Flexible Learning 2021/22

- Please read these notes before starting to complete the application form.
- If, after reading these notes, you are in doubt about any aspect of the application form, please contact the Admissions Office on admissions@oakhill.ac.uk.
- The form should be completed on a computer rather than by hand. Where you see 'select' on the application form, please click on this followed by the arrow that appears. This will bring up either a drop down menu or calendar where you can select the relevant item or date.
- If you have any difficulty accessing the drop down menu options, please see the appendix on page 8 which lists all the drop down options.
- Once complete, please email the form as a Word document (and not a PDF) along with the required attachments to admissions@oakhill.ac.uk. The file name should be saved in the format 'surname preferred name – FL application form 2021-22'.

Section A: Main application

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 first name

- State the first name by which you would like to be known. For example, your proper name is Andrew but you are known as Andy.

Nationality

- Please enter your nationality as stated in your passport
- For the purposes of this question, the UK is taken to include the Channel Islands and Isle of Man (British Nationality Act 1981)
- If you have dual nationality, one of which is UK, please enter UK for your first nationality.

Country of birth

- Enter the current name of the country where you were born.

Personal email address

- Please provide the email address to which you would like correspondence about your application to be sent.
- Ensure that it is an address you check regularly and please add admissions@oakhill.ac.uk to your contacts to prevent emails from us ending up in your spam/junk folder.

Correspondence address

- While we send most correspondence via email, if we do need to post anything to you, this is the address we will use.

2. Module(s) you are applying for

Please see the Flexible Learning section of our website for details of the Flexible Learning modules and the modes of study offered. The website explains the difference between auditing and crediting and, for Oak Hill alumni, the difference between Zoom auditing and VLE auditing.

4. Education and employment

Institution

- 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 type

- Indicate here the type of award you studied or are studying for (e.g. BA (Hons), A Level).
- For non-UK qualifications, please give details of the original qualification and not what you assume to be the UK equivalent.

Subject

- Please list your main subject(s) (e.g. Sociology, Marketing)
- If you have done a joint honours degree, please list both subjects.

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.

After we review your application

- When we check through your application, if there is any uncertainty about your description of a qualification, we may ask you to provide a scanned copy of your qualification certificate.

Current or most recent employment

- If you don't know the precise start or end date for a particular role, please enter the 1st of the relevant month

Section C: Additional details (part 1)

HESA unique 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 is often found on a 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 leave this blank.

Permanent home country

- Enter the country where you normally live on a permanent basis.
- If you normally live in one country but are attending an educational institution in another country, please enter the country where you normally live. This is because an educational institution is not counted as a permanent residence.

- If your permanent home country is in the UK, please enter England, Northern Ireland, Scotland or Wales as appropriate rather than UK.

Ethnicity

- We are required by both Middlesex University and the Higher Education Statistics Agency (HESA) to ask for information on your ethnicity for monitoring purposes. If you do not wish to provide this information, please select this option from the drop-down menu.

English language qualification

- Please see the Flexible Learning section of our website for details of the English language requirements for credited study.
- You are required to attach with your application evidence of how you meet the English language requirement or the exemption criteria (see page 6 for information about required documentation).
- For IELTS, Cambridge English, PTE and TOEFL tests, you should have been awarded the test result within the two years prior to the start of the module that you are applying for or we will not be able to accept it. Additionally, please note that an applicant cannot combine scores from more than one sitting of a test.
- For IELTS, Cambridge English, PTE and TOEFL tests, please provide both the overall score and the score for each individual component.

Exemption from the English language requirement

- Details of how you might claim exemption from the English language requirement can be found in the Flexible Learning section of our website.

Educational 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. If you have completed a part-time ministry training course such as the PT Cornhill Training Course, please include details in this section.
- If you don't know the precise start or end date for when you attended an institution, please enter the 1st of the relevant month
- The options for mode of study are:
 - 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.

Section D: Additional details (part 2)

Right to study in the UK

- As indicated in our Admissions Policy and on the College website, Oak Hill College is not on the UK government's Register of Licensed Sponsors and so is unable to sponsor migrants under the Student route of the points-based immigration system. The College therefore cannot accept applications from individuals who need a student visa in order to study in the UK. In addition, please note that it is not possible to study at Oak Hill on the basis of
 - Immigration permission issued for study at another UK educational institution
 - A short-term study visa
- *British citizen*: as there are various types of British nationality, some of which do not afford the automatic right to live or work in the UK, please visit the UK government website if you are unsure

whether you are a British citizen with the right to study in the UK: www.gov.uk/types-of-british-nationality

- *Irish citizen*: citizens of the Republic of Ireland have the right, under the Common Travel Area (CTA) arrangement, to live, work and study the UK. The withdrawal agreement between the UK and EU provides for the continued operation of the CTA. Please note that CTA rights do not extend to members of your family who are not British or Irish citizens.
- *EU Settlement Scheme*: EU/EEA/Swiss nationals living in the UK prior to 31 December 2020 could apply to the EU Settlement Scheme up to 30 June 2021. Please see the UK government website for more details: www.gov.uk/settled-status-eu-citizens-families
- *Indefinite Leave to Enter/Remain or Right of Abode in the UK*: if you have been granted Right of Abode or Indefinite Leave to Enter or Remain in the UK, you have 'settled' status and with it the right to study in the UK.
- *Ancestry visa*: a person may be eligible for an Ancestry visa if they are a Commonwealth citizen with a grandparent who was born in the UK. For details please visit the UK government website: www.gov.uk/ancestry-visa
- *Refugee or Humanitarian Protection*: select this option if, following an application to the British government for asylum, you have been granted refugee status or humanitarian protection and therefore have Leave to Remain in the UK. Due to the need to be able to provide appropriate support, Oak Hill is not able to accept applications from asylum seekers; however, we are able to receive applications from those with refugee status or humanitarian protection, who have been resident in the UK for a minimum of three years.
- *Other visa/other basis*: please provide details (such as the visa type) in the relevant box.
- All applicants for credited study are required to attach with their application evidence of their right to study in the UK.

Section G: Checklist and signature

1. Document checklist

The following documents should be attached when you email your application to us:

All applicants

Photo ID

- All applicants should attach a copy of government-issued photo ID, such as the photo page of your passport or driving licence.

Applicants as specified below

Applicants who are not an alumnus of Oak Hill – Reference Form

- The Flexible Learning Reference Form is available on our website. If your referee is going to email this directly to Admissions, please indicate this in the box at the end of this section.

Those applying to audit or credit in person at Oak Hill – evidence of your right to study in the UK

- If you are a British citizen, you must attach either
 - A copy of the page of your passport confirming your name and nationality or
 - A copy of your birth certificate AND an official document that includes your National Insurance number
- If you are an Irish citizen, you must attach a copy of the page of your passport confirming your name and nationality

- If you have been granted settled or pre-settled status under the EU Settlement Scheme, you must attach
 - A copy of the page of your passport confirming your name and nationality
 - A 'share code' to prove your immigration status. This can be obtained at www.gov.uk/view-your-settled-status
- If you have Indefinite Leave to Enter/Remain, Right of Abode in the UK, or any type of visa, you must attach
 - A copy of the page(s) of your passport confirming your name and nationality AND
 - A copy of both sides of your UK residence permit or (for those with Right of Abode) Certificate of Entitlement. Please ensure that the type of visa and expiration date is clear.
- If you are a refugee or have humanitarian protection, you must attach a copy of both sides of your UK residence permit and any relevant Home Office documents confirming your status.
- If you selected 'other visa/other basis', you must attach
 - A copy of the page(s) of your passport confirming your name and nationality AND
 - Any relevant documents clarifying the visa/other basis on which you hope to study.

Those applying to credit, either in person or via Zoom – English language requirement

- Please attach one of the following documents/set of documents:
 - A copy of the qualification certificate or test report that meets the English language entry requirement.
 - If you are claiming exemption from our English language requirement and studied at a university in the UK, please attach a copy of your qualification certificate.
 - If you are claiming exemption from our English language requirement and studied at a university outside the UK, you should attach
 - An official letter from your University confirming that the degree was taught and assessed in English and
 - A NARIC Statement of Comparability confirming the level of the qualification is equivalent to a UK Bachelor's degree or higher. For details please see <https://www.naric.org.uk/Qualifications/SoC/Default.aspx>

Those applying to credit, either in person or via Zoom – certificate for your highest qualification

- For university-level study, we will accept a copy of an official transcript if you are unable to find your qualification certificate.
- If your qualification certificate is written in a language other than English, please attach a certified translation of the certificate into English.

Those whose fees are being paid by a church or other organisation/individual – funding confirmation

- If you indicated in Section B that a church or other organisation/individual will pay your fees, please attach written confirmation from the third party that they will pay.

If you are not in possession of one or more of the required documents

- In the free text box, please explain what you are unable to attach, the reason why, and when you expect to be able to provide the document(s).
- Please be aware that if you do not currently have one or more of the documents requested, this will most likely cause a delay to your application.

2. 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 reporting purposes and to enable us to compile statistics

- For successful applicants, to enable us to initiate your student record and make other preparations for you starting.

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 Student Enquirers Privacy Notice.

Admissions Office
Admissions@oakhill.ac.uk
020 8449 0456 ext. 206

APPENDIX: List of drop down menu options

Section A: main application

1. Personal details

Gender

- Male
- Female

Marital status

- Divorced
- Engaged
- Married
- Separated
- Single
- Widowed

Are you an alumnus of Oak Hill College (have you completed a qualification with Oak Hill College)?

- Yes
- No

Have you done any non-programme study at Oak Hill previously?

- Yes
- No

2. Module you are applying for

Under module code and title, please enter your module in the following format:

- DC1.2 Doctrine I (Semester 2)

Audit or Credit?

- Audit
- Credit

Room, Zoom or VLE?

- Room (in person at College)
- Zoom
- VLE audit (alumni only)

3. English language proficiency

Do you consider English to be your first language?

- Yes
- Yes, I have dual first languages and one is English
- No

4. Education and employment

Full time or part time

- FT
- PT

5. Your church

Are you hoping to be ordained in the Church of England at some point in the future?

- Yes
- No
- I am already ordained in the Church of England

7. Reference/Permission

Have you given the minister's reference form to your vicar/pastor (or, if you are the lead minister/senior pastor of your church, to an elder or member of your PCC)?

- Yes
- Not yet

Is there someone who you need to seek permission from to undertake this study, e.g. by virtue of being your line manager?

- Yes
- No

Have they given you permission?

- Yes
- No
- Not yet

Section B: Finance

Under module code and title, please enter your module in the following format:

- DC1.2 Doctrine I (Semester 2)

Audit or Credit?

- Audit
- Credit

Oak Hill alumni who have not audited a Flexible Learning module for free in 2019/20 or 2020/21 may audit for free one module worth up to 20 credits in 2021/22. If you are an Oak Hill alumnus, and haven't already taken a module for free, please indicate the module you are choosing to audit for free by entering it in the following format:

- DC1.2 Doctrine I (Semester 2)

How do you plan to fund your auditing or crediting?

- I will pay
- Someone else will pay for me
- N/A – alumni audit free module

Section C: Additional details (part 1)

1. HESA information

Please select the category that best describes your ethnicity

- 10 White
- 15 Gypsy or Traveller
- 21 Black or Black British – Caribbean
- 22 Black or Black British – African
- 29 Other Black background
- 31 Asian or Asian British – Indian
- 32 Asian or Asian British – Pakistani
- 33 Asian or Asian British – Bangladeshi
- 34 Chinese
- 39 Other Asian background
- 41 Mixed – White and Black Caribbean
- 42 Mixed – White and Black African
- 43 Mixed – White and Asian
- 49 Other mixed background
- 50 Arab
- 80 Other ethnic background
- 90 Not known
- 98 I do not wish to share this information

2. English language qualification

Do you hold an English language qualification?

- GCSE or GCE O Level English Language
- IELTS Academic Test
- AS or A level English Language
- Cambridge English C1 Advanced/Certificate in Advanced English (CAE) or C2 Proficiency/Certificate of Proficiency in English (CPE)
- IGCSE English as a First Language
- International Baccalaureate English A: Language & Literature
- Pearson Test of English Academic (PTE Academic)
- Test of English as a Foreign Language (TOEFL) internet-based test (IBT)
- Scottish National 5 English
- Scottish Higher English or Advanced Higher English
- I hold an English Language qualification not mentioned above
- I do not hold an English Language qualification

Do you wish to claim exemption from the English language requirement for credited study?

- Yes
- No

3. Educational institutions attended

Mode of study

- FT
- PT
- DL

Section D: Additional details (part 2)

What is the basis of your right to study in the UK?

- Not applicable – applying to audit via Zoom/VLE
- British citizen
- Irish citizen
- EU Settlement Scheme
- Indefinite Leave to Enter/Remain or Right of Abode in the UK
- Ancestry visa
- Refugee or Humanitarian Protection
- Other visa/other basis, please specify below

Section E: Disability/special needs

Mode of study

- Audit
- Credit

Do you have a condition which would be covered by the description of disability under the Equality Act 2010 e.g. limited mobility, hearing impaired, specific learning difficulty (such as dyslexia), diabetes, or long term mental health condition?

- 00 No disability
- 08 Two or more impairments and/or disabling medical conditions
- 51 A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- 53 A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- 54 A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy
- 55 A mental health condition, such as depression, schizophrenia or anxiety disorder
- 56 A physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- 57 Deaf or have a serious hearing impairment
- 58 Blind or a serious visual impairment uncorrected by glasses
- 96 A disability, impairment or medical condition that is not listed above

Do you have a medical condition or anything else that may need specific support at College, e.g. serious allergy, steroid treatment, specific learning difficulty (such as dyslexia), migraines, asthma, anxiety/depression?

- Yes
- No

Section F: Criminal record self-declaration

Have you received a conviction, caution, reprimand or a warning which has been recorded on a police central record?

- Yes
- No

Are there any other matters that may be relevant for your suitability to study at Oak Hill College?

- Yes
- No