

# Guidance notes for completing the application form

Full time and part time programmes  
September 2021 entry

- Please read these notes in full before starting to complete the application form.
- The notes relate to numbered sections in the application form and are intended to help you complete the form.
- If, after reading these notes, you are in doubt about any aspect of the application form, please contact the Admissions Office (contact details are at the end of this document).
- Please do not attach a CV with your application form as this will not be accepted as an alternative means of providing information.
- 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 10 which lists all the drop down options.
- Once complete, please email the form as a Word document along with the required attachments to [admissions@oakhill.ac.uk](mailto:admissions@oakhill.ac.uk). The file name should be saved in the format 'surname preferred name – application form 2021'. If you are unable to save the form as a Word document, please contact the Admissions Office to agree the best format before submitting your application.

## 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.

Previous surname at 16<sup>th</sup> birthday

- If you have changed your name since your 16<sup>th</sup> birthday (e.g. through marriage), enter your previous surname.

Personal email address

- Please provide the email address to which you would like correspondence about your application to be sent. This should be a personal email address rather than a work/church one.
- Ensure that it is an address you check regularly and please add [admissions@oakhill.ac.uk](mailto: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.

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.

## 2. Nationality and right to study in the UK

### 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.

### 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
  - Any type of visitor 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](http://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 may apply to the EU Settlement Scheme. The deadline for applying is 30 June 2021. Please see the UK government website for more details: [www.gov.uk/settled-status-eu-citizens-families](http://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.
- *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.
- *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](http://www.gov.uk/ancestry-visa)
- *Other visa*: please provide the name of your visa – e.g. Tier 2 Minister of Religion visa
- All applicants are required to attach with their application evidence of their right to study in the UK.

### 3. Programme and mode of study

#### Programme

- Refer to the Programmes section on our website for information about the different programmes and their requirements, including an explanation of the two PGCert pathways.

#### Mode of study

- If you would like to start your chosen programme on a full time basis and then change midway through to part time study (or vice versa), please provide details of what you are thinking in the free-text box.

#### Years to complete your chosen qualification

- The programmes section on our website sets out the standard number of years it takes to complete a particular qualification. For example, the CertHE is normally completed full time over 1 year or part time over 2 years.

#### Recognition of Prior Learning (RPL)

- In light of your previous accredited theological study, you may apply to enter a programme at a later stage – for instance, you might apply for direct entry to year 2 of the DipHE.
- It is also possible to apply for exemption from one or more individual modules.
- If you are applying for RPL, you are required to attach with your application full details of your previous theological study (see page 9 for information about required documents). A committee will then assess how your previous study maps against the requirements of the programme you have applied for.

#### Weekly church placements

- Please ensure that you read the relevant placement information on our website before completing this section. If you study with us, any information provided on the application form will form part of what is used for allocating your placement at the appropriate time.

### 4. English language proficiency

#### English language qualifications

- Please see the Programmes section of our website for details of the English language requirements for your chosen programme, noting that there are different requirements for undergraduate programmes and for postgraduate programmes/direct entry into Year 3 of the MTheol. Normally all entry requirements need to be met before an applicant is invited to an interview day.
- You are required to attach with your application evidence of how you meet any English language requirements for your chosen programme or the exemption criteria (see page 8 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 programme 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 for your chosen programme can be found on the Programmes section of our website.

## 5. Education history

### 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.

### Most recent educational institution attended

- Please select from the drop-down menu the category that best describes the most recent educational institution you have attended.
- This is not necessarily an institution from which you have received or will receive a qualification.
- If a part-time ministry training course such as the PT Cornhill Training Course or the Midlands Ministry Training Course is your most recent form of education, select 'Other UK training provider'.

### 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.

### Details of qualifications

- Enter details of your qualifications (whether completed or results pending) since the age of 16, starting with the most recent or current.
- Applicants under the age of 19, and those whose highest qualification is at Level 3 (e.g. A Level), should also provide details of GCSEs or equivalent.
- For non-UK qualifications, please give details of the original qualification and not what you assume to be the UK equivalent.
- If you hold an MA from the Universities of Cambridge or Oxford which was awarded on the basis of your undergraduate degree and without further examination, please enter separately the undergraduate qualification and the MA. For the MA, please enter 'N/A' for qualification subject, sitting and result.
- Institution
  - For academic qualifications, such as A Levels or degrees, the institution name should match (or be an abbreviated version of) one of the institutions entered under 'institutions attended'. This should be 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).

- Subject
  - Please list your main subject(s) (e.g. Sociology, Marketing)
  - If you have done a joint honours degree, please list both subjects.
- Sitting
  - Please select winter, summer or unknown for the period when you took the final assessment(s) for the qualification.
  - 'Summer' is April to September while 'Winter' is October to March.
- 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.
- If you studied at an institution but left without completing a qualification, please give details in the free-text box, being sure to include the subject and qualification you were working towards and the point in the programme at which you left.

After we review your application

- When we check through your application, we may ask you to provide scanned copies of some of your qualification certificates, particularly if there is any uncertainty about your description of the qualification. This would be in addition to the certificate for your highest qualification that all applicants must provide at application stage.
- We may ask overseas applicants to provide a NARIC Statement of Comparability about their qualification(s). For details please see <https://www.naric.org.uk/Qualifications/SoC/Default.aspx>

## **6. Employment and voluntary work history**

- Please list your employment and voluntary work starting with most recent. Include details of any unaccounted-for gaps in the free-text box – for instance if you were travelling or were seeking work.

## **8. Ordination training**

- We normally require those going through the selection procedure with the Church of England to have the permission of their DDO to look at colleges before we can proceed with their application.

## **12. Additional referees**

Please give details of two referees (in addition to your sending vicar/pastor) who know you well and have known you for at least two years. Please note:

- We cannot accept references from members of your family.
- Try not to give more than one referee from the same church (unless you are working at the church)
- If you do not wish us to contact a particular referee at this time (for example an employer before you have informed them of your plans to leave), please indicate when we may contact them.
- If you have any queries about who to list as referees, please contact the Admissions Office before you complete this section.

## Section B: Additional information

The information in this section will not form part of the assessment of your application.

### 1. Getting to know you

- Training for ministry involves your family as well. We would like to get to know you and your family together and would welcome you sharing as much information as you're happy to. This would also help us prepare for any potential interview day and discussion of needs you may have.
- Please note that if you end up coming to study at Oak Hill, the details you provide for your spouse will be used for the creation of an Oak Hill College spouse email account.

### 2. Interview days

- An interview day includes the opportunity to have a conversation with a member of the Admissions Office regarding practical matters such as finance and accommodation.
- To help us prepare for this conversation we ask about your funding plans and whether (if you're applying for full time study) you would like college accommodation.

### 5. 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.

## Section E: Checklist and signature

### 1. Document checklist

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

*All applicants:*

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 copy of the letter you received from the Home Office confirming that your application under the EU Settlement Scheme has been successful. (Please note that if you wish to accept any offer of a place that we make, you will be required to use the online status service at [www.gov.uk/view-your-settled-status](https://www.gov.uk/view-your-settled-status) to give evidence of your right to study in the UK for the 2021/22 academic year.)

- 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 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 in the process of obtaining the right to study in the UK, you must attach
  - A copy of the page(s) of your passport confirming your name and nationality AND
  - Any relevant documents clarifying the visa for which you have applied/will apply. These might be documents issued by the Home Office or by a prospective employer.

#### Photo ID

- If you are not attaching your passport as a right to study document, please attach a copy of government-issued photo ID, such as your driving licence.

#### Certificate for your highest qualification

- Please attach a copy of the 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 highest qualification is an MA from the Universities of Cambridge or Oxford which was awarded on the basis of your undergraduate degree and without further examination, please attach both your undergraduate certificate and your MA certificate.
- If your qualification certificate is written in a language other than English, please attach an English translation of the certificate. While an unofficial translation is acceptable at application stage, please note that, if we offer you a place, we will require a certified translation of the certificate into English.

#### *Applicants as specified below:*

##### All undergraduate applicants – 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 awaiting the results of an English language test/qualification, you should attach confirmation of when the test was taken.
  - 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>

##### Applicants for direct entry into Year 3 of the MTheol or for a postgraduate programme, whose first language is not English – English language requirement

- Please attach one of the following:
  - A copy of your IELTS test report (or equivalent alternative test listed on our website) that meets the English language entry requirement.

- If you are awaiting the results of an English language test/qualification, you should attach confirmation of when the test was taken.
- If you are claiming exemption from the English language requirement on the basis of having successfully completed a qualification equivalent to a UK Bachelor's degree or higher taught and assessed in English in a majority English speaking country, please attach a copy of your qualification certificate.

All applicants for RPL, for direct entry into Year 3 of the MTheol or for a postgraduate programme – previous theological study

- Please attach the following documents
  - An official transcript of your prior theological study AND
  - For each module listed on the transcript, one of the following: module description, module narrative or syllabus. The information you attach about each module should include a summary of the content of the module, learning outcomes, forms of assessment and an indicative bibliography.
- If you do not have a transcript and/or module information, please contact your previous college/university to request it.

Church of England Ordinands – BAP report

- If you are applying for Church of England ordination training (and have been recommended for training following your BAP), please attach a copy of your BAP report.

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).
- Applicants for RPL or a postgraduate programme should be as specific as possible about any missing module information, particularly if only partial information is provided for some modules along with full information for others. Please also be clear whether you have contacted your previous institution to request the missing information and the timeframe in which they anticipate providing you with the information.
- 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 statutory reporting purposes and to enable us to compile statistics
- For successful applicants, to enable us to initiate your student record, allocate your placement, to be available for your personal tutor and to make other preparations for your arrival.

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](mailto:Admissions@oakhill.ac.uk)  
 020 8449 0456 ext. 206

## **APPENDIX: List of drop down menu options**

### **Section A: main application**

#### **1. Personal details**

Gender

- Female
- Male

Have you studied at Oak Hill previously?

- Yes
- No

#### **2. Nationality and right to study in the UK**

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

- British citizen
- Irish citizen
- EU Settlement Scheme
- Indefinite Leave to Enter/Remain or Right of Abode in the UK
- Refugee or Humanitarian Protection
- Ancestry visa
- Other visa, please specify which one below
- I do not currently have the right to study in the UK but am in the process of obtaining this

#### **3. Programme and mode of study**

What programme are you applying for?

- CertHE Theology
- DipHE Theology
- BA (Hons) Theology
- MTheol Theology (3rd year direct entry)
- PGCert Theology
- PGDip Theology
- MA Theology
- Non-standard pathway (Church of England ordinands only)

Mode of study:

- Full time
- Part time
- Part time followed by full time (please explain below)
- Full time followed by part time (please explain below)
- PGCert only - Pathway A
- PGCert only - Pathway B

Are you applying for Recognition of Prior Learning?

- No
- Yes - direct entry to Year 2 of DipHE

- Yes - direct entry to Year 3 of BA(Hons)
- Yes - direct entry to Year 3 of MTheol
- Yes - other (explain below)

If you are applying to study on a part time undergraduate programme, are you planning to stay at your current church for your weekly church placement?

- Yes
- No

If **yes**, is your vicar/pastor aware that if you are successful in your application to us, they will become your placement supervisor with its attendant responsibilities, or they will need to appoint someone else within the church to be your placement supervisor?

- Yes
- No

#### **4. English language proficiency**

Do you consider English to be your first language?

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

Do you feel you will need support with your English while at College?

- Yes
- No

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 English 5
- Scottish Higher English or Advanced Higher English
- I hold an English Language qualification not mentioned above
- I do not hold an English Language qualification

**In light of the English language requirement for your chosen programme, are you claiming exemption from this requirement?**

- Yes
- No
- N/A

## 5. Education history

What is the most recent type of educational institution you attended?

- UK state school
- UK independent school
- UK FE college
- UK higher education provider
- Other UK training provider
- Any non-UK provider

Mode of study

- FT
- PT
- DL

Sitting

- Summer
- Winter
- Unknown

## 6. Employment and voluntary work history

Full time or part time

- FT
- PT

## 7. Your denomination and sending church

Have you been baptised/confirmed/received into church membership?

- Yes
- No

Have you given the 'sending minister's reference form' to your sending minister?

- Yes
- Not yet

Are you currently attending a church that is not your sending church?

- Yes
- No

## 8. Ordination training

Are you applying to Oak Hill as a potential Church of England Ordinand?

- Yes
- No

Are you training to be ordained in a denomination other than the Church of England?

- Yes
- No

Your sponsoring/home diocese

- Bath & Wells
- Birmingham
- Blackburn
- Bristol
- Canterbury
- Carlisle
- Chelmsford
- Chester
- Chichester
- Coventry
- Derby
- Durham
- Ely
- Europe
- Exeter
- Gloucester
- Guildford
- Hereford
- Leeds
- Leicester
- Lichfield
- Lincoln
- Liverpool
- London – Edmonton
- London – Kensington
- London – Stepney
- London – Two Cities
- London – Willesden
- Manchester
- Newcastle
- Norwich
- Oxford
- Peterborough
- Portsmouth
- Rochester
- Salisbury
- Sheffield
- Sodor & Man
- Southwark
- Southwell & Nottingham
- St Albans
- St Edmundsbury & Ipswich
- Truro
- Winchester
- Worcester
- York

Have you attended a BAP/Selection Conference?

- Yes
- No

Has a date been set?

- Yes
- No

Have you received your BAP report?

- Yes
- No

Do you have your DDO/Bishop's permission to begin looking at colleges?

- Yes
- No

Which type of ministry are you hoping to be or have you been recommended for:

- Stipendiary ministry
- Non-stipendiary ministry

## **12. Additional referees**

On receipt of your application, may we contact this person for a reference?

- Yes
- No

## **B. Additional information**

Marital status:

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

Would you prefer to attend an interview day in person or via Zoom?

- In-person
- Zoom
- No preference

Would you like to sit in on a lecture during the interview day?

- Yes
- No

Would you like college accommodation if it is available?

- Yes
- No

Have you attended one of our Open Mornings?

- Yes
- No

Have you had any informal conversation(s) about Oak Hill with a staff member?

- Yes
- No

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

### **Section C: Disability/special needs**

If you have a disability, special needs (including dyslexia or another specific learning difficulty) or a medical condition, please select the most appropriate option from the list below. If you do not have a disability, or do not want to give this information now, you should select 'no disability'.

- 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 any special requirements that we need to be aware of so that we can support you during an interview day (e.g. mobility difficulties)?

- Yes
- No

Are there any health, learning difficulty or other issues for you and/or any immediate family you would like to discuss with us on the interview day, regardless of whether you have declared anything above? (This gives us an opportunity to discover and discuss with you any support needs you may have.)

- Yes
- No

### **Section D: 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