



## Guidance notes for postgraduate applications

These guidance notes outline how to submit an application for one of the postgraduate programmes offered by the School of Advanced Study, University of London.

### **Have you applied to the School of Advanced Study before?**

If you are applying to two different programmes, please contact the admissions office for advice as you won't be required to pay for a second application [admissions@sas.ac.uk](mailto:admissions@sas.ac.uk)

### **1. Making your application**

Please apply as early as possible and do not wait until the application deadline date. A number of programmes only accept a limited number of new students each year. The latest date by which your application must be received is 31 August for September entry and 31 October for January entry (PhD and distance learning only).

### **2. How to use the application form**

A. Click on the Create Account Button.

B. If you are a returning applicant, enter your email address and password then login. If you have forgotten your password, click on the 'Forgotten password?' link.

C. Complete the appropriate fields to create your user account. At this point an email will automatically be sent to the email address you have provided so please ensure the email address is correct and accessible. Complete and submit the application and upload your certificates and supporting documents. Your application will only be fully submitted for processing once you have clicked on the 'Next' button on the 'Document upload' page and you see the confirmation page.

### **3. Need help with completing the application?**

If you have any further questions about the application process, please send an email to [admissions@sas.ac.uk](mailto:admissions@sas.ac.uk)

### **4. Acknowledgement**

When you have submitted your application you will receive confirmation, by email, that your application has been received by the Admissions Office and notification of your student number. We allocate a student number to everyone who applies and it does not mean that you have been accepted onto a programme.

### **5. How to submit your documents**

You will be required to upload a scan of the verified copy of your documents as part of your application. If you do not have all your documents to hand or if you are waiting to receive your results, we recommend that you still submit your application. We can often begin to process your application without all the evidence, although we will not be able to give you a final decision until all the necessary documentation has been received.

If you do not have all your documents to hand or if you are waiting to sit an examination or if you are waiting to receive the results of an examination, we recommend that you still submit your application. We can often begin to process your application without all the evidence, although we will not be able to give you a final decision until all the necessary documentation has been received.

### **Getting your documents verified:**

#### **What do you mean by verified?**

Verification means that your original document has been seen and the photocopy has been sworn (stamped and signed) to be a true copy of the original.



Recognised authorities are not expected to give any value to the qualification on the document. They are only required to verify that the photocopy is a “true copy of the original” presented to them without any alterations or additions.

There are three ways to verify your documents – see option 1 to 3 below:

**Option 1**

You can submit photocopies of your original documents provided these are verified as a true copy of the original by one of the following:

- Barrister
- British Council
- British Consulate
- British Embassy
- British High Commission
- Commissioner of Oath
- Court Registrar or Clerk
- Foreign Embassies
- Justice of Peace
- Ministry of Education
- Ministry of Foreign Affairs
- Notary Public
- Solicitor
- South African Police Force

**Option 2**

Bring original documents and translation (if applicable) to:

**School of Advanced Study Registry  
University of London  
Senate House, Malet Street  
London WC1E 7HU**

Your documents will be verified as a true copy by a member of the School of Advanced Study Registry Office.

**Option 3**

Provide a NARIC Statement: <https://www.naric.org.uk/naric/>

**Please provide the following:**

**A. References**

For Taught Postgraduate programmes: we require one academic or professional reference. In some cases we may also ask for an academic writing sample of at least 3000 words and/or interview.

For Research Degrees: we normally require two academic references, however applicants who graduated more than 3 years ago may submit one academic and one professional reference from a current or previous employer. Applicants who graduated more than 5 years ago may submit two professional references.



Reference Letters should be submitted on institutional headed paper and signed by the referee with their title name and position. We will not be contacting referees to request references, it is your responsibility to contact your referees and provide them with information about content, deadlines, contact information. References should be submitted in the form of a letter.

Referees must email their references to [admissions@sas.ac.uk](mailto:admissions@sas.ac.uk) from their institutional email accounts. **We cannot accept references from personal/private email accounts (i.e. Gmail, Yahoo, Hotmail etc.).** We are not able to accept references sent by email directly from the applicants.

Alternatively, if a company/institutional email address is not available, we can accept hard copies of references on a letter headed paper, signed and with contact details, to be mailed to the address of SAS Registry. We are not able to accept references sent by email directly from the applicants.

Reference letters should state:

- The length of time and the capacity in which the applicant is known to them
- Academic references: comment on academic ability relating to the level of the intended programme, including for example: present performance, future potential, ranking in class, whether the applicant's degree classification / current grades are a true reflection of their abilities, a forecast of any examination results
- Professional references: include an outline of the applicant's responsibilities and an appraisal of their competence and initiative
- Suitability for the proposed programme of study in terms of personal factors (e.g. independence of mind, creative ability) and motivation
- Power of expression: comment on the applicant's ability to express themselves orally and in writing
- Other information relevant to the candidate's application, not covered by the above e.g. the applicant's contribution to the life of the community; whether they would benefit from funding opportunities provided by the School.

Academic references are always preferable.

### **B. Personal identification**

Evidence of your full name and date of birth as stated on your application. This must be a scan or photocopy of either your passport, photo driving licence or EU National identity card. If you have changed your name from that which is on the above document or certificates, you must provide official evidence of the change, e.g. a scan or photocopy of your marriage certificate or statutory declaration.

### **C. Transcript**

Verified copy of your transcript(s) from a previous programme of study, which demonstrates that you have met the School's minimum academic entry requirements. If you are applying for a taught programme (MA, MRes, LLM, PG Dip. PG Cert.) you should provide your undergraduate (Bachelor's degree or equivalent) degree transcript – applicants with higher qualifications must still provide their undergraduate transcript.

If you are applying for an MPhil/PhD programme you should provide your Master's degree transcript. The transcript(s) should contain the dates of your university studies, as well as details of the subjects studied, marks or grades obtained and any qualification awarded. If you have not yet been awarded your degree, you



should include an interim transcript where possible and send your final transcript as soon as it becomes available.

Transcripts in any language other than English should be sent with a translation produced by an official translator with a stamp and signature on each page of the translation. Certificates are accepted in place of transcripts only in instances where the awarding institution does not issue transcripts, or did not issue them during the period in which the applicant graduated.

#### **D. English Language Proficiency evidence**

The School only accepts UKVI-approved Secure English Language Tests (SELTs) – IELTS and Trinity College London, more information can be found here: as outlined on our website <http://www.sas.ac.uk/graduate-study/entry-requirements>. Please upload a verified copy of your certificate/evidence of English Language proficiency in support of the information you have provided on the application form.

**E. Personal Statement:** Please describe your academic interests and your reasons for applying for this course of study. Please include information about other qualifications, employment and voluntary work undertaken (including any overseas) if relevant to your application of c.500 words.

#### **F. MPhil/PhD applicants only: Research Proposal and Curriculum Vitae**

You are required to submit a research proposal of not more than 2,000 words in length, plus a bibliography, must be attached on a separate sheet and a Curriculum Vitae.

#### **G. MPhil/PhD applicants by Distance Learning only: Research Degrees by Distance Learning form**

As part of the application process you will need to submit the **Research Degrees by Distance Learning form** by uploading the document on to the portal. Please note that we are unable to consider your application if you do not submit this form.

#### **H. Essay/Writing sample:**

1. Applicants for the MA in Human Rights should submit a sample of written work with their application. If it is not possible to present a recent piece of coursework from your first (or other) degree, then perhaps you may have something relating to your work that you could use, or failing that, please write a short editorial opinion piece which could take the form of a review / analysis of an article or text, preferably on an issue relating to human rights of c.1000 words or c5000 if you provided one reference letter.
2. Applicants to the Warburg Institute should submit a sample of written work either with their application or prior to interview, preferably in English. If it is not possible to present a recent piece of coursework from your first (or other) degree, then perhaps you may have something relating to your work that you could use, or failing that, please write a short editorial opinion piece which could take the form of a review or analysis of an artwork, exhibition, article or book. Written work should not exceed 2000/3000 words (including any footnotes)

Further information can be found on our Admissions Policy: <http://www.sas.ac.uk/about-us/administration/policies>