REGISTERED VISITING STUDENT PROGRAMME APPLICATIONS GUIDANCE NOTES

For information about the supporting documents required for your application, please see the guidance towards the end of these notes.

For the application form, please read the following guidance before completing it. We recommend that you save a copy of your responses on completion of the application.

Modes of attendance:

We are pleased to receive applications for either the full academic year, two terms (Hilary and Trinity terms) or an extended one term option in Michaelmas. Students from the College of William and Mary only, also have the option to apply for a 10-week, extended Trinity term Programme. This latter choice is very work intensive. Unless you have a very good reason for choosing the 10-week option we would advise choosing one of the other options.

The dates for each Programme are as follows:

Whole Academic Year: Michaelmas Term 2027, Hilary Term 2028 and Trinity Term 2028:
Arrival date for new students: Sunday 3rd October 2027
Final departure date: Sunday 18th June 2028

Two Term Option: Hilary Term 2028 and Trinity Term 2028:
Arrival date for new students: Monday 10th January 2028
Final departure date: Sunday 18th June 2028

One Term Option (Autumn): September Seminar and Michaelmas Term 2027:
Arrival date for Humanities Seminar and History Seminar Students: Saturday 4th September 2027
Final departure date: Sunday 5th December 2027

One Term Option (Spring 10-week programme – William and Mary College only):
Arrival date for new students: Thursday 13th April 2028
Final departure date: Sunday 25th June 2028

Leaving Early for Internships:

Our terms are short and intensive, and we are not happy for students to leave early for summer internships. If you do get an internship, please ask the company to allow you to start it after the Oxford term has finished. If this is not possible, the earliest we will let you leave is a week before term ends on Saturday 17th June 2028. To get permission to leave, the following conditions must be met:

1. You must inform the Director of the Visiting Student Programme of your internship in the term before you are due to leave so that your tutorials can be organised accordingly. Failure to do this may result in you not completing your tutorial load which in turn will affect transfer of credit.
2. You must submit a letter from the internship company confirming that they will not let you start your internship after Oxford term has finished.
3. You must submit confirmation from your home university study abroad office that they are happy for you to leave Oxford a week before term ends.

Extended Michaelmas term seminars

Students on the extended Michaelmas term will be enrolled in a 4-week seminar for the month of September. This will either be a History Seminar or a Humanities Seminar. The History Seminar is called the History of Modern Britain. It looks at the social and political history of 19th and 20th century Britain. The Humanities Seminar is run in conjunction with Worcester College. The theme is "Other Minds", and it explores what it is to be human through the genres of classical, medieval, early modern and modernist literature. Once full term starts in October you will be enrolled in one major and one minor tutorial. For information on the seminars please see our website: What can I study at Hertford? - Hertford College | University of Oxford
Hertford will allocate you to one or other of the seminars based on your academic subject background.

Tutorial selection:

At this stage in the application process Hertford does NOT require you to choose specific tutorial topics. We just need to know the main subject area in which you wish to take tutorials (for example History or English). These subject areas should be related to your major and your minor degree subjects as we expect you to have some background in the subject/s you wish to study, before you come to Hertford. If, and when, you are offered a place to study at Hertford, the Director of the Visiting Student Programme will get in touch with you to discuss which tutorial topics you might study within your chosen subject areas.

Visiting students can choose subject areas from the Humanities and from the Social and Political Sciences degree programmes as well as from the Human Science Degree. As a rule, we do not offer courses for visiting students in the hard sciences or mathematics, unless a candidate has an extremely strong background in this area. Please see our website for more information: Visiting students - Hertford College | University of Oxford.

You can select tutorials from a maximum of TWO subject areas and these subject areas should relate to your major and, if necessary, your minor subject areas. If you just want to do tutorials related to your major subject area that is fine. Just put down one subject area in the application form. If you are double majoring or you want to do tutorials related to your minor as well then put down two subject areas. If you are offered a place to study at Hertford it will be on the basis that you will be doing tutorials in these subject areas and you will not be able to change unless with special permission from the Director of the Visiting Student Programme, so please fill in this section of the form accurately. It is worth noting that the majority of our home students will be taking one subject, with a few taking two, or rarely three. Given the depth of study at Oxford, even those students taking subjects such as Philosophy, Politics & Economics will only study two of these beyond the first year. The courses offered within subject areas are typically those which will be studied by our home students who have completed the first year of study in that subject.

To gain a clearer idea about what courses are included in our degree subjects please go to
Undergraduate subjects - Hertford College | University of Oxford
Click on the relevant subject area and then click on course structure.

We also offer tutorials to visiting students on the History of Art, even though this is not offered as an undergraduate subject at Hertford. Please click on this link for course topic information:
History of Art | University of Oxford

Please note that creative writing is a possibility as a tutorial choice for English Literature majors. It is not offered to our undergraduates, but we have several tutors who are happy to give tutorials in this topic.

If necessary, please seek approval from your academic advisor before completing this section. Please contact the Director of the Visiting Student Programme at Hertford on visiting.students@hertford.ox.ac.uk if you need to know the content of specific courses, e.g., for transfer of credit.

Please bear in mind that when it comes to choosing your tutorial topics, as far as possible, we like visiting students to follow the same courses as our home undergraduates. However, if you are doing a senior year thesis and would like one of your tutorial sets to explore a specific subject area then we can try to arrange a more bespoke tutorial topic. Most visiting students take 1 major (8 tutorials) and 1 minor (4 tutorials) per term.

Please indicate, by ticking the relevant boxes, whether you wish to take the subject as a major or minor option; if you would be happy either way, please tick both boxes.

Personal Statement:

This is included within the online application form and is an important element in the admissions process. Please write a one-page account of your academic and personal goals and your reasons for applying to Oxford University. This should be focussed on the subject areas you are studying, your intellectual interests and how these interests link into the subject areas requested in your application form. We hope that, if successful, you would also be involved in the wider College and University life, but for selection purposes you should avoid writing about extra-curricular interests unless they directly relate to your proposed academic study. Include in your personal statement:

- An explanation as to why you wish to study this subject to an advanced level
- A brief overview of papers/modules/classes already covered and how your proposed studies in Oxford relate to previous work already completed
- The themes/problems/ideas within the field which have most interested you
- Finally, why have you chosen to apply to the University of Oxford to study?

Supporting materials:

In addition to the completion of the online application form, we also require supporting materials as listed below; **your application will not be processed until these materials have been submitted by your Study Abroad Advisor**.

These documents should have been emailed to your Study Abroad Advisor **prior** to completing this application form. They will then forward these to us. Please also ensure that you, the student applicant, can be identified from the file names you send to the study abroad office by naming your files as follows: Surname, First name, document title.

Supporting statement form - completed by a representative from your home institution (e.g. your Academic Advisor, Study Abroad Co-ordinator or other suitable person).

Academic transcript – this should be submitted by your home institution and should be your most recent transcript from your University/College.

Two letters of recommendation - these should be written by academic tutors who are familiar with your work. It would be helpful if you ask your referees to comment on your academic ability, actual and predicted educational qualifications relative to your peers; your motivation and suitability for intensive study; your ability and suitability for working in a tutorial/small group context system; and your resilience and adaptability for coping with a new cultural context. These should be submitted on your behalf by your study abroad office.

Two samples of recent academic work – these should have been handed in to academic tutors at your home university and each essay should therefore contain the respective tutor's feedback comments. Ideally, these pieces should be in the subject area that you wish to study whilst at Hertford. These should be submitted on your behalf by your study abroad office.

Proof of English language competency (where relevant) - if your first language is not English, you must fulfil the University of Oxford English language requirements as detailed on the Oxford University website.

The UK Home Office requires the University to assess the English language ability of all applicants who need a student visa and who are not nationals of a majority English-speaking country.

If you have been educated in English for **two** years before applying to Hertford (by February 2027), you will need to provide evidence of this. So if you went to an English medium school before attending an English medium university you will need to provide a letter or transcript from the school proving that your education was conducted in English. In such cases you do not need to do an English language test for us.

If you have not been educated full-time in English during the last two years **before** applying to Hertford (by February 2027), you will need to provide us with results of an English language test. At Hertford we ask applicants to complete the **IELTS** test, and to submit (through your study abroad office) evidence that you have achieved an **overall score of 7.5 (with at least 7.0 in each of the four components).**

Any questions? Please email visiting.students@hertford.ox.ac.uk for enquiries about academic matters or vs.administration@hertford.ox.ac.uk for all other enquiries.