

How to complete your application

1. Read the guidance notes carefully before completing your application.
2. Complete the application form, making sure that you have completed all relevant fields.
3. Complete the equal opportunities form.
4. Complete Part 1 of both reference forms and post or pass on to your referees. It is your responsibility to ensure that your referees provide their references.
5. Post your completed application to the address at the end of the form, along with any supporting documents. Please ensure that you have informed us (via Section L: Checklist) if you intend to send them at a later date.

Alternatively you can download an application form in PDF format from our website, or apply online at:

www.sheffield.ac.uk/taught/apply (postgraduate taught courses)

www.sheffield.ac.uk/research/apply (postgraduate research courses)

Please note that if you have already submitted an on-line application for entry this year you should not complete a paper form, as this may delay your application.

Guidance notes

Choosing Your Programme of Study

Taught programmes

If you wish to apply for a taught (MA, MSc etc.) course, you should first read the postgraduate prospectus or consult our web pages for the latest course information. For a list of current courses see: www.sheffield.ac.uk/postgraduate/taught/courses

Only complete the **red** sections if you wish to apply for a Postgraduate Taught course.

Research programmes

If you are interested in studying for a research degree (MPhil, PhD etc.), you should read the relevant postgraduate research pages in the prospectus or consult our web pages. You should also contact your chosen department to explore research opportunities before submitting your application. A list of the University's current areas of research is at: www.sheffield.ac.uk/postgraduate/research/areas

Only complete the **green** sections if you wish to apply for a Postgraduate Research course.

This application form should not be used for Staff, Transfer, Visiting or MD applications.

Please contact the Postgraduate Admissions Team if you would like to apply for one of these schemes.

Academic Entry Requirements

The University has clear minimum entry requirements. Requirements for each course are given in the postgraduate prospectus. If you are not sure whether your qualifications are suitable, contact the Admissions Section, or the relevant academic department, preferably before applying.

All non UK applicants are expected to hold an acceptable English Language qualification. If you do not you will be required to take an English Language test before entering the University. If you receive an offer conditional upon an English Language qualification, we will send you a list of the qualifications that we accept.

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Deadlines

Some Postgraduate Taught courses have application deadlines. These can vary and you should consult their individual course information web pages to check.

However, there is no application deadline for most postgraduate courses unless you are applying for a specific scholarship or bursary. But please note that entry to our courses is often competitive, so to increase your chances of receiving an offer it is advisable to apply as soon as possible, up to a year in advance of your anticipated start date. For international students in particular this will also allow time to make the necessary arrangements to study in the UK.

Supporting documentation

It is very important that you supply the required documentation with your application. If you are unable to do so at the time of applying, please use the checklist in Section L of this form to let us know when you expect to send the documentation. We will not be able to process your application if we do not have the necessary information: it is particularly important that you provide copies of transcripts and certificates of previous qualifications as soon as possible.

You may send scanned copies of supporting documents to shefapply@sheffield.ac.uk. Please ensure that you put your full name and course applied for at the top of the email. Please note that if you are offered a place, you will be expected to present the original documents at the point of registration.

Criminal convictions

You must tell us of any relevant criminal convictions you may have.

Relevant criminal convictions are for offences against the person, whether of a violent or a sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them unless you are applying for a course in teaching, health, social work or any courses which involve work with children or vulnerable adults. See our Criminal Records Bureau Disclosure Statement [Prospective Students] at www.sheffield.ac.uk/apply/pgnotes for further information.

Please note that having a criminal record will not necessarily prevent you from studying at the University of Sheffield. This will depend on the nature of the course you are applying for and the circumstances and background of your offences.

After you have submitted your application

When we receive your application we will send you an acknowledgement letter or email containing your personal application number. You will need to quote this number in all future correspondence with the University.

Your application will then be sent to the appropriate academic department. Although departments try to deal with decisions as quickly as possible, there are sometimes delays such as having to wait for transcripts or referees reports to arrive and it can take a number of weeks before we can notify you of a decision.

You can track the progress of your application at any time at: www.sheffield.ac.uk/postgraduate/app_tracking

Important Information

1. You should provide your personal details as they appear in your passport, as this may otherwise cause a delay in processing your application.
2. If you are applying from overseas you should send all postal correspondence via airmail or courier. Please note that post can take several weeks to arrive to/from certain countries.
3. In any future correspondence please quote your application number and the name of the department to which you have applied.
4. Please inform us if you change your postal address or email address by sending an email to the address below. This will ensure that any correspondence that we send reaches you safely.

Admissions Contact details

The University of Sheffield
Postgraduate Admissions Team
Student Recruitment, Admissions and Marketing
9 Northumberland Road
Sheffield S10 2TT
UK
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