

Getting your application right

1. Read this section carefully before you start.
2. Fill in all relevant sections of the form. Please write in CAPITALS using BLACK INK.
3. Don't forget the Equal Opportunities section.
4. Post your completed form and supporting documents to the address below.

Remember:

- The quickest, easiest way to apply is online at www.sheffield.ac.uk/apply
- If you need extra copies of the paper form, you can download it from the website above.
- Don't send us a paper form if you've already applied online. This could delay your application.

Filling in the form

General

The red sections are for taught course applicants only (eg MA, MSc).
The green sections are for research applicants only (eg PhD, MPhil).
The blue sections are for everyone.

Each section contains brief instructions on how to fill it in. You might also need to refer to the following information on sections A, E, F, H, J and L.

A: Personal details

Please give your name as it appears on your passport, if you have one. If your forename and family name are not clear, your application could be delayed.

E: English language details.

We use the information you give us to decide whether or not you meet the English language requirement for your chosen course. A list of the English language qualifications and the minimum grades we accept is at www.sheffield.ac.uk/apply/pgnotes. If you don't have one of the qualifications listed, we may offer you a place on the condition that you get one.

You can find more information about English language tests or book a place on an English language preparation course at the University's English Language Teaching Centre at www.sheffield.ac.uk/eltc/

F: Previous education

Our minimum entry requirements are listed in the prospectus and on our website: www.sheffield.ac.uk/postgraduate
If you're not sure your qualifications are suitable, contact the Admissions team before you apply.

H: Criminal convictions

You must tell us about any relevant criminal convictions you have. Relevant criminal convictions are for offences against the person, whether of a violent or sexual nature; and offences concerning commercial drug dealing or trafficking. Spent convictions (as defined by the Rehabilitation of Offenders Act 1974) are not relevant and you should not reveal them unless you are applying for a course in teaching, health, social work or any course involving work with children or vulnerable adults. For more information, see our Criminal Records Disclosure Statement at: www.sheffield.ac.uk/apply/pgnotes

J: Your references

You can ask your referees to provide a signed and sealed reference (on headed paper from their academic institution) or you can ask them to complete the PG Reference Form, available as a download from www.sheffield.ac.uk/postgraduate
Your referees can then either send the references to you to attach to your application, or they can send them directly to us.

L: Supporting documents

It's important to send your supporting documents with your completed form. We may not be able to process your application without them. If for any reason you can't send your documents with your form, use the checklist in section L to let us know when we can expect to receive them. It's especially important to send copies of transcripts and certificates of your qualifications as soon as possible.

You can scan your documents and send them by email to: shefapply@sheffield.ac.uk

Make sure you put your full name and the course you're applying for at the top of the email. Remember, if you are offered a place, you will have to bring the original documents with you when you register.

Deadlines

Most postgraduate courses have no deadline for applications, unless you're applying for a specific scholarship or bursary. However, entry to all courses is competitive. To increase your chances of an offer, you should apply as soon as possible, up to a year before the course starts. If you're an international student, applying early gives you more time to make arrangements to come to the UK.

Some taught courses do have application deadlines, which can vary.

To check, see our website: www.sheffield.ac.uk/postgraduate/taught/courses

What happens after you receive my application?

1. As soon as we get your application we'll send you a letter or an email with your personal application number. You'll need to quote this number in all correspondence with us.
2. We then send your application to the relevant academic department.
3. When the department makes its decision, we'll notify you.

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

How long does it take?

The department will try to make a decision as quickly as possible. The process usually takes up to four weeks. Remember, if you send supporting documents separately this can delay the decision.

What can I do to speed things up?

1. If you're applying from overseas, send all postal correspondence via airmail or courier. Post can take several weeks to arrive in the UK from certain countries.
2. In all future emails, letters or calls quote your application number (see above) and the name of the course you have applied for.
3. If your postal or email address changes, please let us know straight away. Contact us at the address below.

Admissions contact details

The University of Sheffield
Postgraduate Admissions Team
Student Recruitment, Admissions and Marketing
9 Northumberland Road
Sheffield S10 2TT
UK
Fax: (+44 114) 222 1415
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