HOW TO APPLY TO THE OXFORD COLLEGES

Program: One-Year Program at a College of Oxford University, England. Semester study is not an option.

Website: Please visit the University of Oxford website at http://www.ox.ac.uk

Deadline: Students may apply to Oxford in two ways.
1.) APPLY TO A NON-PARTNER COLLEGE. Because the Colleges fill up quickly, applications to non-partner colleges should be sent as early as possible preceding the year of study; there is a closing date of February 5th. Applications to non-partner colleges are not binding. Applications are reviewed only by Dean Mancini and are quickly forwarded to the college of the student’s choice. Admission to non-partner colleges is extremely competitive!

2.) APPLY TO A PARTNER COLLEGE. Haverford’s partner colleges include: Mansfield, Pembroke, Lady Margaret Hall, St. Edmund’s Hall, and St. Peter’s. To apply to these colleges, students must first go through a specific internal application process and be nominated by the Haverford Oxbridge Faculty Committee. The deadline for this internal application is December 4th. Regrettably, no late applications can be accepted. If recommended, students will then receive an application for their specific college. See the handout “Procedures for Applying to Partner Oxford Colleges.” Because Haverford has specified agreements with these colleges, if a student applies and is accepted, s/he is required to attend. Given this, the application itself is a binding contract. Not 100% sure? Apply to any of the other non-partner colleges that accept junior year abroad students.

Application Fee: No application fee is required for Haverford’s internal application process. However, upon nomination, a non-refundable $500.00 deposit is required. If not accepted, the deposit will be refunded. If accepted, it will be credited toward the student’s tuition for second semester. There is no application fee for applying to a partner college; however, there may be an application fee for some of the non-partner colleges. In some cases the fee will need to be paid in Sterling as the dollar equivalent will not be accepted. (See “How to Forward an Application Fee”).

Program Dates
2017-2018
Michaelmas 8 October – 2 December
Hilary 14 January – 10 March
Trinity 22 April – 16 June

The academic year is divided into three terms: Michaelmas, Hilary and Trinity terms, each of which lasts 8 weeks. A six-week break separates each of the terms.

Eligibility: Generally, a minimum 3.8 GPA in one’s major and a minimum 3.8 GPA overall is required. Occasionally a college has a different GPA requirement, please check the Black Binders to verify a college’s specific GPA requirement. Students must be in good academic and disciplinary
standing. Most colleges require completion of at least two years of study at Haverford. Students applying to both partner and non-partner colleges must complete Haverford’s Declaration of Intent to Study Abroad and have an interview with Dean Mancini before they receive the Oxford Visiting Student application form (this is the application for a specific college.) Nominations for the partner colleges must be made by the Haverford Oxbridge Faculty Committee. See the handout “Procedures for Applying to Partner Oxford Colleges” for further details.

There is an internal application process for nomination to these partner colleges.
Students must do the following:

There is an internal application process for nomination to these partner colleges. Students must do the following:

1. Attend the open mandatory information session on Oxford and Cambridge. Students who do not attend the information session will not be permitted to apply to a partner college. Those who do not attend and wish to apply to non-partner colleges will have to wait until all the students who attended the meeting are seen.
2. Read all the materials pertaining to Oxbridge in the black binders in Chase 213, on the Haverford Study Abroad website, and on the specific Oxbridge College (links can be found on the Haverford Study Abroad Program webpage).
3. Discuss plans with Dean Mancini before applying to any of these Colleges. Appointments can be scheduled on Dean Mancini’s Google Appointment page (accessible through the “Contact Us” page on the website).
4. After meeting with Dean Mancini, submit Haverford’s online Declaration of Intent to Study Abroad at https://enterprise.haverford.edu/servlet/reality/hcadmin/abroadapp.
5. Complete the internal, college-specific application found online by December 4th.
6. Obtain two faculty recommendations (these must be in the subject of intended study). These should be forwarded directly via e-mail to Dean Mancini by the faculty member, no later than December 4th.

BY DECEMBER 4th, students should submit the following to Dean Mancini. All documents should be attached in a single e-mail:

   a) An essay of approximately 800 words, focusing on the academic reasons for attending Oxford.
   b) Haverford college transcript (does not have to be official).
   c) A sample of the student’s best-written academic work in the intended area of study (not always necessary for mathematics and sciences), so please consult Dean Mancini on the necessity of this document prior to December 4th.

Students will not be nominated until grades from the fall semester are recorded.

*Please see the “Procedures for Applying to Partner Oxford and Cambridge Colleges” handout for detailed application information.

If you are applying to a non-partner college, please follow the procedures as indicated on the application for that particular college. Oxford recommends that students send all the information in one mailing. Place the completed application and all other materials in an
unsealed, stamped, manila envelope addressed to the Tutor for Admissions of the college of your choice. Submit this application packet to Dean Mancini two weeks before the deadline for her review, so that she may prepare her letter of endorsement. Faculty recommendations should also be sent directly to Dean Mancini. Do not have the faculty members mail them to Oxford. The application process to non-partner colleges is the same except there is no letter of recommendation from the Haverford Oxbridge Faculty Committee, no need to complete #2 above, and no need to submit a $500 deposit.

It is important that the information given on the application should be as complete as possible, so that the College can make its decision promptly and in the best interests of the applicant. In particular, the colleges need to have full details of the applicant's academic career. It is also very helpful to know what area(s) within a subject the applicant would hope to study at Oxford (for example, "Nineteenth or Twentieth century English literature" rather than simply "English"). Tutors will naturally be pleased to give advice in such matters for those who are undecided.

Academic Credits: One full year at Oxford = 8 credits at Haverford. Students who do not complete the year will not receive credit. NO EXCEPTIONS. UNDER NO CIRCUMSTANCES CAN STUDENTS COMPRESS THEIR PRIMARY OR SECONDARY TUTORIAL TO LESS THAN 8 WEEKS OR 4 WEEKS, RESPECTIVELY!

Academic Program: It is expected that most visiting students will spend the year studying a single subject, although it may be possible to arrange tutelage in a combination of two subjects. Applicants wishing to study a 'minor' subject should make this clear at the time of application. Mansfield College, and St. Edmund's Hall may permit students to study more than one subject. Mansfield, however, will not accept students for math and sciences. Once the subjects to be studied by a Visiting Student have been agreed upon (normally, at the time a place is offered), it is expected that changes will not be made unless there are exceptional circumstances. To clarify, if accepted to study history, a student may not go and study philosophy unless s/he indicated prior to acceptance that philosophy would be a minor subject. Normally, students will take 1 1/2 tutorials per term. For some, though not all, colleges, this means that students will meet every week for their primary tutorial and every other week for their secondary tutorial. Thus, if a student has a major and a minor subject, they will generally take a full tutorial in their major subject (i.e., they will read one paper) and take one half tutorial in their minor subject. It must be noted that students can only apply for subjects in which they have had prior experience in college. Students should ensure that their subject of interest is available for study prior to beginning the application process for a particular college. Oxford students also attend lectures, most often given by world-famous academics. Students may attend any lecture offered in the university, which provides an informal, exciting opportunity to learn about disciplines outside a student’s major subject.

Examinations: At Oxford “examinations” is a word used to describe the comprehensive examinations, administered at the end of a student’s 3 years that cover all subjects. One sits for exams to obtain a degree; if the student passes, s/he receives their diploma; if s/he does not pass, s/he does not receive it. Haverford students obviously cannot sit for degree exams. However, “collections,” end of term tests, are given, usually at the beginning of the following term. All students are required to take all collections set by the tutor. If the university finals are set, the student must take them or the equivalent, i.e. college tests or research papers. Students should bring copies of their papers home for review by their major advisor.
About Oxford: The collegiate structure of Oxford University is not the outcome of conscious planning, nor does it reflect a considered philosophy: rather, it is the product of centuries of growth and change. The result is a complex structure that is often mystifying to those outside Oxford, and yet one that works remarkably well. Indeed, Oxford’s structure is often emulated by new universities in Britain and overseas. Oxford pairs the advantages of a large university-- faculties with a wide variety of specialist research and teaching interests, fine libraries and laboratories-- with social units of manageable size, ultimately allowing every student to establish his or her own identity within the community.

Essentially, the University is a federation of colleges. Only the University can confer degrees, but no one can matriculate (that is, become a member of the University) without first being admitted by a college. The organization of the undergraduate tutorial teaching is a college responsibility, but lectures and seminars are centrally organized by the various faculties. All public examinations are also a University responsibility. However, most "dons" (faculty members) wear two hats, lecturing and examining in the University, as well as teaching for their own and other colleges. All colleges have their own libraries, but the University also has the great Bodleian Library, as well as various departmental collections. Laboratories are also centralized due to the rising cost and complexity of equipment, a factor which has vastly increased the University’s budget during the twentieth century.

Selection Process: College selection of undergraduates is made by subject tutors who will be responsible for teaching the successful candidates. Because tutors are involved in the selection process, they are familiar with their students before they come in to residence. Thereafter each student has at least one weekly tutorial, either singly or as one of a pair. This ensures that every undergraduate is treated as an individual and is in close contact with at least one member of the teaching staff. In most cases college tutors and students come to know one another well as people.

Tutorials: The central feature of instruction at Oxford is the tutorial, a weekly meeting of a student with his or her tutor at which written work is presented and discussed. The individualized nature of these tutorials makes it possible to arrange work appropriate to the particular background and interests of each student. In addition, the University provides a large range of lectures each term that may be attended by students from any of the Oxford colleges. For example, a philosophy student at one college may attend a Chemistry lecture at another college.

Libraries: Oxford is supremely well endowed with libraries. Students will come into contact with three libraries. Their Faculty will have a specialist library of books and periodicals relevant to their subject, and students may well find it the best place in which to work. In addition, the Bodleian Library-- a copyright library entitled to receive a copy of every book and periodical published in the United Kingdom-- contains some three million national and foreign publications covering most subjects taught at Oxford. Please note: this is not a lending library! On a smaller scale, each College will have its own library, supplementing the University and Faculty libraries by stocking more copies of the most important books their students need. The Libraries in Oxford are linked in an integrated electronic library and informational system, which includes an online catalogue, the Oxford Libraries Informational System (OLIS), and access to both remote and locally-mounted electronic resources.
Payment of Fees:

**Tuition:** Students pay regular tuition to Haverford College, which will then be responsible for paying the program directly.

**Room and Board:** Room and board fees depend on the particular college. In some programs, students pay Haverford Room fees and partial Board or just room fees. St. Peter’s has a comprehensive package that includes tuition, room, and board. St. Edmund’s has a partial board fee of 78 dinners. Mansfield and Pembroke charge only room fees and the student is responsible for his/her own food. Please note: Haverford students may not opt for independent off-campus housing (housing not arranged through the College).

**PLEASE NOTE:** In addition to providing aid for Tuition, Haverford will also provide aid for Room and Board for eligible students.

Only qualified students receiving Haverford grant funds will receive an airfare allowance if their family income is less than $100,000. Students studying either for a semester or for a full academic year (if approved by the International Academic Programs Faculty Advisory Board) will receive only one airfare allowance credit. The amount will be credited towards the student's Haverford tuition bill.

**Refunds:** Because Haverford will have to pay the entire tuition fees in advance, should a student withdraw from the program, Haverford may not be able to refund tuition. Haverford must adhere to the tuition policies of each institution. Even in medical emergencies, if there is no refund forthcoming from the individual, Haverford will make no refund. Students may want to consider obtaining tuition insurance, which is available through the Business Office. A fee will be levied for students who withdraw. A non-refundable $500.00 deposit, payable to Haverford College, is required of all applicants. The fee will be credited to the tuition to those who are accepted.

Again, for Pembroke, Mansfield, Lady Margaret Hall, St. Edmund’s Hall, and St. Peter’s colleges, students are expected to go if accepted. These colleges do not maintain wait lists and accept a student’s word of honor s/he will attend. If a student were to be accepted and refuse to attend, such actions would result in a lost slot for another Haverford student and loss of revenue for the Oxford college. Therefore, please realize that the application itself is a binding contract for these colleges.

**International Student Identification Card**

Haverford recommends that students obtain either an International Student Identification Card and international health insurance through iNext before leaving the United States. It serves as an acceptable form of identification in most cases, eliminating the necessity of carrying a passport. iNext provides basic accident, medical, and repatriation insurance for travel outside of the U.S. as well as 24-hour world wide access to medical, legal, and travel assistance. It also includes a discount on airline tickets, a free global calling card, and a free international cell phone and SIM card. These iNext cards have 3 levels of comprehensive insurance, and cost approximately $36-$215.

The iNext Travel insurance Card can be purchased online at [http://www.inext.com/plans/index.aspx](http://www.inext.com/plans/index.aspx).
Passport: All international travel requires a passport, and the passport must be valid for 6 months after intended date of return. The process may take several weeks, so apply early!

Visa: Any student from the U.S. studying in the U.K. for 6 months or longer MUST get a U.K. Visa before departure. Haverford students studying abroad in the UK must qualify for a Tier 4 General Student Visa under a Points Based System (PBS). Visas must be obtained through the nearest British diplomatic post (Embassy, High Commission, or Consulate-General). Haverford recommends using the New York Consulate-General, located at 845 Third Avenue, New York, NY 10022 (Tel: (212) 745-0200, Fax: (212) 754-3062).

*Visa procedures and requirements are constantly changing.* The visa is a stamp placed on the passport. The visa application process is complicated and can take up to three months. Students will be required to send their passport to the British consulate, so US citizens should not plan to leave the country during the summer following their sophomore year. International students may have to return to their home country to obtain a U.K. Tier 4 Visa. All students should read the application procedures very carefully at https://www.gov.uk/tier-4-general-visa.

**International students and non-US citizens** should consult the prospectus, the nearest British consulate, and Denise Allison (Director of International Student Services at Haverford).

Arrival in England: For immigration purposes you will also need:

a) A passport valid at least six months after anticipated date of return
b) A Tier 4 General Student Visa
c) Proof of acceptance for a recognized course of study meaning that students bring their letter of acceptance with them
d) Proof that the costs of stay may be met (a statement from a bank should do)

As of October 24, 2015 the current costs for the Tier 4 visa are as follows:

- **Cost of Visa:** £328 ($400)
- **Health surcharge:** £150 ($182)
  
  **Note:** This rate changes per applicant. Check how much you will owe here: [https://www.immigration-health-surcharge.service.gov.uk/checker/type](https://www.immigration-health-surcharge.service.gov.uk/checker/type)

- Students must prove they have a certain amount of money in their bank account every month to pay their course fees and for additional living costs each month
  
  o From 12 November 2015, the amount you must show for living costs and the areas in which you must demonstrate the London rate for living costs will change. From this date you must show that you have:
    - £1,265 ($1,543) per month for living costs if you are studying in London for the majority of your study (more than 50% of your study time);
    - £1,015 ($1,238) per month for living costs if you are studying outside London or anywhere else in the UK, for the majority of your study (more than 50% of your study time).