



# Online graduate application form walkthrough

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# Creating an account and accessing your applications

Logged In: Ga Gatest

[Logout](#) | [Course Search](#) | [User Details](#) | [Application Form](#) |

## My Applications

### Applications

The buttons alongside your application(s) will enable you to:

- **Edit:** continue working on an un-submitted application. If you can still see the 'Edit' button after you believe you have submitted your application, please contact [Graduate Admissions](#) for support.
- **Self Service:** manage a submitted application (change contact details, upload documents, add or edit referees)

Course	Entry Year	
MSc in Sustainability, Enterprise and the Environment	2024/25	<a href="#">Edit</a>

Course	Entry Year	
MSc in Advanced Computer Science	2024/25	<a href="#">Edit</a>

Remember which email  
address you used to set  
up your account!



# Application type and tabs

The form will flag up any errors on the page when you move to a different one. Click **cancel** to see the problematic fields highlighted in yellow.

Application type 
  Course 
  Contact details 
  About you 
  Referees 
  Qualifications and Experience 
  Languages 
  Funding 
  Supporting Documents 
  Declaration

**Application types - explanation**

Please check below which type of application is appropriate for your circumstances.

Type	Explanation
Standard	Your application is standard unless it falls into one of the types below. The graduate application fee is £75 per application. For further information please see the <a href="#">Application Guide</a> .
Application fee pre-paid or Readmissions	<p><b>Application fee pre-paid</b> This is for standard graduate applications where the application fee is pre-paid or where a further payment is not required, e.g. permitted additional CDT applications. This application type requires an access code, which will have been given to eligible applicants.</p> <p><b>Readmissions</b> Currently enrolled in the final year of one of a subset of Oxford graduate courses, and applying to enrol next academic year on an eligible research course. For further information, see the <a href="#">guidance for continuing Oxford students</a>.</p>
Rhodes Scholar - new / enrolled / readmission	<p><b>Rhodes Scholars - newly selected</b> Newly-selected Rhodes Scholars making a graduate application to Oxford.</p> <p><b>Rhodes Scholars - currently enrolled</b> Rhodes Scholars currently enrolled at Oxford applying for a further taught or readmissions programme with confirmed Rhodes funding.</p>

**Type of application**

\* What type of application are you making?





## Application fee waivers

- Applying from a low-income country
- Refugees and displaced persons
- UK applicants from low-income backgrounds or receiving benefits
- Graduate Access Programme applicants
- Applying for readmission (for current Oxford PGT students)
- Applying to related research courses


## Extenuating circumstances

- Must be something not addressed by previous institution
- Focus on **impact** of circumstances rather than describing what happened
- Separate sensitive extenuating circumstances form
- Photos not required!



## Registering referees

- Register them as soon as you can
- Notifications will be sent as soon as you register them
- You will get emails each time one submits

Referee 1			
* Title	--- Please select --- ▾	* Type of reference	Academic ▾
* Given name	<input type="text"/>	* Family name	<input type="text"/>
* Email address 	<input type="text" value="fakeemail@gmail.com"/>		
* Confirm Email address	<input type="text"/>		
* Please indicate the reason for using a personal email address	--- Please select --- ▾		
* Administrative email address of institution/organisation	<input type="text"/>		
* Telephone number of institution/organisation	<input type="text"/>		
* Role	<input type="text"/>	* Organisation	<input type="text"/>
* I am ready for a reference request to be sent to this referee when I leave this page	<input type="checkbox"/>		



# Integrated CV questions

Professional qualifications and training courses		
Please list any professional qualifications you hold and training courses that are relevant to the course to which you are applying.		
* Do you have any professional qualifications and training courses to report?		Yes <input type="button" value="v"/>
Dates	Qualification / training - including subject	Hours of study if relevant
(30 chars)	If no professional qualification or training, leave blank (50 chars)	(25 chars)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Do you need more rows to report professional qualifications and training courses?		No <input type="button" value="v"/>





## Declaration

- All pages must show a blue tick
- If you can't type your name here, it means a page is incomplete
- Check your name format (in case of auto-fill issues)



<b>Your full name is currently recorded as:</b> This is how your name will appear in your official student record and in any Visa application. If it is incorrect, such as including duplicated names, please return to the 'Contact Details' page to correct your names.	Ga Gatest
<b>* I agree to the above terms and conditions, including the Payment Terms, Data Protection Notice and Declaration</b> ⓘ	<input type="checkbox"/>
<b>* Type in your name</b>	<input type="text"/>
<b>Number of successfully uploaded documents for this application:</b> ⓘ	0

[Previous](#) [Save and Close](#) [Pay and Submit](#)



# Colleges

- You can nominate (if you wish) one preferred college in the application form – you will **not** be able to change this after submitting
- The college has no influence over whether you get a place on the course
- If your preferred college can't offer you a place, you will be allocated to another (you don't get any say over which)
- The 'college preference' section lists the colleges that accept for the course – check their websites for information about location, accommodation etc.





## Application tips

- Give your referees plenty of time
- Apply well ahead of the deadline
- Follow the specification in the 'How to Apply' section of the course page carefully
- Ensure you have uploaded the final version of your supporting documents
- Look out for system notifications (eg reference submitted)
- Remember which email address you used to register the account!



# Graduate Applicant Self Service

## Pre-decision

- Upload missing documents
- Edit referee details and re-send notifications
- Change personal details
- View documents

## Post-decision

- See outcome of application
- Access contractual documentation
- Accept/decline offer
- Withdraw application
- Complete University card form





# Further information

**Course list:** [www.graduate.ox.ac.uk/coursesaz](http://www.graduate.ox.ac.uk/coursesaz)  
**Application form:** [www.graduate.ox.ac.uk/applyonline](http://www.graduate.ox.ac.uk/applyonline)  
**Application guide:** [www.graduate.ox.ac.uk/applicationguide](http://www.graduate.ox.ac.uk/applicationguide)  
**FAQs:** [www.graduate.ox.ac.uk/aq](http://www.graduate.ox.ac.uk/aq)

**Contact:** [graduate.admissions@admin.ox.ac.uk](mailto:graduate.admissions@admin.ox.ac.uk)  
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