

Online Application Form: Postgraduate Guidance Notes

Applications to study at the University of East Anglia can be made via the on-line application form.

Please read these instructions fully before completing the form, including any specific instructions that relate to the course you are applying for.

In order to secure an academic place at the University, and to be considered for any scholarships that may be available, all mandatory sections of the application form must be completed. You will be unable to submit your application until all the mandatory fields are completed. To check which fields need to be completed, please click on the 'Check My Application' link at the bottom of the left hand menu of the application.

If you are unsure which postgraduate opportunities the University has to offer, please view the [Postgraduate Prospectus](#) or the [Admissions Office website](#).

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All Applicants

Document Upload:

Please note the following documents must be uploaded for your application to be assessed and you should make sure these documents are to hand when completing your application form:

- Transcripts for the most relevant qualification you are either currently studying or have already completed.
- Degree Certificates.
- English Language certificates (where appropriate).
- Curriculum Vitae (CV) or Résumé.
- Statement of Purpose or Study Plan Statement (at least 500 words).
- Two references (at least one of these should be an academic reference).
- Research Proposal (Research applications only*).
It is not necessary to supply a Research Proposal if applying for an advertised project in the Faculty of Science or the Faculty of Medicine & Health Sciences. However, please upload a Research Statement including why you are applying for the project, an outline of your relevant current knowledge and skills indicating how these will help you complete the research and your training needs.
- Professional Registration Certificate (Health CPD courses only).

You can upload your document in the following formats: DOC, WPD, PDF, DOCX, XLSX, RTF or TXT.

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Individual upload documents must not exceed 2MB in size.

Please note original documents will be requested later in the application process.

About You:

This section allows you to complete all your personal details as well as your Fee Category.

Fee Category:

We need to be able to determine what level of tuition fee is relevant to you. Therefore, we need to ask you to select a statement which most accurately describes you. Please note that it is the University that ultimately decides which fee rate will be applied. This decision is final.

If you previously studied with, or applied to, the University of East Anglia, we would be grateful if you could supply us with your reference number. This can be found either on your campus card if you have studied with us, or at the top of any correspondence you received, if you were an applicant

Contact Details:

It is important to submit a postal address as well as an email address, if possible. Both of these details will be important for registration purposes. Please let us know immediately if these details change at any point throughout the year. You can update these at any point by going back into your application and editing the address fields.

Programme Level:

This section allows you to choose the type of student that you are (Postgraduate, Health Related CPD, Study Abroad, International Summer School etc). Choosing one of these options will generate pages specific to your choice to show.

Programme Choice:

This section allows you to choose your intended programme of study. Once you choose your level of study, this will populate the fields below with the options available. Please note that the start date will only show the months that are available for the specific programme of choice.

Passport and Visa Information:

For Tier 4 Visa requirements it is **very important** that your name submitted on the application form must match the name on your passport.

If you require a Tier 4 Visa to study in the UK, you must supply us with your Passport details. This will then be used to help us produce the CAS statement needed to support your Visa application.

If you have previously studied in the UK with a Tier 4 Visa, please provide us with details of the institution and how long you were registered with them.

Agent/Educational Representative Details

This section allows you to provide us with details of any educational agents that are representing your application to the University of East Anglia.

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Academic Information:

We require a copy of your academic transcript for the period of university study you have completed so far. If your studies were in a language other than English then your transcript should be accompanied by a certified translation into English. If you are applying from outside the UK your transcript should also include an explanation of the system of grades and marks used.

English Language:

To study at university level you will need to have a good command of English. If English is not your first language we require evidence of your ability in the English Language, unless you can demonstrate that your previous education (and examination qualifications) have been taken in a UKBA-approved English-speaking country. For further information on UKBA approved countries, please visit the [UKBA website](#).

Work Experience:

Your CV should include details of your professional qualifications, publications and research interests.

Personal Statement:

This section allows you to provide us with a personal statement. You should make sure that you have checked the specific requirements for the course you are applying to before submitting your statement.

Sample of Work:

Some of our courses require a sample of work to be submitted as part of the application process. You should make sure that you have checked the specific requirements for the course you are applying for before submitting your application.

Funding Information:

Funding and Scholarships:

You should indicate on the application form your intended source of financial support. Home/EU students can find out more about funding their studies at the University on our [Postgraduate Finance](#) web pages and then follow the links to their School of interest.

Further details of International scholarship availability from the University can be found on our [International Fees & Funding](#) web pages. Please note that scholarships are awarded on academic merit and competition is intense. If a UEA Scholarship is selected on the online application form we are unable to guarantee that you will receive this.

Equal Opportunities

Criminal Convictions:

The University requires you to state whether or not you have a criminal conviction. You do not have to declare a conviction that is classed as spent under the terms of the Rehabilitation of Offenders Act (please consult NACRO, Citizens Advice Bureau or a solicitor if you are unsure) or for motoring offences for which a standard fine or a maximum of three points was imposed, unless you are applying for a programme where you would be required to undertake placements with children or vulnerable adults. In these cases you will be required to obtain a fresh Criminal Records Bureau Enhanced Disclosure.

Staff or Near Relative:

If you are a member of University of East Anglia staff or are related to someone who is, you must inform the Admissions Office dealing with your application.

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The University will not unreasonably deny access to the University to any applicant on the basis of their relationship to another member of staff or their own position as a member of staff.

Monitoring Information:

Please note that any information collected in this section is for Market Research purposes only and does not form part of the offer making process.

Declarations:

Please note that by submitting the on-line declaration you are confirming that the information given on the form is true, complete and accurate and no information requested or other material information has been omitted.

Health CPD Applications

For students applying to Health Related CPD courses, please read the [specific guidelines](#) for your courses.

International Summer School

For students applying to International Summer School courses, please read the [specific guidelines](#) for your courses.

Postgraduate Research Applicants

If you are applying for a research degree please upload your proposed Research Proposal giving the names of any research areas or a closely related field at the University. It is helpful if you first identify a research theme (in your area of interest) from the University web-site or prospectus. You should describe, as clearly and concisely as possible your preliminary ideas of your research area, indicating the general area of study, objectives and hypotheses, methodology, sources of data etc. This information will help us in considering your application and in determining whether a member of faculty has expertise in the area you wish to study. If you have not identified a single research topic, you should outline several subjects which interest you and which could serve as a basis for further discussion.

If you are applying for an advertised research project in the Faculty of Science or Faculty of Medicine & Health Sciences, you do not need to include a Research Proposal. However, please upload a Research Statement including why you are applying for the project, an outline of your relevant current knowledge and skills indicating how these will help you complete the research and your training needs. Please note that all Research Proposals and/or Research Statements must have been produced by you.

Please check your relevant department website for details on what is expected in a Research Proposal.

Faculty or Institute Specific Documentation

Faculty of Arts and Humanities:

Some Schools of Study require applicants for **taught degrees** to submit a sample of academic work, for example an essay or a chapter from an undergraduate dissertation, or a 1,200-1,500 word summary of their main interests within the field for which they are applying (except MA Creative Writing, please see below). Applicants will be contacted by the Admissions Office with details about the required submission.

- **MA in Creative Writing** - applicants are assessed on the quality of the work they submit with their application (a maximum of 5,000 words of prose, up to 20 pages of poetry or up to 30 pages of dramatic script/screenplay).
- Applicants for **Research degrees** must upload a Research Proposal and supply two references in order for their application to be considered.
- Applicants to **Research degrees** are asked to ensure that Research Proposals do not exceed 500 words. However, applicants to the School of Political, Social and International Studies may submit a proposal of up to 1,000 words.
- Applicants for the **PhD in Creative and Critical Writing** should describe both the creative and critical aspect of their intended project and indicate how they relate. Applicants should also include 5,000 words of recently-written sample original creative prose or 20-30 poems and a sample of relatively recent critical writing (between 3,000 and 5,000 words).

Faculty of Medicine & Health Sciences:

- **MSc Advanced Practitioner and MSc by Research** - You must submit a Memorandum of Understanding at the time of application. Your manager will need to confirm that you will be given the time and resources required for the programme.
- **MSc Occupational Therapy and MSc Physiotherapy** - applicants are asked to provide details of their A level results.
- **PG Diploma in Midwifery** - applicants are asked to provide their NMC number.
- **PG Diploma Cognitive Behavioural Therapy** - applicants must complete the [CBT additional questions form](#) and submit this along with a completed [Memo of Understanding](#) at the time of application. Also, applicants need to make satisfactory arrangements for clinical supervision in a service setting throughout your course of study. We also advise that applicants approach one of the supervisors on [UEA's approved list](#) well in advance of the start of the course. The relevant forms can be found in the Downloadable Forms section.
- **MPhil, PhD and MSc by Research** - We require a Research Proposal of up to 1,500 words. However, you need not supply this proposal if you are applying for an advertised project. However, we do require a statement of up to 1,500 words detailing why you want to apply for this PhD studentship, your career goals and an outline of how you will undertake the research, your current knowledge and skills that will enable you to complete the research, your training needs and an indication of anticipated problems.

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- **Doctor of Medicine (MD)** – applicants are asked to provide the following information:
 - a letter of support from an academic member of staff at UEA
 - a letter from their line manager confirming that their employers are happy to let the applicant have two and a half days off work for study
 - confirmation of how they intend to pay their fees and support themselves working and study part-time

Faculty of Science:

Please include a CV if applying for a research degree (PhD, MPhil, and MSc by Research).

Please note that all applicants are automatically considered for scholarships and/or student awards at the point of application.

Faculty of Social Sciences:

- Applicants for taught degrees are required to submit a Personal Statement of up to 1,000 words with their application.
- Applicants for research degrees in the Faculty of Social Sciences are required to submit a 2,000 word Research Proposal with their application.
School of Psychology - Marie Curie Training Network project applications: Please note that, although our online application system requires applicants to submit a research proposal document, a research proposal is not required for these applications. Therefore applicants should submit a document in the research proposal section stating that all the relevant information is included in the personal statement.
- Entry Requirements: All applicants are advised to check that they meet the entry requirements of the course to which they are applying. International applicants should particularly note the level of English Language proficiency required.

John Innes Centre (JIC), The Sainsbury Laboratory(TSL), The Genome Analysis Centre (TGAC) and the Institute of Food Research(IFR):

- Please include a CV detailing professional qualifications, publications and research interests if applying for a research degree (PhD, MPhil and MSc by Research) and a Research Proposal of up to 1,000 words.
- If you are applying for an advertised project you do not need to submit a Research Proposal but should include in your personal statement the reasons why you wish to apply for the studentship(s) and indicate clearly the title and the supervisor of the project.
- Rotation PhD – in your research proposal please provide a description of your research interests describing what you feel you would gain from the Rotation Programme and three research areas of JIC/TSL Science that most interest you and why.

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