

Applications to study at the University of East Anglia should be made through the online 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, 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 research opportunities the University has to offer, please view the [Postgraduate Research 'Study With Us' web pages](#).

## 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.**

---

Page(s)	Contents
1	Postgraduate Research Applicants <i>Applicant-led</i> projects <i>Research-led</i> projects
2-4	Document Upload and Application Form Step-by-Step
5-6	Faculty or Institute Specific Documentation <ul style="list-style-type: none"><li>- Faculty of Arts &amp; Humanities</li><li>- Faculty of Medicine &amp; Health Sciences</li><li>- Faculty of Science</li><li>- Faculty of Social Sciences</li><li>- Norwich Bioscience Institutes: John Innes Centre (JIC), The Sainsbury Laboratory (TSL), Earlham Institute (EI) and the Institute of Food Research (IFR)</li></ul>

---

## Postgraduate Research Applicants

### ***Applicant-led* projects**

If you are applying for an *applicant-led* project, you must upload a 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 website and contact a relevant potential supervisor. You should describe, as clearly and concisely as possible, the preliminary ideas of your research area, indicating the general area of study, objective 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. [Further guidance can be found on our 'Writing Proposals' web page](#).

### ***Research-led* projects**

If you are applying for an advertised research project in the Faculty of Science or the Faculty of Medicine and 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.

---

## 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:

- Transcript(s) for the most relevant qualification(s) you are either currently studying or have already completed.
- Degree Certificate(s).
- English Language certificates (where appropriate).
- Curriculum Vitae (CV) or Résumé.
- Personal Statement (at least 500 words).
- All Postgraduate Research applications must be supported by **TWO** references. At least one of these should be an academic reference. If you are still studying, your academic referee should be your current adviser or supervisor; if your course has finished it should be your last adviser or supervisor.
- Research Proposal / Research Statement (**please note that ALL Research Proposals and/or Research Statements must have been produced by you**).

You can upload documents in the following formats: .doc, .wpd, .rtf, .xls, .pdf, .docx, .xlsx, .txt, .jpg, .pict, .gif, .bmp, .tif or .png format.

**Individual uploaded documents must not exceed 2MB in size.**

For Macintosh users, please note that the filename must include the appropriate three or four letter extension. Also, please do not attempt to upload a document that is password-protected or that contains macros as this will cause the upload process to fail.

**Please note: you will have to show original documents (e.g. certificates, transcripts, etc.) when you register at the University.**

## Application Form Step-by-step

### 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, please provide us with your student or applicant number, if you know it. 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:

You should select the option 'Postgraduate Research' from this page. Choosing this option will generate pages specific to your choice to show.

## Your Programme Choice:

This section allows you to choose your intended programme of study. You should select:

Programme Level = Postgraduate Research

Applicant or Research-led (please read page 1 of these guidance notes to confirm which category you fall into)

Subject Area

Programme Title

Start Date

Projects (for Research-led applicants)

## Passport and Visa Information:

For Tier 4 Visa requirements it is **very important** that your name submitted on the application matches 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. This includes courses which you did not complete.

## Agent/Educational Representative Details

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

## Academic Information:

We require a copy of your academic transcript for the period(s) 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 UKVI-approved English-speaking country. For further information on UKVI approved countries, please visit the [UKVI 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. You can find out more about funding your studies at the University on our [Postgraduate Fees and Funding](#) and [PGR Scholarship](#) web pages.

If you are applying for a specific studentship please be sure to add the details in the final free-text box as well as selecting the first, 'Studentship' option.

## Equal Opportunities

Please note that the information collected in this section does not form part of the offer making process.

### Disability:

If you have a disability, mental health condition or specific learning difficulty, it is a good idea to inform us to discuss what support you might need as early as possible. Doing so means we can start to put the right support in place for you. If you have any questions or concerns please contact our Disability Team in the [Student Support Service](#).

### 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 Disclosure and Barring Service (DBS) Enhanced Check.

### 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 PGR Service.

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.

## 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.

## Faculty or Institute Specific Documentation

We recommend you contact a potential supervisor before applying to discuss your research.

### Faculty of Arts and Humanities:

- Applicants for **Research degrees** must upload a Research Proposal and supply two references in order for their application to be considered.
- Applicants for **Research degrees** are asked to ensure that Research Proposals do not exceed 1500 words.
- All Postgraduate Research applicants to **Literature, Drama and Creative Writing** must also submit 3,000-5,000 word sample of recent critical writing and a 3,000-5,000 word sample of recent creative work (or 20-30 poems), if applicable, for the Creative-critical programme or translation if the latter includes an actual translation.

### Faculty of Medicine & Health Sciences:

- **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 research 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 and your training needs.

- **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 support the applicant by provision of the appropriate time and/or facilities for the research
  - confirmation of how they intend to pay their fees and support themselves

**These items can be uploaded within the Doctor of Medicine (MD) section within the application form.**

- **Professional Doctorate in Health and Social Care (ProfHaSC)** – applicants are asked to provide the following information:
  - a letter from their line manager confirming that their employers are happy to support the applicant in undertaking this programme
  - confirmation of how they intend to pay their fees and support themselves working and studying part-time

**These items can be uploaded within the Professional Doctorate in Health and Social Care (ProfHaSC) section in the application form.**

## Faculty of Science:

- 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 research 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 and your training needs.
- You will find it useful to discuss your research with a potential supervisor before writing and submitting your research proposal.

## Faculty of Social Sciences:

- Applicants for research degrees in the Faculty of Social Sciences are required to submit a 2,000 word Research Proposal with their application.
- In addition applicants to the School of International development must upload a sample of work (e.g. your dissertation).

## Norwich Bioscience Institutes: John Innes Centre (JIC), The Sainsbury Laboratory (TSL), Earlham Institute (EI) 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 submit a Research Statement that outlines 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 statement 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.

**[Proceed to Online Application Form >>](#)**