MPhil / PhD Application Form Guidance Notes

Contact details:

Address: Registry
UCL School of Pharmacy
29-39 Brunswick Square
London, WC1N 1AX

Telephone: 020 7753 5827
Fax: 020 7753 5829
Email: registry@pharmacy.ac.uk

Section A: Application Form

1. **Programme of Study**
   Please select the programme of study you wish to follow. Information about the programmes can be found here on our website: http://www.ucl.ac.uk/pharmacy/study.

2. **Personal Details**
   Please provide the personal details as requested paying particular attention so that they are accurately recorded. Misspellings may cause problems later in the application process. The fields marked with an asterisk (*) must be completed.

3. **Visa Details**
   If you need a visa to study in the UK you are required to complete this section. If you do not currently have a passport, type “Awaiting” in the relevant text boxes. The fields marked with an asterisk (*) must be completed.

4. **Equal Opportunities Policy**
   Please read the UCL Equal Opportunities statement.

5. **Address**
   Please provide your permanent home address and correspondence address if this is different. Again, please pay particular attention to spelling so the address is correct. The fields marked with an asterisk (*) must be completed.

6. **Education**
   Please provide details of qualifications obtained already and those for which you are currently studying with the expected award date.

7. **Professional Registration**
   Please provide details of any professional registrations you hold along with the date awarded and the registration number (if applicable).

8. English Language

The English Language Entry Requirements can be found on the School website at the following link: http://www.ucl.ac.uk/pharmacy/international/language

If you do not meet the required language standard, any official offer you may receive from the School will be conditional on meeting these entry requirements **before** the PhD begins.

9. Employment

Please add details of your current employment or most recent employment as well as any previous employment in this section.

10. Sources of funding

Please provide information as to how you will be financing your studies which will include tuition fees and maintenance costs.

11. Supplementary Personal Statement

This is your statement in support of your application. It should be no longer than 3 sides of A4 paper. You should include the following in your statement:

- Your reasons/aims for choosing the PhD programme and how you think the UCL School of Pharmacy would meet them.
- An assessment of your strengths and weaknesses.
- Information about the knowledge, skills and positions of responsibility you have obtained through your work and education which might be relevant to your degree.
- Any work experiences and personal developments which have been important to you.
- The challenges facing you in your studies, work or personal career development.
- Your future career plans.
- Any further information which you feel is relevant to your application.

12. References

Give details of **two** people who you have asked to provide references on your behalf. At least one of your referees should be a member of academic staff from the university you last attended who is acquainted with your academic ability.

If you are currently registered on another programme at UCL you may re-use your previous referees, however, they must submit new references which describe your suitability for doctoral level study.

References cannot be accepted from:

- Family Members
- Friends
- Your proposed supervisor

Section B: Supporting Documents

Please submit the following supporting documents with your application form:

1. **Transcripts**
   University examination transcripts and, if available, a copy of your degree certificate. Photocopies and/or certified translations accepted in the first instance.

2. **English Language**
   If your first language is not English, please provide a copy of English language proficiency test results. If you have not yet taken one of these exams, please note that any official offer you may receive from the School will be conditional on meeting these entry requirements **before** the programme of study begins.

3. **References**
   Two sealed letters of reference, signed by your referees. Alternatively, you can ask your referees to send their references **directly** to the Registry at the postal or email address above.

4. **Curriculum Vitae**
   Please include an up to date CV with your application, but ensure you complete the application form in full.

5. **Fee Status Documents**
   Applicants who are not UK nationals or nationals of an EU member state may be asked to provide additional documents at a later date so that their fee status may be accurately assessed.

If you have any questions, please contact the Registry:

T: +44 (0) 20 7753 5831
F : +44 (0) 20 7753 5829
E: registry@pharmacy.ac.uk