



# Oxford Graduate School Application Form

UNIVERSITY  
OF  
WALES



**To apply**, simply fill this form and e-mail it to [admissions@mcconline.org.uk](mailto:admissions@mcconline.org.uk), or post it to us at: Oxford Graduate School, No 8, Whichford House, Pure Offices, Parkway Court, John Smith Drive, Oxford OX4 2JY, United Kingdom. In most cases you will immediately receive a conditional offer, which becomes unconditional soon as we receive and approve the relevant documentation you send us.

## 1. Personal Details

**Surname/Family name**

**First names**

Please record your names **in the form and order in which you wish them to appear** on the University's records and on your final degree or diploma certificate.

**Title:** Mr ☐ Mrs ☐ Ms ☐ Other:  **Sex:** Male ☐ Female ☐ **Birth Date:**

**Full Address** (inc. Country)

**Telephone:**  **Email:**

## 2. Studying at Oxford Graduate School

**Degree you wish to enroll in:**

- ☐ MBA in International Management  
☐ MBA in International Business Law  
☐ Pre-Masters Bridging Diploma

**Fees:** If someone other than yourself will be responsible for paying your fees (including your parents), please tell us the full name and address of your sponsor (including post/zip code and Country):

## 3. Your qualifications

**Current degrees you hold:**

Degree Type	University	Honours Classification	Subject(s)	Date

**English Language Ability:** Have you passed an exam in English (i.e. GCSE, GCE, TOEFL, IELTS)? ☐ Yes ☐ No

English Examination or Test	Grade or score	Subject	Date

**Date Taken:**



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## TERMS AND CONDITIONS

I confirm and agree to following the terms and conditions, which will constitute a contract between me and Oxford Graduate School (OGS).

1. I agree to fulfil all academic requirements expected of me in the time allotted.
2. I will not cheat or plagiarise and will ensure that all work presented is of my own making.
3. I will consult a tutor or student support if I find any policies difficult to understand.
4. I have made myself aware of all the policies and procedures involved in the delivery of the programme.
5. I understand that OGS may share my data with relevant UK Government regulatory bodies and its stakeholders.
6. I will pay my fees on the due date. If not, I will be liable to pay the late fee/have my access to the online facility suspended, until payment has been made.
7. I am aware that once fees are paid, they are not refundable.
8. I understand that OGS has the right to alter/change course fees and start dates without prior notice.

OGS will take all reasonable steps to provide its educational services in the manner set out in its publication. Should circumstances beyond the control of OGS interfere with its ability to provide educational services, including, but not limited to, government actions, war, riots, civil commotion, fire, flood, epidemic, labour disputes (including labour disputes involving the work force of any third party) and Act of God, OGS undertakes to use all reasonable steps to minimise the resultant disruption to those services. However, OGS shall not be liable to any other for a failure or delay in performing its obligations, if such failure is due to any cause beyond OGS' reasonable control.

Signed \_\_\_\_\_ :

Date: \_\_\_\_\_

Office Use Only

Reference Number: \_\_\_\_\_

Student Number: \_\_\_\_\_

Representative: \_\_\_\_\_

Date application received: \_\_\_\_\_

Admission approved on: \_\_\_\_\_

Supporting Documents: Passport Copy ( ) Academic Transcripts ( ) CV ( )

Reference Letters ( ) English Proficiency Test ( )

Remarks: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Instructions

You can email the scanned copy of the form to [admissions@mcconline.org.uk](mailto:admissions@mcconline.org.uk) or post at the following address: Oxford Graduate School, 8 Whichford House, Pure Offices, John Smith Drive, Oxford Business Park South, Oxford OX4 2JY  
Any incomplete application will not be processed.

Please attach the following documents with the application:

- (1) A passport size photograph
- (2) Copy of passport (attested)
- (3) Copy of transcripts, diploma/degree certificates (attested)
- (4) English Proficiency evidence (attested)
- (5) Curriculum Vitae/Resume
- (6) References/Recommendation letter