

OXFORD UNIVERSITY LANGUAGE CENTRE

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Priority Registration Form 2015/16

To the Tutor/Supervisor

The junior member listed overleaf has asked for your support in applying for one of the courses run by the Language Centre as part of the Languages for Study and Research programme. Non-priority users are allocated places on a lottery basis at the start of Michaelmas Term, but those with a **genuine academic need for a course** can register in advance to guarantee them a place.

Junior members are only given such priority treatment on the basis that they genuinely need a course for their study or research at the University. An example of a successful candidate would be a Philosophy or Classics student who is required to read texts in the original language, or a postgraduate student conducting fieldwork abroad.

If you are prepared to support this application on the basis of the information listed on the form overleaf, I would ask you to complete the relevant parts of the form and return it to the applicant so that s/he can personally return it to the Centre. If this is not possible, please send it to the address listed above.

To the Authorized Faculty/Departmental/College/Institution Signatory

Please note that signing the form will commit your college, department, faculty or institution to paying the registration fee of £65 per term for each course for which the student is given priority.

Please also add the name of the person to whom the request for payment should be sent.

Should you need to discuss this matter further, please do not hesitate to contact me.

To the student

Priority candidates are allowed to register for more than one course if it is necessary for their study or research. However, please note that a separate priority application form must be completed for each course applied for. Before obtaining a signature, please check who the authorized signatories for priority forms are within your college, department or faculty. For undergraduates, it will usually be someone within your college. For post-graduate students, it will probably be someone in your faculty or department.

This application should be returned to the Language Centre **between 14th September – 14th October** to guarantee a place for the start of the academic year. Should your application arrive after 5pm on 15th October we regret that an automatic place will not be available. However, we will of course find you a place on the relevant course as soon as possible.

Forms without the signatures of **both** a tutor/supervisor **and** an authorised college/departmental person will be rejected.

Yours sincerely

Scarlett Nash
Assistant Administrator
(2)83372
admin@lang.ox.ac.uk

LANGUAGES FOR STUDY AND RESEARCH 2015-2016

PRIORITY REGISTRATION FORM

TO BE COMPLETED BY THE APPLICANT

Surname: First Name(s): Title:
(Mr, Ms, Dr etc)

University card number (below barcode):.....

College:

Dept/Faculty/Institution:

E-mail address:

Mobile number:

Degree Course:

PLEASE DESCRIBE BELOW WHY YOU REQUIRE THE LANGUAGE COURSE YOU HAVE APPLIED FOR:

I confirm that I have a *bona fide* reason for applying for a priority place on the LASR programme

Signature: Date:

DECLARATION TO BE COMPLETED BY TUTOR/SUPERVISOR AND AUTHORIZED SIGNATORY (PRIORITY REQUEST & PAYMENT DETAILS)

I have read the information on both sides of this form, and the information listed by the applicant above, and support this application. (Please use this space for any additional comments.)

Name: College/Department:

Position within University:

Signature:..... Date:

Authorised Signatory

Name: College/Department:

Position within University:

Signature: Date:

The fee will be paid by:

College Department Faculty Institution

The request for payment should be sent to:

NAME:

COLLEGE/DEPARTMENT/FACULTY/INSTITUTION:

Applicants should return this form to Scarlett Nash at the address listed overleaf, or can be scanned and sent by email to admin@lang.ox.ac.uk