

# INSTRUCTIONS REGARDING SUPPORTING DOCUMENTS FOR POSTGRADUATE RESEARCH APPLICANTS

## THE SCHOOL OF LAW

**(These instructions supersede any provided in the application forms)**

### **DOCUMENTS:**

In order to assist us in processing your application as quickly as possible, the application form must be accompanied by:

- Evidence of **ALL** degree qualifications and degree grades (i.e., a copy of the degree certificates and transcripts).
- An official English translation must be provided if the original degree certificate and transcripts are not written in English.
- Two academic references, with at least one demonstrating your performance at your highest level of academic study. - ***see below for detailed guidelines***
- A language certificate in one of the accepted formats. ***see separate document for guidelines***
- Research Proposal – ***see separate document for guidelines.***

**NB: we are able to verify IELTS certificates directly with the British Council but if you take a TOEFL test you will need to send the original certificate or ask the Test Centre to send a copy directly to us. The TOEFL Institution Code is 3068.**

### **REFERENCES** – The School of Law will not accept references you upload to the web application page.

PLEASE CONTACT TWO REFEREES YOURSELF. Each referee should be asked to provide us with information about:

- Your character.
- Your academic record. In the case of referees from your University, this information should include your overall degree grade and performance in individual subjects.
- Their assessment to your suitability for the relevant postgraduate degree scheme.

**NB: where an applicant has graduated more than five years previously, we will accept one work based reference. Where more than ten years has lapsed, we will accept two work based references, but efforts should be made to obtain at least one academic reference.**

Work references should be written by someone more senior to yourself in the organisation in which you both work. References may not be written by fellow students, family members or friends.

***Ideally*** references should be submitted on official letter headed paper and signed. The completed reference should *either* be placed in a sealed envelope, which has been signed by the referee across the seal, and sent to: Karin Houkes School of Law, Postgraduate Admissions Office, Beechgrove House, University of Leeds, Leeds, West Yorkshire LS2 9JT, UK or sent by email directly to Miss Karin Houkes, Postgraduate Officer: [k.m.houkes@leeds.ac.uk](mailto:k.m.houkes@leeds.ac.uk); the applicant should not be copied into the email.

## **ENGLISH REQUIREMENTS**

All applicants must provide evidence that they meet the School's minimum English language requirement. Please see the separate sheet for details of accepted tests.

If you have completed a programme of study in the UK lasting three or more years we may not require you to take an English Language Test. If you have completed a program of study lasting one year in the UK, then submit the language certificate you used to gain a place on that course. We will consider your language results together with the one year's study and advise you if we require a further test.\*

\*[http://www.leeds.ac.uk/info/123100/admissions/105/research\\_postgraduate\\_admissions\\_policy\\_proof\\_of\\_english\\_language\\_proficiency](http://www.leeds.ac.uk/info/123100/admissions/105/research_postgraduate_admissions_policy_proof_of_english_language_proficiency)

If you completed your studies in the UK more than 2 years and 4 months before the start of the Research degree you WILL have to take a new English Language Proficiency test.

**NB: a letter from your university stating that you can use the English language will not satisfy the language requirements. You must submit one of the accepted documents in the attached leaflet or intend to take one of those tests.**

IELTS and TOEFL certificate which are more than two years old are no longer valid and therefore cannot be accepted towards satisfying the language requirements.

***Information about the entry requirements and various tests which are accepted is provided in the separate document also attached.***

## **VERIFICATION OF DOCUMENTS**

Copies of documents (photocopies or scans) can be used to determine whether a **CONDITIONAL** offer may be made.

Please note if an offer of a place is made, original documents or a formally certified copy<sup>1</sup> must be presented to the university prior to registering. Students will not be permitted to register until such documents have been verified<sup>2</sup>.

**<sup>1</sup> We only accept copies of documents where the awarding institution has certified that they are a true copy. A photocopy of a certified document is still only a photocopy.**

**<sup>2</sup> It is not possible to verify documents that are sent electronically. Even if you have scanned or faxed the original document you will need to bring or post originals or properly certified originals.**

## **ADDITIONAL DOCUMENTS**

Only the documents outlined above are required for a Research postgraduate application to the School of Law. If you would like us to consider any **relevant** work experience you may have, please complete the appropriate section on the application form, with full details, or provide a detailed resume/CV.

## **PERSONAL STATEMENT**

We do not use a personal statement in considering your application.