

## GUIDANCE NOTE ON HOW TO APPLY FOR A TAUGHT MASTERS/DIPLOMA AND CERTIFICATE AT SOAS

To be considered for a Taught Master's / Diploma programme / certificates you must

Submit an [online application form](#) and provide all the required supporting documentation to enable us to process it. Upon receipt of the application, we will let you know if it is incomplete. Please ensure that you submit the following;

- **Supporting statement**

Your statement should be around 1,000 words in length, covering your skills, experiences relevant to your chosen programme of study, your ambitions, motivations and interest in the programme you are applying for.

- **Up-to-date CV** or Résumé (please ensure there are no gaps in your CV).

- **Full academic transcripts of studies at Undergraduate and / or at Postgraduate levels**

If you have not completed your studies and the final transcript is not yet available please provide a copy of your results to date.

- **Supporting documentation including transcript and degree certificate**

- If your supporting documentation (transcript, certificate and other documents) are not in English, you must provide certified English translations in addition to the documents in their original language.

- All international qualifications and institutions will be cross checked on the [UK NARIC](#) databases (National Recognition Information Centre). If your institution or qualification is not listed we may not be able to consider your application and offer you a place. Admissions will get in touch with you if further clarification is required.

- **Two academic references**

- If you have graduated less than three years ago or currently studying, we will require two academic references from your most recent place of study or from your current tutors/lecturers.

- If you have been out of education for more than three years we can consider earlier academic references as long as they are relevant to the programme you are applying for. We will also accept professional references.

- References submitted directly by applicants or from family members or friends are not acceptable.

The referees, where possible, should submit their letters electronically through the online application system. **Enter the names and contact details for each referee**, whether they wish to submit their reference electronically or on paper by post.

If the reference is to be submitted electronically, answer '**Yes**' to the appropriate question on the [Reference Provider](#) section of the online application form – An automatic email will be sent to the referee with the instructions to submit their online reference.

**Please note:** References submitted via free use email accounts such as [Yahoo/Hotmail/Gmail](#) are not normally accepted. We may consider such reference **if written on official letter headed paper, dated and signed by the referee**. We may still require the original hard copy before making a final decision.

If your referee wishes to submit a postal reference, then please answer '**No**' to the question on the online application. All postal references should be written on letter headed paper, dated, signed and sealed by the referee. References must be confidential. Open references supplied by the applicant cannot be accepted.

**Postal address:** Taught Master's Admissions SOAS, University of London, Thornhaugh Street ,  
Russell Square London WC1H 0XG UK

Additionally, references may be submitted directly to us by the referee to [mastersadmissions@soas.ac.uk](mailto:mastersadmissions@soas.ac.uk) (forwarded references from applicants will not be accepted). Referees should email references to us from their official institution email account. **Please refer also to the above notes** with regards to submitting references via Yahoo/Hotmail/Gmail.

- **English Language Proficiency.**

We do not need to have evidence of your level of English language at the time of applying, but it will help us with the processing your application if you can provide this with your application. Please refer to the webpage for our English entry requirements and acceptable English language tests –

**NOTE:** All documentation submitted with the online application or via email to [mastersadmissions@soas.ac.uk](mailto:mastersadmissions@soas.ac.uk) must be **scanned originals**, Black and White photocopied documents are not acceptable. We can accept documents stamped and officially authenticated by the Registry of the issuing university. We might still ask for hard copies before making a final decision.