

Dear Applicant,

Thank you for your interest in studying with us in the School of Health and Social Care. On the School website, you should have found information on the course, a link to the online application form, and a reference request letter which you should complete (with your name and address, and the degree for which you have applied) and send to your referees.

Important: Please be advised that we are unable to process your application until all documents have been received. This includes:

- **Personal statement (maximum 500 words)**
- **Two references (preferably one work based and one study based if possible)**
- **Copies of your academic transcripts/professional qualifications and certificates**
- **Please attach a 300-word description of:**
 - **Your clinical practice (for clinical programmes)**
 - **Your managerial responsibilities (management programmes)**

References:

In order to speed up the processing of your application, please ensure that you:

1. Fill in your name and address at the bottom of each letter before sending to your referee
2. Pass on the reference request letter to two individuals of your choice

It is advisable to contact your referees before sending the letters in case they are unable to write on your behalf. References can be sent directly to the School or, if they are given to you to include with your application, they should be in a sealed envelope and the referee must sign across the seal. Alternatively, an email reference from a professional email account would also be acceptable.

References should be on headed paper in order for us to verify the position of the person writing the reference. Electronic references must be sent from the referee's professional e-mail address, so that we can verify their authenticity.

Application form:

When you submit your application form, please ensure that you:

- Complete all sections of the online application form.
- State clearly your qualifications and work experience AND upload a current CV (no more than 2 pages).
- Upload or post to us **copies** of evidence of your academic/professional qualifications - if, at the time of applying, you are in the final stages of another course, please ensure that you inform us of your result(s) as soon as you have this information.
- Provide evidence of current registration with a professional body where appropriate
- Please attach a 300-word description of:
 - Your clinical practice (for clinical programmes)
 - Your managerial responsibilities (management programmes)

In addition, please contact your referees on a regular basis to ensure that your references are sent to us as quickly as possible.

Important - No application will be considered by Admissions until all supporting documents are received along with a completed online application form. The University will not be able to proceed with your application until your references and proof of qualifications/professional experience have been received.

We look forward to hearing from you shortly. If you have any further queries, then please do not hesitate contact us.

Yours sincerely,

Jade D'Mello

T 00 44 (0)1206 873375

E jedmel@essex.ac.uk