

Department for Continuing Education
1 Wellington Square, Oxford OX1 2JA, UK
Telephone +44 (0)1865 270451
Foundations of Diplomacy Course 2026-2027



APPLICATION FORM – (Pre-Master's Courses)

This form must be completed by the applicant and submitted electronically to ipfd@conted.ox.ac.uk with the following attachments:

- Completed application form
- Referee contact details*
- Copy of passport pages indicating citizenship
- Personal statement (500 words max.)
- Academic transcripts (if available)
- CV
- Passport-style digital photo
- English language certificate (if applicable)
Oxford Test of English Advanced (Score of 130-140)
IELTS (Academic) (Minimum overall score of 6.5)

In addition to the above, please provide the name, affiliation and email address of an academic or professional referee. Your application will not be considered unless you provide all the documentation requested above including contact details of your referee.

PERSONAL DETAILS

First name: Family name:

Title: Mr ☐ Mrs ☐ Ms ☐ Other: Male ☐ Female ☐

Date of birth: First language:

Nationality (as shown in your passport):

Residential address:

City/Town Country:

Tel. number: Email address:

Address for correspondence (if different from above):

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How did you hear about this course:

EDUCATION (University, College, Professional)

Name of institution studied: Dates of attendance: Qualification awarded: Subject(s):

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ENGLISH LANGUAGE PROFICIENCY

If you have studied a degree-level course that is full-time, at least nine months in duration and taught at a recognised institution where teaching and assessment is entirely in English within the last two years, the IELTS Test requirement may be waived. Please contact us to discuss your individual circumstances.

If you have followed tertiary level courses of study in a language/languages other than English, please provide your IELTS (academic) test score below.

IELTS (Academic) Test: Overall Score:

Listening..... Reading..... Writing..... Speaking.....

PERSONAL STATEMENT

You must attach to your application email a personal statement of **no more than 500 words**, outlining what your academic interests are and your reason and objectives in applying to join the Foundations of Diplomacy Course.

LETTER OF REFERENCE

In addition to the above, please provide the name, affiliation and email address of an academic or professional referee to: ipfd@conted.ox.ac.uk. Letters of reference that are sent as part of your application will not be considered.

Your application will not be considered complete until we receive your letter of reference.

UNIVERSITY OF OXFORD COLLEGE AFFILIATION

If your application is successful, would you like us to apply for University of Oxford college affiliation on your behalf?

Yes ☐ No ☐

A college affiliation enables you to enjoy the unique social and academic life of an Oxford college and to use a wide range of facilities. Please note that If you are accepted by a college, the full college fee is payable in advance. For further details please contact us at ipfd@conted.ox.ac.uk.

APPLICATION DEADLINE

23 August 2026 at 2.00pm

STUDENT VISAS

Guidance on obtaining a student visa is available at: www.gov.uk/government/organisations/uk-visas-and-immigration and from your nearest British Consulate.

FEE PAYMENT OPTIONS

The course fee for 2026-2027 is **£16,950** and is payable via one of the payment options below. Please indicate your preferred option.

- ☐ **£16,950** Single payment (payable on or before 21/08/2026)

OR

- ☐ Two instalments of **£8,750** (payable on or before 21/08/2026 and 04/12/2026, and each term will be invoice separately)

DATA PROTECTION

Information collected on this form will be held in accordance with the provisions of the General Data Protection Regulation (2018) for the purposes of processing your application and for student administration. It will be held securely and not passed on to third parties. Please see our privacy policy for further information:

<https://compliance.admin.ox.ac.uk/data-protection-policy>

Periodically, the Department sends out information about its future programmes, about other activities related to its programmes and about the benefits and services which are available to students of the Department.

Please keep me informed about the Continuing Education courses, open days, research and student information by the following:

- ☐ I wish to receive information by post ☐ I wish to receive information by e-mail

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Signature of applicant

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Date