

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.
 - **References**-We do not require any references in order for you to submit your application, however we reserve the right to request a reference after making an initial assessment if we feel it would help your application or if the admissions tutor has asked to see one.
- **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 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.