

From: The Senior Tutor  
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Magdalen College  
Oxford  
OX1 4AU

August 2023

**TO: All new students entering Magdalen in October 2023 and defined as ERASMUS Exchange students for fee purposes**

We look forward with great pleasure to welcoming you this autumn.

Attached to this letter is a **form to provide contact information**, which you will need to complete and return to the Tutorial Administrators by the specified deadline. The webpage from which you have downloaded this letter includes your **College Contract** and a **College Library form**, which also need to be returned to the Tutorial Administrators. Finally, also on the webpage is a link to the **online medical registration documents** for the College Doctor to be completed by the specified deadline, so that informed medical care, if necessary, can be available to you from the time you enter College.

The College induction programme is also available on the webpage. There will be introductory meetings with your tutors, with the JCR, and with Oxford SU at the beginning of October.

**1.** The College invites all new undergraduates to **dinner in Hall**, at which **gowns will be worn**, on Wednesday 4 October, to meet tutors and fellow undergraduates. Please inform Louise Robson and Emma Booth, the Tutorial Administrators at Magdalen ([tutorial.administrator@magd.ox.ac.uk](mailto:tutorial.administrator@magd.ox.ac.uk)), **by noon on Monday 4 September** if you have any dietary requirements. Table plans will be displayed in College.

**2.** **Please remember to send a passport-style photograph of yourself** with the forms that you need to return to the College.

A batells invoice (for College accommodation and standing charges, plus any costs you request to be debited to your account) is issued at the start of each term and payment is due within seven days.

**3.** Term dates for the year 2023-24 are:

MICHAELMAS TERM – 8 October to 2 December 2023

(you arrive on 1 October)

HILARY TERM – 14 January to 9 March 2024

TRINITY TERM – 21 April to 15 June 2024

Except for your first term, when you will arrive on Sunday 1 October, junior members must return to Oxford by 5.00 p.m. on the last Thursday of each vacation (i.e. Thursday of Noughth Week).

**Mark Pobjoy**

PLEASE COMPLETE AND **RETURN** TO LOUISE ROBSON AND EMMA BOOTH, TUTORIAL ADMINISTRATORS, BY EMAIL ([tutorial.administrator@magd.ox.ac.uk](mailto:tutorial.administrator@magd.ox.ac.uk)) AS SOON AS POSSIBLE, AND **NO LATER THAN NOON ON 4 SEPTEMBER 2023**.

FAMILY NAME/SURNAME: .....

GIVEN NAMES: .....  
(All names, in full, as they appear on your birth certificate/passport)

PREFERRED NAME: .....

HOME ADDRESS  
(with postcode): .....

.....

Home Telephone number: .....

Mobile number: .....

Email: .....

NAME OF YOUR PARENT OR NEXT OF KIN: .....

THEIR ADDRESS, IF DIFFERENT FROM THAT GIVEN ABOVE: .....

.....

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Home Telephone number (if different from that given above): .....