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Magdalen College
Oxford
OX1 4AU

August 2023

TO: All new Overseas undergraduates entering Magdalen in October 2023

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, University Card Form**, 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.

Please note carefully the following:

- 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), **by noon on Monday 4 September** if you have any dietary requirements. Table plans will be displayed in College.
- 2.** **Matriculation** is the formal ceremony of admission to the University of Oxford, and the main ceremony next term will be on Saturday, 14 October in the Sheldonian Theatre in Oxford.
- 3.** **Please complete and return the attached sheet to Louise Robson and Emma Booth, Tutorial Administrators, by noon on Monday 4 September at the latest. And please remember to send a passport-style photograph of yourself.**
- 4.** The finance form sent to you earlier this year required you to provide the College with a Financial Declaration affirming your ability and willingness to meet the fees and costs associated with your course. You will have received confirmation that your Financial Declaration has been approved.

The College will invoice you at the beginning of Michaelmas Term for the annual Course Fee (different levels for different courses), which is payable **by Friday of 1st Week of Michaelmas Term (13 October)**.

The University requires that any part of the Course Fee for which you are responsible is paid on or before the 7th day of Michaelmas Term. Should payment not be made by the due date,

and if arrangements have not been made with the College for later payment of part or all of the amount, then notice will be given that within four weeks you will be liable for suspension from access to the premises and facilities of the University until payment is made.

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.

5. 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).

Please excuse the official nature of this note. It is very important that you complete all the necessary documentation by the deadline given, so that you and others do not experience subsequent inconvenience.

Mark Pobjoy

PLEASE COMPLETE AND **RETURN** TO LOUISE ROBSON AND EMMA BOOTH, TUTORIAL ADMINISTRATORS, BY EMAIL (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. Note: if these differ from the names that you gave on your UCAS application form, including missing middle names, you will need to take your birth certificate or passport to the Academic Administrator, Liz Howdill (liz.howdill@magd.ox.ac.uk), after you arrive and request that the University database is updated with your correct details.)

PREFERRED NAME:

HOME ADDRESS
(with postcode):

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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):