

From: The Tutor for Graduates
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Magdalen College
Oxford
OX1 4AU

August 2023

TO: All new graduate students entering Magdalen in Michaelmas Term 2023

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

Earlier this year we requested that you supply the College with a Financial Declaration. You will have received confirmation that this financial declaration has been approved.

The webpage from which you have downloaded this letter includes some essential forms (which must be returned by the specified date) and information about coming up to Magdalen, together with a letter from the MCR President.

The University asks all new graduate students to be in Oxford by the evening of Sunday 1 October for reception arrangements in departments and faculties early in the next week. Some courses (e.g. Clinical Medicine, the one-year BCL, and the PGCE) require students to arrive earlier, in September, in which case please contact the MCR Freshers' representative via the Lodge on arrival. If there is anything which you wish to discuss with me, please email liz.howdill@magd.ox.ac.uk to arrange an individual appointment.

The College invites all new graduates to dinner, at which academic gowns will be worn, at 7.00 p.m. in Hall on Monday 2 October. Dinner is preceded by a reception (in the Sophia Sheppard Room) which starts at 6.00 p.m. You should ensure that you arrive no later than 6.25 p.m., as brief talks by College officers will begin then. Please inform the Tutorial Administrators (tutorial.administrator@magd.ox.ac.uk) of any dietary requirements **by noon on Monday 4 September**. Table plans will be displayed in College.

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.

Term dates for the year 2023-24 are:
MICHAELMAS TERM – 8 October to 2 December 2023
HILARY TERM – 14 January to 9 March 2024
TRINITY TERM – 21 April to 15 June 2024

All graduates: there are several **essential forms** which you will need to complete. The webpage from which you downloaded this letter includes your **College Contract** which you will need to complete and return to the Tutorial Administrators (**for students taking the Accelerated Course in Medicine or a 2nd BA there is a University Card Form attached to the email which you will also need to complete and return**).

Attached to this letter is a **form to provide contact and financial information**, which you will also need to return to the Tutorial Administrators. Finally, on the webpage there is also a **College Library form** (except for returning Magdalen students), which is to be returned to the Tutorial Administrators, and a link to the **online medical registration documents** for the College Doctor, which need to be completed by noon on Monday 4 September (except for those already registered with the College Doctor in 2022-23), so that informed medical care, if necessary, can be available to you from the time you enter College.

Please return the attached form and remember to send a passport-style photograph of yourself.

Mark Pobjoy

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

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 graduate 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 or zipcode):

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.....

HOME TELEPHONE NUMBER:

MOBILE NUMBER:

EMAIL:

COURSE FEES

To enable the College to claim fees from the appropriate institution please indicate to whom the invoice should be sent, OR, if you will be responsible for paying the fees yourself, please tick against PRIVATE (if you have a private scholarship (e.g. a company scholarship) or loan which contributes to your fees and/or living costs, this is classed as PRIVATE).

FEE-PAYING BODY:

PRIVATE:

Please also supply the following information for our records:

The name and address of your parent, or next of kin, with address and telephone number, if different from that already given above:

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____