**University of Birmingham**

**Additional Applicant Guidance for AHRC applicants – IMPORTANT PLEASE READ**

Your application to study at the University of Birmingham must be submitted separately to your AHRC funding application. You must apply for your study via the University’s course finder web pages which can be found here <http://www.birmingham.ac.uk/postgraduate/pgr/index.aspx>.

To be considered for AHRC funding both applications (for study and for AHRC funding) and references must be submitted **by midnight (GMT) on Tuesday 12th January 2016.** This deadline is fixed and cannot be extended.

It is important that you submit the correct documentation with each of your applications.

The separate Guidance Notes for AHRC Doctoral Award Applicants provides details regarding applying for AHRC funding.

**Please read the information below carefully for guidance on what you need to submit with your application for study.**

**References**

It is important that two references or two referee details are received for your application to study. However, your AHRC references can also be used for your application to study.

There are multiple ways in which you can submit your admissions references:

1. You can request that your referee sends a copy of the completed AHRC reference form to you as well as to the nominated email address on the AHRC reference request form. You can then also upload your references to your applicant portal when completing your application for study.

**Please note that if you opt for this route you will need to have your references in hand before making your application for study.**

1. You can complete the referee details section of the study application form and enter ahrcapplications@contacts.bham.ac.uk as the email address for both of your referees and select the option for the Admissions Office to contact your referees directly. By putting in this email address rather than your referees email address they will **not** be contacted directly for an admissions reference and so will have just been contacted by you to provide the AHRC reference.

**You must only opt for this route if you have already identified and contacted your referees regarding your references for your AHRC funding application. Your referees will continue to follow the instructions on the AHRC reference request form and when your references are received at the University we will match them to your application for study in due course. This may not be immediately reflected in your application portal.**

**Please note: to be considered for AHRC funding we must have received two references on the AHRC reference form by midnight (GMT) on Tuesday 12th January 2016 to:** **ahrcapplications@contacts.bham.ac.uk**

If neither of the two options above are appropriate for your situation please contact:

calpg-research@contacts.bham.ac.uk immediately for further guidance or advice.

**Transcript**

A full transcript will be required to support your application for study. A formal decision on your application will not be made without this. Any transcripts should be submitted with your application for study at the time of applying.

A transcript can either be a complete transcript of your studies if you have graduated or a transcript of your current studies showing your most recent achieved grades.

**CHECKLIST for applicants for AHRC funding:**

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| --- | --- |
| Completed and submitted application to study, including accompanying documents i.e. transcripts by midnight (GMT) on **Tuesday 12th January 2016** |  |
|  Completed and submitted AHRC funding application by midnight (GMT) on **Tuesday** **12th January 2016** |  |
| Forwarded the AHRC reference form to your nominated referees, and advised  them of the closing date and the e-mail address to which completed references  need to be sent |  |
| It is your responsibility to ensure that your AHRC references have been sent to: ahrcapplications@contacts.bham.ac.uk by midnight (GMT) on **Tuesday 12th January 2016** in order for your AHRC funding application to be considered. |  |

**REMINDER**

Please note that it is your responsibility to ensure that all of the required documentation in the guidance above is submitted by the deadline:

* Application for study
* Application for AHRC funding
* 2 AHRC funding references

**All** **to be received by midnight (GMT) on Tuesday 12th January 2016**

**Your application for study OR funding may not be considered if you fail to meet the above deadline for submitting your completed application forms and supporting documentation.**

If you have any queries please contact calpg-research@contacts.bham.ac.uk immediately.