



Application Form guidance note

Please read the [Online Application FAQs](#) before starting your application online.

Step 1: Instructions

These instructions are designed to help you complete the online application form and we recommend you refer to them at each stage. The ten steps of the application process are:

1. [Programme Details](#)
2. [Personal Details](#)
3. [Education](#)
4. [Employment](#)
5. [References](#)
6. [Personal Statement](#)
7. [Funding Details](#)
8. [Supporting Documents](#)
9. [Equal Opportunities](#)
10. [Declaration & Submission](#)

Hints to help you navigate the online application are boxed in this document for ease of reference and warnings or notifications indicated in **colour**.

Your application will also be saved each time you navigate to a new page by pressing the 'Next' or 'Back' buttons. However, we recommend that you use the 'Save' button regularly (located at the top and bottom of each page) in order to ensure changes to data are stored as you go along.

What you need before applying:

- Your full contact details
- Your qualification details
- Your employment details
- Copy of passport (photo page) or EU National ID card
- Your referees' details (full names and email addresses)
- Your personal statement (one for each course applied for)

What you need to electronically upload:

- CV (mandatory)
- Transcripts (mandatory)
- Copy of passport (photo page) or EU National ID card (mandatory)
- Degree Certificates
- Relevant professional qualifications
- Evidence of English language ability
- **DrPH applicants:** Organisational Policy Analysis (mandatory)

You may only submit one application form to the School per academic year.



Step 2: The Application Form

1. Programme Details

Please make your selection of programme and mode of study from the drop-down menus below.

Choice of Programme

- You may apply for **two** Master's degrees on the application form
- Your first choice will be processed first and should therefore be your first preference
- Your following choice will only be considered in order of preference if you are not selected for your first choice programme*
- Please refer to the School's website for further details.

***If you are applying for the MSc Public Health, please enter your course choice once only as all streams will be considered.**

Mode of Study

You will need to specify **for each course** whether you intend to study full-time, part-time or by split-study. More information on mode of study: www.lshtm.ac.uk/study/modeofstudy/

Full-time over one year, this involves attending the School five days each week during term-time. Each week will include 30 hours contact time within the School and 10 hours self led study.

Part-time over two years this involves attending the School at least two days each week during term-time). Each week will include 15 hours contact time within the School and 5 hours self led study.

Split study: Students taking the course by split study over two years attend full-time for part of Year 1, take a one year break and then undertake the remainder of the course in Year 2.

Applicants may request that they split their studies anytime between the Christmas break and the end of the formal teaching in May. The proposed date of the split is subject to the agreement of the Course Director.

With split study, Paper 1 of the formal exams may be taken at the end of Year 1 or at the end of Year 2 after discussion and agreement with the relevant Course Director. Paper 2 must be taken at the end of Year 2.

Please note that it is not possible to study part-time on a Tier 4 student visa. If you require a Tier 4 visa, you must apply for full-time or split-study.



2. Personal Details

- **Title***
Use the drop-down list to choose your title.
- **Last/Family Name***
Your application will be registered under this name, and it should be used in all future correspondence with the School. Your name should correspond exactly with the name on your passport or EU National ID card.
- **First/Given Name(s)***
Please enter all of your given names in the order in which they appear on official documents.
- **Preferred First Name**
Please provide the name by which you prefer to be known.
- **Gender***
Please indicate Male or Female.
- **Date of Birth***
Please provide these figures as requested (DD-MM-YYYY)

2.1 Additional Personal Information

The School requires additional information in order to assess your tuition fee status. Please complete this section and provide proof of Permanent Right of Residence/Indefinite Leave to Remain, if available.

- **Nationality**
Please use the drop-down list to choose the country of your nationality
- **Other nationality**
Use the drop-down list to select any other nationality you may have
- **Passport/EU identity card number**
Please provide these figures as requested
- **Do you have the right to permanent residence in the UK/EU?**
Tick yes or no
- **When did your current residence in the UK/EU start:**
Please enter the date as requested (DD-MM-YYYY)
- **Please give details of any other family members who are UK/EU nationals**
If applicable, enter requested details in the box
- **Country of birth:**

Use the drop-down list to select your country of birth

- **Country of domicile:**

Use the drop-down list to select the country you are currently residing in. If you are living in the UK you will need to select the country you live in (England, Northern Ireland, Scotland or Wales).

2.2 Home/Permanent Address

This is the address with which you maintain a permanent connection, but do not necessarily reside.

2.3 Correspondence Address

This is the address that we will use to contact and send any information regarding your application.

Please ensure that you advise Registry if any part of this data changes. This may be the same as your Permanent Address.

3. Education

Recent Study

Please provide details of each undergraduate and/or postgraduate institution that you have attended and provide details about all qualifications attained (maximum of 5). Academic transcripts will be required for your highest achieved qualification.

Details required for each qualification will include (all categories are free text)

- Institution name
- Country
- Qualification type
- Subject
- Start date (MM-YYYY)
- Completed/Expected completion date (MM-YYYY)
- Final/Expected result
- Language of instruction

Additional Education Qualifications

Please click there to add details of other qualifications (new pop-up window will open)

Language

Please let us know whether English is your first language

4. Employment

Please provide details of your three most recent employment roles, demonstrating that you meet any application requirements regarding professional experience for your chosen programme.

Click on “Add employment details” for each employment you want to enter.



Details to be provided (most recent employment first):

- Employer Name
- Employer address
- Position held
- Start date (MM-YYYY)
- End date (MM-YYYY)
- Employment type (use drop-down menu to choose an option)
- Responsibilities (max 1000 characters)

5. References

If you have studied in the last five years, then you must include a referee who is an academic familiar with your work. If you are currently or have been recently employed, then the second referee should be your current/recent employer. If you have not been recently employed, then the second referee should be another academic.

If you have hard copies of the references, you will be able to upload them in section 8: “Supporting documents”. If you upload your references then they must be on headed paper, signed by your referee and dated. Please note, we will not accept references written on your behalf for other purposes (e.g for a job). References should be dated within the last 12 months.

Referees will be contacted via email upon submission of your application, so please make sure you have their correct work email address as well as their full work address and contact numbers. If you have provided a personal email address for one or both of your referees, please request that they upload a reference document which is signed, dated, and on headed paper to prove affiliation with their institution or company. They can upload the document via the link given, or alternatively send it to the Admissions team at admissions@lshtm.ac.uk. If you are able to provide a work email address instead, please get in touch with Admissions to change the details of your referee.

We strongly advise that you contact your referees prior to submitting your application to ensure that they are happy to provide a reference to support your application and to make them aware that we will be contacting them directly via email.

6. Personal Statement

This Step allows you to upload files relevant to your application or in support of your academic history. You can upload your personal statement as a Word Documents (*.doc/docx) or PDF (*.pdf).

Please note that the maximum size of any file that can be uploaded is 5MB.

Course Directors place particular importance on the personal statement. When writing your personal statement, you should consider the following topics:



- Why do you wish to take this particular course of study?
- Why are you applying to the School?
- How does it fit into your career objectives?

MSc Applications: where the entrance requirements include experience of working in particular areas or fields, relevant numeracy skills, please state how you meet this requirement. If applying for more than one course, you must provide a personal statement for each choice. (Max. 500 words per course).

Please ensure you check programme specific entry requirements on our [website](#) before completing this section.

If applying for two courses, please ensure both statements are uploaded in one document.

MPhil/PhD/DrPH Applications: Please include details of working in relevant fields, of your research experience and how the School can contribute to your career plans. (Max. 1,500 words).

7. Funding Details

Please use this section to indicate details of any scholarship funding you have either already been awarded, or for which you intend to apply. If you are responsible for the tuition fee payment yourself or with support from a relative or friend, please choose the option "self-funded"

Method of Funding

Please indicate who will be paying your tuition fees and living costs. When required, original evidence of any sponsorship awarded to the [Registry](#) as soon as possible

- If you are applying for a scholarship via LSHTM, you will need to provide **the exact title** of the scholarship. For LSHTM scholarships details, please check the [School website](#).
- If you are intending to apply for a US Loan or a Career Development Loan please choose the "Applied For Sponsorship" option in the Method of Funding section and note 'US Loan' or 'CDL' in the "amount" text box found in the Sponsor Details section.
- If you have partial sponsorship please choose the "Awarded Sponsorship" option from the Method of Funding section and note 'Partial sponsorship + amount' in the "amount" text box found in the Sponsor Details section.

Details entered here are not binding and will not affect consideration of your application for admission. Please note that you will be required to provide official confirmation of any financial sponsorship, in order to meet the financial conditions of offer.

8. Supporting Documents

In this section, you will need to upload all the documents supporting your application. Accepted file types are:



- Text documents (.txt)
- Microsoft Word documents (.doc, .docx)
- Rich text documents (.rtf)
- Adobe Acrobat documents (.pdf)

Please note that the maximum file size is 5MB

In order to submit your application, you need to have the following **mandatory** documents ready to be uploaded:

- Curriculum Vitae/Resumé
- Copy of passport (**photo page**) or EU National ID card. If you are applying for a new passport please let us know by uploading a note to confirm this.
- Highest academic transcript (please include the reverse page of transcripts). If you are yet to complete your highest academic qualification, please could you submit an interim transcript (an up to date copy of your results so far) along with your next highest academic qualification, if applicable. If your degree was not instructed in English, please provide copies of both the original language transcript and an official English translation stamped and signed by an official English translator or notary of the public.
- Research proposal (Research degree students only)

Additional Supporting Documents

Upload any additional supporting documents you may want to include (if applicable):

- English Test score
- Evidence of funding
- Evidence of permanent residency
- Qualification certificate
- References
- Organisational Policy Analysis (DrPH applicants only)

Once you submit your application, any additional supporting documents you may want to include at a later time will have to be sent to the [Registry Office](#) by post or email.

9. Equal Opportunities

The School is committed to equal opportunities for all, and does not discriminate when considering any person for admission as a student on the grounds of religion, race (including colour, citizenship and ethnic origin), political affiliation, sexual orientation or gender

The ethnic origin and disability information will only be used to monitor the School's equal opportunities policies, and to assess and deliver appropriate support. However, we recognise that some students might want this information to remain confidential. If you do not want to



disclose this information on form, there will be other opportunities during the admissions process.

10. Declaration & Submission

Declaration

Please ensure you have read and understood this section. By completing the box, you are confirming that the information in your application is correct and complete and that you understand and accept the terms of the application.

Application Submission

This is the last stage of the application process. You have the option to review your application and print it should you wish to keep a hard copy. Once you are satisfied with the information you entered, press the 'Submit your Application' button.

After submission, you will receive an email from the School confirming receipt of your application, which will include your application reference number. Please keep this reference for future communications with the Registry team.