



# Masters and Research Degree Application Guidance

These instructions are designed to help you complete each step of LSHTM's [online application form](#). We recommend that you refer to them at each stage of the application process. The steps of the process are:

1. [Personal Details](#)
2. [Nationality](#)
3. [Contact Details](#)
4. [Programme Details](#)
5. [Education](#)
6. [Employment](#)
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Your application will 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 (found at the top and bottom of each page) 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
- Your referees' details

What you need to electronically upload:

- A valid passport copy (photo page) or EU National ID card (mandatory)
- Your personal statement (mandatory)
- Curriculum Vitae/Resumé (mandatory)
- Transcripts (mandatory)
- A valid passport copy (photo page) or EU National ID card (mandatory)
- Degree certificates
- Relevant professional qualifications
- Evidence of English language ability (offer holders only)
- PhD and DrPH applicants: research degree proposal (mandatory)
- DrPH applicants: organisational policy analysis outline (mandatory)

You may only submit one application form to the School per academic year. Within this one application, you can select two course choices. Your application will only be considered for one course at any given time. We strongly recommend that you review our [Frequently Asked Questions](#) before starting your application.



## 1. Programme Details

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

### 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\*

**\*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 modes of study can be found on [our website](#).

#### Full-time

Over one year. This involves attending the School five days each week during termtime. 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 termtime). Each week will include 15 hours contact time within the School and 5 hours self-led study. This option is only available for those who do not require a Student Visa to study at the School.

#### 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 Programme 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 Programme 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 Student Visa. If you require a Student Visa, you must apply for full-time or split-study.**

## 2. Personal Details

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To begin your application, please submit the following information:

- 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 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, Female or Other.
- Date of Birth\*  
Please provide as requested (DD-MM-YYYY)

### 3. Nationality

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The School requires additional information 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 as requested.
- Do you have the right to permanent residence in the UK/EU?  
Tick yes or no.
- 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).



## 4. Contact Details

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- Address 1  
Please provide details for your Home/Permanent Address. This is the address with which you maintain a permanent connection, but do not necessarily reside.
- Address 2  
Please provide details for your Correspondence Address. This is the address that we will use to contact and send any information regarding your application.

Please ensure that you inform Admissions if any part of this data changes.

## 5. Education

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### 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
- Final/expected result
- Country
- Language of instruction
- Start date (MM-YYYY)
- Completed/expected completion date (MM-YYYY)
- Whether the course was distance learning (yes/no)

### Additional education and qualifications

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

### Language

Please let us know which language your qualification was taught in.

## 6. Employment

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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 other employment record" for each additional employment role you want to enter.



Details to be provided (most recent employment first):

- Employer Name
- Position held
- Start date (MM-YYYY)
- End date (MM-YYYY)
- Employer address
- Responsibilities (max 1000 characters)

If you do not have any previous formal employment, you may add volunteering or internship experience in this section.

## 7. Referees

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If you have studied in the last five years, then you should 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, dated and in PDF format. 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. Our application portal does not accept personal email addresses for referees.**

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.

## 8. Personal Statement

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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.**

Programme 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).

## 9. Funding Details

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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. If you are being sponsored to study at LSHTM, evidence of sponsorship awarded should be emailed to [admissions@lshtm.ac.uk](mailto:admissions@lshtm.ac.uk).

- 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.**

## 10. Supporting Documents

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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 a valid 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 submit an official 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 degree proposal (PhD and DrPH applicants only)
- Organisational policy analysis outline (DrPH applicants only)

#### Additional Supporting Documents

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

- English test scores
- Evidence of funding
- Evidence of permanent residency
- Qualification certificate
- Reference letters

Once you submit your application, you will not be able to make any amendments. If you wish to include any additional supporting documents later, please send these to [admissions@lshtm.ac.uk](mailto:admissions@lshtm.ac.uk) by email.

## 11. Equal Opportunities

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LSHTM values the diversity of its community and is committed to the creation of a positive environment which is fair, welcoming, and inclusive and where everyone is treated with dignity and respect. We welcome applicants with varied experiences and diverse backgrounds, and are committed to ensure that no student with potential is deterred from applying.

Information provided is used solely for the purpose of monitoring application and admission rates and forms no part of the selection procedure. All information is confidential and will not be disclosed to the programme selection team.

If you do not wish to provide this information then please select 'Information Refused'.

## 12. Contextual Admissions

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The London School of Hygiene & Tropical Medicine recognises the value in diversity and aims to create a community that represents the full makeup of our society and welcomes students from



all walks of life. We are aware that educational achievements can be influenced by a range of factors, so to make the admissions process fairer, to assess your attainment and potential, we aim to consider any barriers you may have faced and take account of the circumstances in which your grades have been achieved, rather than relying on results alone.

If you do not wish to provide this information then please select 'Prefer not to say' or 'Information Refused'.

### 13. Declaration & Submission

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#### 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 have made your application fee payment (if applicable) and 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 LSHTM Admissions.