

FORMULA FOR ENTRIES IN THE ADMISSIONS REGISTER

- Please bring and use your own pen (spares will be available).
- Please use your usual handwriting – do not use capitals, except where needed.
- Write as a paragraph – not as bullet points.
- Please follow the traditional formula below.
- The **essential information** is your name and date of birth, your degree, and the month of your admission.
- The remaining **biographical information** can be omitted if you prefer.

Your entry should be written as follows:

I, **First Name(s) Surname**, son/daughter/child of [one or both parents' names, with first name and surname, and occupation(s)], **of** [place of residence – just give village/town and county, or suburb/city, **not** full address], **born in** [town etc where you were born, **not** the hospital or house address] **on** [your birth date] **and educated at** [name of your secondary school; also previous university, if applicable], **was admitted as an undergraduate/postgraduate/visiting student** [as appropriate] **to read for a** [degree and subject], in **Month/Year**.