Sample text: request for further details of adjustments required at interview

Dear <Applicant Name>,

I am writing to thank you for your recent application to <College>.

We note from your UCAS form that you have declared a disability.

In advance of any potential interview, we are writing to ask you to indicate what adjustments or support the College might offer, should you be invited to Oxford to attend for interview. This would include information on access arrangements in examinations and also information on any support you might need during any potential stay in Oxford for the interview period.

Some examples of adjustments made in the past have included the following:

* Extra time for written tests (please let the College know if you have been granted extra time or had other adjustments made in your examinations).
* Provision of suitable accommodation and allocation of a suitable interview room (for example, a ground floor or wheelchair accessible room).
* Appropriate scheduling times for interviews (for example, timing of interviews in the morning or afternoon to offset impact of medication or a fatigue or anxiety condition).
* Provision of a support assistant (for example, in the case of applicants with Autistic Spectrum Conditions/ Asperger Syndrome or severe mental health difficulties).
* Provision of a sighted guide (in the case of applicants with a visual impairment).

The above list is not exhaustive and applicants are strongly encouraged to inform the College of other particular requests for adjustments in advance. Please do not wait until you hear if you have been invited to interview.

You should contact the College if adjustments are required even though your disability or specific learning disability has been declared on your UCAS application form by emailing <college e-mail address>

Information provided may be shared with colleagues in the College (and university more widely) who would be involved with making any required adjustments. We may need to contact your school if further information is required.

**Please note this e-mail does not constitute an invitation to interview. Nor will the information provided play any role in the shortlisting process. Interview decisions are made on academic grounds alone.**

Should you ultimately be offered a place, the College will contact you in advance of your arrival in Oxford to identify what adjustments may be needed in terms of accommodation, academic facilities and study aids. Should you wish to discuss arrangements prior to taking up your offer, the College will be happy to provide guidance.

Applicants with disabilities should also contact the University Disability Advisory Service as early as possible, there is no need to wait until examination results are finalised on (+44) 01865 280459, or disability@admin.ox.ac.uk in order to discuss their particular adjustment requests.

I look forward to hearing from you.

Yours sincerely,

College Admissions