

Please refer to the institution website for the course that you wish to apply and UCAS for the specific details that you need to include in your SOP. This leaflet is for guidance only.

Mentor International (UKEAS) provide a free SOP workshop where you can receive support on how to complete an SOP from our expert advisor. We also provide a free SOP proofreading service for students who apply through our office for their programme. Please visit our website or contact our office for further information.

## WHAT IS SOP ?

The SOP is also referred to as a Personal Statement and is used by institutions to consider you for a programme as part of your application. It is an important part of the application and will be used by the institution to decide if you are suitable for the programme along with your qualifications and experience.



**2** Read through the course details for the programme(s) you are applying



**4** Have details of your academic transcripts and any relevant work experience (including internships and voluntary)

## WHAT YOU NEED TO DO BEFORE YOU START YOUR SOP

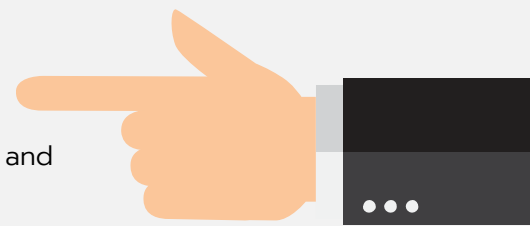


There are several things that you need to prepare before you start writing your SOP:

- 1** Check the guidelines on UCAS website:
  - UCAS has a word limit for SOP
  - You only write one SOP in UCAS but it will be considered by every institution you select in your application, so do not mention any specific institution
  - There is a deadline date by which you need to submit your SOP and application which can be different depending on the course you apply for or your tuition fee status (home/UK or international). Please check UCAS website for details
- 3** Make sure the course is relevant to your future career plan and read the career guidance on the course details



# HOW TO STRUCTURE YOUR SOP



Make sure you check the guidelines for SOP on the institution website and also the UCAS website.

The SOP should have a logical structure and generally there are 4 key parts:

## 1. INTRODUCTION AND WHY YOU ARE INTERESTED IN THIS SPECIFIC COURSE

30%

Explain how you became interested in this subject, highlight any previous related study or work experience

## 2. WHY YOU WANT TO STUDY THIS SUBJECT

30%

Highlight the areas and topics you want to learn and the reason why

## 3. HOW THE COURSE WILL HELP YOUR FUTURE CAREER

20%

Explain how the course will help you learn new and relevant knowledge and skills that you can use in your future career

## 4. HIGHLIGHT KEY ACHIEVEMENTS

20%

Highlight any academic and non academic achievements and how you will contribute to the institution

## CHECKLIST FOR SOP



- Check institution and UCAS website for guidance on SOP
- Read through the course details
- Make sure you prepare enough time to complete your SOP
- Check grammar and spelling (you can use Mentor International free proofreading service)
- Do not mention the name of an institution as the same SOP will be used by all the university in your UCAS application
- Do not copy from online template or alternative source
- Do not be negative
- Be precise and only include relevant information



Rachdamri 02-2555157-9  
Tonglor 081-7105117



MentorInternational



Mentor\_international



@mentor.ac



Mentor International