



Notes for applicants

- You are advised to read the accompanying Guidance Notes before completing this form.
- To complete the form, enter text in the **grey boxes** or click in the check boxes () provided. Forms must be completed electronically and e-mailed to **study.abroad@uwl.ac.uk**.
- Details entered onto this form will be transferred to a computer. This information will be treated confidentially in accordance with the UK Data Protection Act, 1998.

SECTION 1

Programme Details

Please indicate your intended period of study:

- Full Academic Year (September 2017 start)
 Autumn Semester (September 2017)
 Spring Semester (January 2018)

Please indicate your intended level of study at UWL:

- Undergraduate
 Postgraduate

Personal Details

Title (e.g. Ms/Mrs/Mr/Dr):

Surname (as it appears on your passport):

First name(s) (as it appears on your passport):

Previous surname (if changed):

Gender:

Male

Female

Date of birth (DD / MM / YYYY)

/ /

Home address:

Street:
Street:
City:
Country:
Post Code/Zip code:

Telephone (incl. area and country code):

E-mail:

Nationality (as it appears on your passport; if you have dual nationality indicate both):

Country of birth:

Country of domicile or permanent residence:

Home Institution Details

Name of home institution:

Name of contact person:

Title of contact person:

Full address:

Email:

Telephone (incl. area and country code):

I am a: EU/EEA national non-EU/EEA national

Visa Status

For non-EU/EEA nationals, there are two visa routes depending on your intended length of stay at UWL:

1. **Short-term study visa** (for a one-semester stay of less than 6 months).
2. **Tier 4 (General) student visa** (for a two-semester stay of longer than 6 months)

In order to choose the correct visa route, please consult the UK Home Office website (<https://www.gov.uk/government/organisations/uk-visas-and-immigration>). To check whether a visa is needed or not, please see www.gov.uk/check-uk-visa.

I confirm I have informed myself in detail about my immigration status and can confirm that I wish to apply for the below mentioned visa. I understand that it is my responsibility to comply with the UK immigration regulations.

I want to apply for a: Short-Term study visa TIER 4 (General) student visa
Please refer to the Guidance Notes before completing this section.

All students must answer the following question:

Have you previously applied for a visa for the UK? Yes No
Have you had any visa refusals? Yes No

If yes, please provide full details of the reason for your visa refusal and attach copies of the visa refusal documents.

SECTION 2

Current Educational Details

Name of home institution:

Title of degree programme/major:

Level of study at your home institution:

Undergraduate Postgraduate

Current Marks/Grades Average (GPA):

Total length of degree programme:

What is your year of study at your Home Institution?

Which semester will you spend at UWL?

Please note, you will need to send a copy of your official transcript to date to studyabroad@uwl.ac.uk as part of the application pack.

English Language Competency

Is English your first language? Yes No

If English is not your native language, please provide details of your highest English language qualification:

Name of English language test (IELTS, TOEFL, etc)	Date taken / / (DD / MM / YYYY)	Results / scores				
		Overall	Reading	Writing	Listening	Speaking

Non-EU/EEA students: Please note, if you are planning to apply for a Tier 4 (General) student visa for your two-semester stay you must contact studyabroad@uwl.ac.uk for details on which English language qualifications we accept.

Please note, you will need to send a copy of your English language test certificate to studyabroad@uwl.ac.uk as part of the application pack.

SECTION 3

Criminal conviction(s)

This part of the form **MUST** be completed.

If you do not tick either the 'yes' or 'no' box, we will not process your application. In such circumstances, we will contact you to get the information, but this will delay your application.

Do you have any relevant criminal conviction(s)?
(see below for definition)

Yes

No

You must tick the 'yes' box if you have a relevant conviction, caution, reprimand or final warning **NOT** including:

- A motoring offence that you received a fine or three penalty points for; **OR**
- A spent sentence (as defined by the UK Rehabilitation of Offenders Act 1974).

See Guidance Notes for more information.

SECTION 4

Reference

We require one reference as part of your application. Please supply details of your referee here and **send the reference letter with this application form.**

Your referee should relate to your current **study** and explain why you are suitable for a study abroad period.

Referee

Name:

Position:

Daytime telephone number (including country code):

E-mail:

Declaration

I confirm and agree to the following:

- (a) The information I have given on this form is true, complete and accurate. If I have given false or inaccurate information the University can withdraw my application or offer.
- (b) The University may, at any time, ask me to provide more information about my application (e.g. proof of identify or qualifications). If the University does not receive information by the requested date, or if the information is not satisfactory, the University may cancel my application. I understand the University will not be liable for any delays and/or any loss or damage resulting from the delay if I have delayed in providing information to the University.
- (c) I will supply the University with information in good time, and by the requested date. I will keep the University informed of my travel plans including visa application, if applicable, and accommodation position.
- (d) I understand the University will not be liable for any delays and/or any loss or damage resulting from the delay if I have delayed in providing information to the University.
- (d) I will abide by the rules and regulations of the University if I become a student.
- (e) I understand and accept the University's refund terms and conditions.
- (f) My application is a contract between myself and the University. No one else can enforce any part of this contract under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.

By signing and submitting the application form, you are agreeing to the terms of the Declaration.

Signature of applicant

(simply type your name if completing this form on a computer):

Date:

/ / (DD / MM / YYYY)

Data Protection Notice

I understand that by applying for the Study Abroad Programme I am giving permission to the University of West London to communicate information relating to my application, and if successful, my enrolment and studies to my Home Institution. I understand the information provided on this form will be used in accordance with the UK Data Protection Act 1998 and will be used to form the basis of my student record. I give consent to the University to release any personal information to third parties who provide services to the University and to the Home Office regarding my immigration status or immigration history, if applicable. I also give consent for the Home Office to release any information regarding my immigration status or history, if applicable, to the University of West London.

Please refer to the Guidance Notes document for full data protection notice.

Signature of applicant (simply type your name if completing this form on a computer):

/ / (DD / MM / YYYY)

Date:

Optional

Authorisation to release information to contact at home institution, parent or guardian

I, the student, wish to authorise _____ (name of parent/guardian) and representatives from my home institution to be able to obtain information on my behalf from UWL. My parent/guardian may request information related to academic performance (including final grades), attendance, housing, student accounts, financial aid or registration. I have left this space blank in case I do not wish to nominate anyone.

Signature of applicant:

How did you hear about the Study Abroad Programme at UWL?

- Via the UWL website
- Via a search engine, e.g. Google
- Recommendation from a friend
- Recommendation from my home institution/ academic advisor
- At a study abroad fair
- Other. Please specify _____

Check List

Please check that you have included the following documents when you submit this application form:

- Copy of your passport (both the cover and photograph pages)/ EU/EEA students: You can provide a copy of your national ID card (copies of the front and back)
- Personal Statement to support your application, including your reason(s) for wishing to study abroad at UWL and the benefits you expect to gain from it. It does not need to be longer than 500 words.
- Copy of English language certificate (if applicable)
- Copy of official transcripts for your current degree (eg your current undergraduate studies)
- Copy of official high school degree certificate and high school transcripts
- One academic reference

Your completed application form and the documents above can be sent by e-mail to study.abroad@uwl.ac.uk.

Once we receive your application, we will carefully consider your qualifications and experience, and subsequently contact you.

Please send this application form and all supporting documents by e-mail to study.abroad@uwl.ac.uk

SECTION 5

Equal and Diversity Monitoring

The University of West London is committed to equality and social inclusion and has a statement on equality and diversity. Please help the University evaluate the effectiveness of its policies and practices by completing the information outlined below. We would also encourage you to give information about your disability to the University so that we can endeavour to make reasonable adjustments for you.

Your response to this section will not influence your application. This form will be detached from your application and will not be provided to staff involved in selection decisions.

This information will only be available to Admissions and Disability staff and will not be made available to anyone else without your explicit permission.

Surname (as it appears on your passport)*:	Date of birth: / / (DD / MM / YYYY)
--	-------------------------------------

*Please use exactly the same format of your surname as you have used in Section 1 of this form.

Ethnic origin

Please indicate which you feel best reflects your ethnic origin.

- | | |
|--|---|
| <p><input type="checkbox"/> ¹¹ White (British)</p> <p><input type="checkbox"/> ¹² White (Irish)</p> <p><input type="checkbox"/> ¹³ White (Scottish)</p> <p><input type="checkbox"/> ¹⁴ Irish Traveller</p> <p><input type="checkbox"/> ¹⁹ Other white background</p> <p><input type="checkbox"/> ²¹ Black or Black British – Caribbean</p> <p><input type="checkbox"/> ²² Black or Black British – African</p> <p><input type="checkbox"/> ²⁹ Black other</p> <p><input type="checkbox"/> ³¹ Asian or Asian British – Indian</p> <p><input type="checkbox"/> ³² Asian or Asian British – Pakistani</p> | <p><input type="checkbox"/> ³³ Asian or Asian British – Bangladeshi</p> <p><input type="checkbox"/> ³⁴ Chinese</p> <p><input type="checkbox"/> ³⁹ Asian other</p> <p><input type="checkbox"/> ⁴¹ White & Black – Caribbean</p> <p><input type="checkbox"/> ⁴² White & Black – African</p> <p><input type="checkbox"/> ⁴³ White & Asian</p> <p><input type="checkbox"/> ⁴⁹ Other mixed background</p> <p><input type="checkbox"/> ⁸⁰ Other ethnic background</p> <p><input type="checkbox"/> ⁹⁸ Information refused</p> |
|--|---|

Disability

The University of West London welcomes and supports students with learning difficulties and disabilities.

To help us to provide appropriate support services, please indicate which term is descriptive of your disability.

Please indicate any support that we can provide to help you in your studies or examinations.

- | | |
|---|---|
| <p><input type="checkbox"/> ⁰⁰ No disability</p> <p><input type="checkbox"/> ⁰¹ Dyslexia</p> <p><input type="checkbox"/> ⁰² Blind/partially sighted</p> <p><input type="checkbox"/> ⁰³ Deaf/hearing impairment</p> <p><input type="checkbox"/> ⁰⁴ Wheelchair user/mobility disability</p> <p><input type="checkbox"/> ⁰⁹ A disability or special need not listed above (please specify)</p> | <p><input type="checkbox"/> ⁰⁵ Require personal care support</p> <p><input type="checkbox"/> ⁰⁶ Mental health difficulties</p> <p><input type="checkbox"/> ⁰⁷ Unseen disability eg diabetes, asthma</p> <p><input type="checkbox"/> ⁰⁸ Multiple disabilities</p> <p><input type="checkbox"/> ¹⁰ Autistic Spectrum Disorder</p> |
|---|---|

Study Abroad Application

SECTION 6 Module Selection

First Name/Surname:	Name of Home Institution:
Number of credits (ECTS/CATS)/ modules needed while abroad (provide as much information as possible):	

Before filling in your module selection below, please consult the module list (s) of your chosen academic school(s) carefully and discuss your choices with your academic advisor. **The module listings will be e-mailed to you upon request.** You can take up to three modules from across two UWL academic schools. The maximum amount of credits you can take per semester is 30 ECTS/60 CATS. Please give us your first three choices, as well as two approved alternative modules for every first choice. If, due to timetabling, you cannot be offered your first choice module, you will be given the second choice module and should this not be possible either, in very rare occasions, you would be given the third choice. It is important you list the second and third choices that could substitute the first choice.

Please note that you cannot make changes to your choices once submitted. UWL will timetable you based on the choices provided.

First Choices				Second Choices (alternatives)			Third Choices (alternatives)			
	Academic school	Module code	Module title	Credits (ECTS/CATS)	Academic school	Module code	Module title	Academic school	Module code	Module title
1										
2										
3										
Number of credits/modules needed for your period abroad:										

Declaration:

I understand all of the above. I have informed myself about the content of each selected module and that I meet pre-requisites, if applicable.

I understand that modules run subject to demand and that the module offering in any given semester may change.

I understand that it is my responsibility, and not the University of West London's, to ensure that any credits I may obtain can be used towards my degree programme at my Home Institution. Any questions regarding this have been addressed with my advisor (s) at my Home Institution.

Signature Applicant _____