University of Leeds
Incoming Study Abroad/Exchange/Erasmus

Application Guide
2016/17 Academic Year
Hello from the Study Abroad Office, the admissions office for your study at the University of Leeds.

We are pleased that you want to study at The University of Leeds. We recommend that you have this guide open whilst you are filling in our online application form. Please read this guide carefully as every year we get many incomplete or incorrect applications which cause delays in the admissions process. There is lots of useful information on our website.

If you have any questions, you can ask your study abroad representative at your home university or contact us on studyabroad@leeds.ac.uk.

We look forward to reading your application.

Best wishes,
Steph, Amy and Katie
Step 1. Create a new account and application

a. Follow this link to this page and follow the instructions to create a new account:
https://studentservices.leeds.ac.uk/pls/banprod/bwskalog_uol.P_DispLoginNon

b. Create a new online application
Step 2. Select the application type and academic year

a. For Application Type select ‘Study Abroad/Exchange/Erasmus’

b. For Admission Year select 2016/17

NB: This includes the following applicants: January – January, Science without Borders, Dentistry, Healthcare, Westminster Internship

NOTE: you will NOT be able to go back and edit this page at a later date so you will have to submit a new application if you make a mistake here.
Checklist page

This page can be returned to at any stage so you do not have to complete the application all at the same time (just make sure you save every page!)

Your application will not be submitted until you press ‘Application is Complete’. This means that the study abroad office will not see parts of your application whilst it is still in progress.

Sections can be returned to at any stage before you submit your application, so if you make a mistake, you can go and correct it.

Pages from the Checklist

At the bottom of each page from the checklist, there will be three options:

Checklist = returns to the checklist
Continue = takes you to the next checklist screen
Finish later = takes you back to the application home page
Step 3. Name information

It is very important that we know if you have registered or applied to the University of Leeds before, for any programme.

If you applied before and were not accepted, please select ‘yes’ to ‘Have you previously applied...’.

This will not affect your chances of being accepted, we just need to know as you will already have a University of Leeds student ID number. If we know this from the beginning, it prevents future delays to your application.

NOTE: please enter your name as it appears on your passport/ID card. This is very important for immigration reasons.
Step 4. Planned Course of Study

a. For ‘Course of Study’ select ‘Study Abroad’

b. For ‘What is your Programme Type?’ select:
   a. ‘... With pre-sessional language programme’ if you are taking a 6, 10 or 20 week English language course before you start Semester 1 or Semester 2 of teaching. You will be able to select the exact course later
   b. ‘ERASMUS exchange’ if you are coming from a European destination through the Erasmus+ programme
   c. ‘Study Abroad/Exchange’ if you are a coming from outside of Europe or are a fee-payer

c. For ‘What is your intended period of study’ select:
   a. ‘Semester 1’ to start teaching in September
   b. ‘Semester 2’ to start teaching in January
   c. ‘Semester 1&2’ if you will be taught from September – June
   d. ‘Other’ if you are one of the following applicants:

   NOTE: later on you will only be able to choose modules appropriate to your period of study.

d. The Personal Statement please tell us why you want to study at the University of Leeds
Step 5. Address Details

a. Permanent Home Address Details

You may select on this page if your correspondence address will be the same as your permanent home address.

b. Correspondence Address Details

We need accurate address details for you. You will be addressed to yourself at your Permanent Address. We will send acceptance letters to your Correspondence Address unless you are an exchange student from a partner institution outside of Europe. Nothing further will be posted to this address until you finish your time studying here so please enter accurate validity dates.

NOTE: please do not use special characters in your address as they are not recognised.
Step 6. Personal Information

a. The email address you submit will be the email address we use to contact you regarding your application and give you arrival information so please make sure it is an account you check regularly.

b. Please enter your Birth Date accurately as this is used for immigration purposes.

c. If you have a disability, you can declare it here. This is so that the University can ensure that it meets your needs and provides appropriate support where necessary.

   a. A disability is defined as a physical or mental impairment that has a substantial and long-term (12 months or longer) negative effect on someone’s ability to do normal daily activities (cooking, washing, walking or getting the bus, reading & writing, note-taking, exams etc.). Examples of disabilities include: Dyslexia, dyspraxia, dyscalculia; ADHD or ADD; Asperger Syndrome or autism; Long-term mental health conditions; Long-term medical conditions e.g. epilepsy, cancer, HIV, diabetes, IBS, Chronic Fatigue; Physical or mobility impairment; Blindness or significant sight loss; Hearing loss.

   b. If you submit disability details, this will not impact your acceptance.

   c. If you have any questions about declaring a disability or the support that you could receive, please contact our Disabled Students’ Assessment & Support team: disability@leeds.ac.uk.

d. If you state that you have criminal convictions, we will ask you for further details before we can accept your application.
Step 7. Residency & Funding

a. Please select the appropriate nation from the drop down list for your country of birth, nationality and domicile (where you currently live)

b. For fee status select:
   a. ‘Exchange Student (no fees)’ if you are coming via the exchange program with one of our partner universities.
   b. ‘Pay own fees’ if you will be paying tuition fees directly to the University of Leeds.
   c. ‘Home institution/representative to pay fees’ if you are coming through one of the following institutions: API, Butler, Cornell/ Brown/ Penn, Doshisha, Fuji Women’s University, Konan Womans’s University, Lingnan, Towson

c. Please fill out your passport (or ID card for those in Europe) details accurately, especially if you will need a Tier 4 visa for the duration of your study

NOTE: if your passport will run out of date before or during your stay in the UK, you will need to renew your passport. Please do not upload old passport details here, let us know information about your new passport (receive date and nationality) with a note in your supporting documents.
Step 8. Previous/Current Education

a. Please enter your current and any previous higher education institutions – especially if you have studied in the United Kingdom before

NOTE: we need to know if you have studied in the UK before at any level for immigration reasons.

b. Please ensure you enter your year of study as this can have visa implications for some applicants and prevents future delays if we can get this information here

c. Please enter the date that you received, or expect to receive, your qualification

<table>
<thead>
<tr>
<th>Previous/Current Education</th>
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<tbody>
<tr>
<td><strong>For International Applicants:</strong> If you require a Tier 4 (General) Student Visa to study in the UK you must declare all visits to the UK for which you have previously had permission to stay as a Tier 4 (General) student (or under the student rules that were in force before 31st March 2009). In the following sections please include the educational providers, where you have previously studied and if applicable, the qualification you achieved. This information is required and is subject to review by the United Kingdom Visas and Immigration (UKVI). For further information please refer to the help link at the top of the page.</td>
</tr>
<tr>
<td>Please enter your previous/current institution.</td>
</tr>
<tr>
<td>To start the lookup, click the 'Lookup Your Institution' button to search for your institution, these are ordered by regions, then countries and finally institutions.</td>
</tr>
<tr>
<td>The lookup institution address is read only. You will have the option of entering the name and address of your institution at the end the lookup process, if your institution cannot be found.</td>
</tr>
<tr>
<td>To enter information on additional higher or further education institutions you have studied at, click the 'Enter/View another institution' button at the bottom of the page. When you are finished, click Continue to go to the next section.</td>
</tr>
<tr>
<td>If you need assistance in this section click HELP at the top of the page.</td>
</tr>
</tbody>
</table>

Please enter the details of all relevant institutions/qualifications which support your application including those undertaken in the United Kingdom.

```
- Previous Current Education
  (Checklist Item 7 of 12)

- Home University: University of Leeds
- Address Line 1
- Address Line 2
- Address Line 3
- City: Leeds
- Zip/Postal Code
- Country: United Kingdom

What is your Degree Title (if known)?
- Bachelor of Arts

If not found, enter Degree Title
- Undergraduate

What modules/courses are you studying this year?
- (Please include all the modules/courses which are not listed on your current transcript)

What is your current year of study?
- 2

Current Grade Average? (if known):
- Day None
- Month None
- Year (YYYY)

Qualification Date: Day Month Year (YYYY)
```
Step 9. English Language Proficiency

a. If you are taught mainly in English select ‘yes’

NOTE: even if you are taught in English, you will need to provide evidence of your English Language level if you have studied at University level for less than two years in an English speaking country if you want/need a Tier 4 visa.

b. Please read the Language Requirements section of our website to see if you meet our language criteria before applying. There is also more information on who needs to submit evidence of English Language level.

c. You should enter the test date as it is printed on your certificate.

NOTE: IELTS and TOEFL test dates must be within 2 years (to the day) of when you will start studying at the University of Leeds.
Step 9. English Language Proficiency - Continued

e. If you are taking a pre-sessional course, you must select which one on this page.

f. There is more information about pre-sessional courses on our [website](#) and on the English Language Centre [website](#) who run the course.
Step 10. Module Selection or Research

NOTE: Please read the information on our website before filing this section in.

a. Once you have selected the ‘Subject’, modules suitable for Incoming Study Abroad students (marked ‘isa’ on our Module Catalogue) will appear under module selection.

b. Please select 60-100 credits per semester of study.
   a. A standard workload is 60 credits per semester, however we advise that you select more than this here as there is no guarantee that you will be allocated the modules that you request.
   b. If you select more than 100 modules per semester we will have to ask you to submit a new application.

c. January to January applicants should only select modules in Semester 2, you will choose your Semester 1 modules after you have arrived.

d. It does not matter which order you select the modules in, the list is not an order of preference.
Step 10. Module Selection or Research - Continued

f. Please contact the relevant Study Abroad Coordinator (a list can be found on our website) for academic advice regarding individual modules – the Study Abroad Office cannot provide academic advice.

g. It is sometimes possible for students to take postgraduate modules, however we advise that you check with your home institution and the Study Abroad Coordinator for that subject before applying.

h. What should the ‘Research Area’ box be used for?
   a. If you want to conduct research rather than taking specific modules.
   b. Writing down modules that you wish to take that have not appeared when you selected the subject above, including postgraduate modules.

Post Graduate modules: It is not common practice to allow exchange or Study Abroad students to take PG modules. For further information please refer to the Module Availability Guidance Notes.
Step 11. Referees

NOTE: the information on this page is NOT directed at incoming study abroad students, please enter ‘n/a’. Fee paying applicants should refer to the Supporting Documents section on our website as you will need to provide a reference letter.

<table>
<thead>
<tr>
<th>Referee 1 - Name</th>
<th>Ms E. Ecterer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Referee 1 - Occupation</td>
<td>Professor</td>
<td></td>
</tr>
<tr>
<td>Referee 1 - Address</td>
<td>University University Lane A Town A City A Country</td>
<td></td>
</tr>
<tr>
<td>Referee 1 - Email address</td>
<td><a href="mailto:L.Ecterer@university.ac.uk">L.Ecterer@university.ac.uk</a></td>
<td></td>
</tr>
</tbody>
</table>

Step 12. Emergency Contact

Please fill in the details of somebody that the University of Leeds should contact should there be an emergency situation during your time in Leeds.

<table>
<thead>
<tr>
<th>Title</th>
<th></th>
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<tbody>
<tr>
<td>Relationship</td>
<td>Father</td>
</tr>
<tr>
<td>Last name</td>
<td></td>
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<tr>
<td>First name</td>
<td></td>
</tr>
<tr>
<td>Address Line 1</td>
<td>Home</td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Address Line 3</td>
<td>A Town</td>
</tr>
<tr>
<td>City</td>
<td>A City</td>
</tr>
<tr>
<td>Post/ZIP Code</td>
<td>A2 B2B</td>
</tr>
<tr>
<td>Country</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>Telephone Number (Including country and area code)</td>
<td></td>
</tr>
<tr>
<td>Mobile Telephone Number (Including country and area code)</td>
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</tr>
</tbody>
</table>
Step 13. Supporting Documents

NOTE: incorrect or missing supporting documents are the main reason applications are delayed. We cannot process your application if you have not submitted all of the required supporting documents so please read this information carefully and ensure that the documents are uploaded and SAVED (you must press ‘Attach to Application’ to save the documents) to your application before you press ‘Application Complete’.

a. Upload all of your supporting documents in one pdf file.

b. All applications must include:
   a. Official transcript of records (in English) or a non-official print out that is stamped and signed by your home university with an explanation of your home institution’s grading system
   b. A copy of the information page of your passport or ID card that you will be using to travel. If you are renewing your passport, please include a page in your supporting documents informing us of this.

c. Please see the ‘Supporting Documents’ section of our website to see if you need to submit other supporting documents (English language certificate/references/portfolio of work/foreign language questionnaire/disability information)

d. If you are having technical difficulties, please try again later and then email us if you are still having problems.
Step 14. Submit your application

a. You should now have filled in everything that we need to process your application!

b. You are able to view a summary of your application by pressing ‘Show summary of this application’.
   a. Sometimes this doesn’t show all of the information on your application. Do not worry about this, we will contact you if we need further information.

c. Please tick the boxes as appropriate to you and then press ‘Application is Complete’ when you are ready to submit your application.

NOTE: we cannot view or process applications until you have pressed ‘Application is Complete’.
Thank you for submitting your application to study at the University of Leeds; we look forward to reading it. We will contact you if we need any further information from you. We do receive a high volume of applications every year and we thank you for your patience whilst we process them. We anticipate that you will hear from us within 6 weeks of the date you submit your application.

If you have questions, you can find information on our website:
www.leeds.ac.uk/incomingstudyabroad

You can also contact us:
Email - studyabroad@leeds.ac.uk
Phone - +44 (0)113 343 7900
Office hours: Monday to Friday 09:00 - 17:00