

UNDERGRADUATE STUDY ABROAD APPLICATION FORM

This form is designed to give us the information we need to consider your application to our Undergraduate Study Abroad Programme. It does not commit you to taking up any place you may be offered. Please complete ALL sections. Thank you.

SECTION 1A: PROGRAMME DETAILS

I am applying for the 20__ / 20__

European (EU) Study Abroad Programme	<input type="checkbox"/>
European (Non-EU) Study Abroad Programme	<input type="checkbox"/>
International Study Abroad Programme	<input type="checkbox"/>
US Study Abroad Programme	<input type="checkbox"/>

Semester 1 (September start) Semester 2 (January start) Full Academic Year

Where did you hear about this programme? _____

SECTION 1B: PRE-SESSIONAL ENGLISH

Is English your first language? Yes No (If Yes, please proceed to Section 1C.)

If English is not your first language, you will need to provide official proof of your English language level. If it is below IELTS 6.0, TOEFL (iBT) 80, or equivalent, you will need to take pre-sessional English classes.

Do you need or wish to take pre-sessional English classes? Yes No

When do you wish to start pre-sessional English classes? Please select one of the months below:

April July September

SECTION 1C: INTERNSHIP PROGRAMME

Applicants for the European (Non-EU), International and US Study Abroad Programmes are eligible to apply for the Internship Programme. (The Internship Programme is not currently open to applicants for the European (EU) Study Abroad Programme.)

The Internship Programme offers an internship placement assessed through the Personal and Professional Development module, which upon successful completion awards 15 UK credits. Alongside the Internship Programme, students will study an additional 45 UK credits (normally three modules) ensuring compliance with full-time course of study regulations.

Do you wish to apply for the International Internship Programme? Yes No

You must ensure that you enclose with a completed internship application form with CV (résumé), personal statement and signed code of conduct.

SECTION 2: PERSONAL DETAILS

Full Name (as it EXACTLY appears in your passport) _____

Gender _____ Date of Birth (**Day / Month / Year**) _____

Nationality _____ Country of Birth _____

Permanent Home Address _____

Passport Number _____

Home Telephone _____ Mobile / Cell Phone _____

E-mail Address _____ (MUST BE PROVIDED)

Name of Emergency Contact _____

Telephone of Emergency Contact _____

E-mail of Emergency Contact _____

Do you have a physical or sensory disability? Yes No

If yes, please enclose details in a separate envelope marked 'Confidential'. Include a statement detailing your plan to manage your disability whilst abroad. Also include a recent relevant report from your doctor and information on any special needs arising from your disability. ALL supporting medical documentation supplied to the University of Westminster MUST be in English.

SECTION 3: EDUCATIONAL DETAILSHome College or University (Name/Address) _____

Current Course of Study (Exact Name of Degree) _____

Total Length of Current Course of Study _____ Expected Year of Graduation _____

Current Cumulative GPA / Average Grade _____

Classes you are currently taking not listed on your transcript _____

_____Year(s) of study while abroad 1st / 2nd / 3rd / 4th / Graduate Semester(s) of study while abroad 1st / 2nd / 3rd / 4th / 5th / 6th / 7th / 8th

SECTION 4: PERSONAL STATEMENTPlease enclose a short personal statement (300-500 words) stating why you wish to join the Study Abroad Programme.

SECTION 5: ACADEMIC REFERENCEPlease enclose a reference on letter-headed paper written by one of your tutors from your home college or university. The reference should comment on your academic standing and your suitability for the Study Abroad Programme.

SECTION 6: HALLS OF RESIDENCEDetails of the Halls of Residence can be found at: www.westminster.ac.uk/housingPlease **actively** research the Halls of Residence and **carefully** choose your preferences below, noting the following:

- applicants who select **2 or more** modules based at the Harrow campus will be considered for Harrow Hall **only**, and any changes to module choices made post-application are **unlikely** to be reflected in housing assignments
- if you are offered and/or accept a place at a Hall of Residence you will **not** be able to change your assignment
- all assigned rooms are single occupancy (twin sized bed)
- a small number of rooms for double occupancy may be available for partners or married couples
- not all Halls of Residence have ensuite facilities (ie bathrooms inside each room)
- although the University endeavours to place applicants in their first preference Hall of Residence, it is **unable to guarantee** that applicants will be offered their choice of Hall or room type

Do you wish to apply for a place in University of Westminster Halls of Residence?

Yes No **If you answered 'Yes' to the last question, please complete either the Harrow OR the Central London section below (based on the location of study of your module choices).**

For Harrow Hall of Residence	OR	For Central London Halls of Residence
Please rank the two options below in order of preference (1 = most preferred):		Please rank the three options below in order of preference (1 = most preferred):
Standard Room Standard Block _____		Alexander Fleming Hall _____
Standard Room Premium Block _____		International House _____
		Marylebone Hall _____

Please provide details below if you wish to apply for a double occupancy room with a partner or spouse.Name of partner / spouse _____

SECTION 7: MODULE CHOICES

Please follow the instructions below:

- Use our online Study Abroad Module Catalogue at www.westminster.ac.uk/studyabroad/modulecatalogue to decide which modules you wish to study. Ensure that you read all accompanying guidance to assist you with making your choices.
- Using the full codes and titles, please list, **in order of preference**, the modules you wish to select. Although students take 4 modules per semester, please choose 8 modules (4 preferred and 4 alternative) to avoid disappointment due to timetable clashes; last minute timetable changes; or module cancellations. **Should you need to, you will have an opportunity to make changes to your module registrations upon arrival, subject to availability.**
- **Please fill out the Module Choice form in its entirety** and list all 8 modules, in order of preference. If your first preferred choice cannot be accommodated, we will try to replace it with your first alternative choice, and so on. Failure to provide us with a complete module choice form will **delay the process of you being fully registered on modules prior to your arrival.**
- If you are studying for a full academic year, you will be required to register for second semester modules during your first semester. Please therefore only list your first semester module choices below.

	Module Code	Module Title	For Office Use Only
1	Preferred Choice		
	_____	_____	EVT _____
	Alternative Choice		
	_____	_____	EVT _____
2	Preferred Choice		
	_____	_____	EVT _____
	Alternative Choice		
	_____	_____	EVT _____
3	Preferred Choice		
	_____	_____	EVT _____
	Alternative Choice		
	_____	_____	EVT _____
4	Preferred Choice		
	_____	_____	EVT _____
	Alternative Choice		
	_____	_____	EVT _____

SECTION 8: IMMIGRATION INFORMATION

Do you intend and are you able to attend all lessons / classes as part of your programme in the UK? Yes No

If you are a national of an EEA country (European Union plus Iceland, Liechtenstein and Norway) or you are from Switzerland, you can enter the UK as a student with a minimum of formality - you do not require entry clearance or a visa. You may be asked to show evidence that you have been accepted on to a course, and that you have sufficient funds to support yourself whilst in the UK. You will also need your passport.

If you are a non-EEA national or a non-Swiss national, depending on your programme you will either need to apply for a:

- **Student Visitor Visa**
(if your programme **is not** longer than six months and your programme **does not** involve an internship)
- **Tier 4 General Student Visa**
(if your programme **is** longer than six months and/or your programme **does** involve an internship)

If you qualify for a Tier 4 General Student Visa, you will need a Confirmation of Acceptance of Studies (CAS) number and statement from the University. This will be e-mailed to you from the Education Abroad Centre and your acceptance letter will indicate to you when you should expect to receive it.

Further guidance is available from the University's Student Advice Service at www.westminster.ac.uk/visas

SECTION 9: APPLICATION FEE

If you are applying directly to us (ie **not** through the international office of one of our partner institutions or **not** through a study abroad provider) you are required to pay a £200 application fee which is deducted from your final tuition fee invoice.

For credit card payment only, please provide details below for the **£200** application fee below:

Name of cardholder	
Address of Cardholder	
Credit Card Type (please circle): Visa / Mastercard (please note that we do not accept American Express)	
Card Number	
Expiry Date	Start Date (if applicable)
Issue Number (Switch only)	3-digit Security Code
Signed	Date

For bank transfer payment only, please use the bank details below to make the **£200** application fee payment:

Bank Name:	National Westminster Bank	Account Name:	University of Westminster
Bank Address:	PO Box 3038	Bank Sort Code:	56-00-33
	57 Victoria Street	Account Number:	48303542
	London	Swift/BIC Code:	NWBKGB2L
	SW1H 0HN	IBAN Number:	GB95NWBK56003348303542

When making payment by bank transfer, please ensure you include a description of the payment by clearly writing **your name** followed by '**Study Abroad Programme Application Fee**' as the description. When you have made payment, please include a copy of the **BACS remittance advice** that you receive from the bank with your application form as proof of payment.

SECTION 10: I ENCLOSE THE FOLLOWING:

- **A personal statement**
- **An academic letter of reference**
- **A portfolio of work (if applying for practical modules at the School of Media, Arts and Design only)**
- **An official transcript**
- **A proof of English language ability (non-native English speakers only)**
- **A completed internship application form with CV (résumé), personal statement and signed code of conduct (if applying for the International Internship Programme only)**
- **A completed Form E fee assessment form (if applying to the European (EU) Study Abroad Programme only)**
- **A £200 application fee (if applying directly to us only)**
- **A copy of the main photograph page from my passport**
- **A passport sized photograph**

APPLICATION DEADLINES: 1 May for September start
15 October for January start

Please note that we are unable to make a decision on your application until all the above items have been received. If you are sending some items separately please indicate when they are likely to arrive. We are also unable to return any original documents.

SECTION 11: DECLARATION

I confirm that all the details I have provided are true and accurate. I have read and understood the information contained on the University website and / or in University publications in relation to Halls of Residence applications. I understand that the information in my halls application will be used by the University of Westminster in accordance with the Data Protection Act 1998. I agree that the information I have provided is accurate and that any medical information may be disclosed in confidence to relevant staff including those from the Halls of Residence, the Counselling Service, the Advice Service and the Student Health Service. Also that the University of Westminster may disclose information to third parties who provide services to the University on the basis that it is provided in confidence.

Signature _____ **Date** _____

Please send your application to:

Application for Study Abroad,
Education Abroad Centre, University of Westminster
16 Little Titchfield Street, London W1W 7UW, United Kingdom
