

Application for Exchange, 2014-15

(Non-degree seeking students)

International Office, Exchange & Study Abroad

February 2014

Application Deadlines

Full Academic Year:	31 May
Semester One entry:	31 May
Semester Two entry:	31 October

PLEASE NOTE THAT LATE APPLICATIONS WILL NOT NORMALLY BE ACCEPTED BY THE UNIVERSITY

Expected Documents

- Application
- Learning Agreement/Requested Study Programme/Course Listing/Module Application
- Academic Transcripts - Your academic transcript is an official list of modules/courses you have studied at your home University.
- Copy of Valid Passport
- Reference Letter

Make sure you have completed your application form, attached all the relevant documentation and ensured it is signed by the authorised member of staff at your University. Check that your application is complete using the checklist. You may now send in your Application to the University of Hull. WE ACCEPT APPLICATIONS SENT AS E-MAIL ATTACHEMENTS AND ALSO BY POST TO THE FOLLOWING ADDRESSES.

WORLDWIDE APPLICATIONS TO BE SENT TO studyabroad@hull.ac.uk

EUROPEAN APPLICATIONS TO BE SENT TO erasmusplus@hull.ac.uk

Exchange and Study Abroad Office

International Office
The University of Hull
Cottingham Road
Hull
HU6 7RX
United Kingdom

We suggest that you do not send your application until it is FULLY complete. However, incomplete applications may be held until the deadline of May 31st for our September intake (and October 31st for our January intake). If still incomplete, the application will be withdrawn.

It is your responsibility to ensure that everything we require to process your application is received in good time. We will not send you reminders and we WILL NOT process any incomplete applications after the deadline.

Application for Exchange/Study Abroad

Please complete all sections in BLOCK CAPITALS.

Equal Opportunities

The University operates an Equal Opportunities Policy for Admissions and so we may assist and advise you on appropriate opportunities we invite you to declare in the Application whether you have a disability. The information will be passed to the University's Disabilities Officer and the Faculty concerned so that they will be aware of your needs if you are offered a place. Where appropriate, details will also be forwarded to our Occupational Health Nurse and Counselling Service so that they too will be able to offer assistance according to your needs. You may enclose a separate letter to the Disabilities Officer if you prefer.

For further information see also <http://www2.hull.ac.uk/student/admissions/diversityandequality.aspx>

Applicants and criminal convictions

All those who apply for admission are required to declare whether they have any criminal convictions that are deemed not spent under the Rehabilitation of Offenders Act 1974, other than minor motoring offences.

For further information please see <http://www2.hull.ac.uk/student/admissions/diversityandequality.aspx>

Exchange/Study Abroad Application

Period of Study

- Semester One only
 Semester Two only
 Full Year

Personal Details

Mr/Mrs/Ms/Miss/Dr

Male (M) Female (F)

Date of Birth
dd/mm/yy

Surname/Family Name

First/Given Name (s)

Email address

Mobile Telephone Number

Fax Number

Country of Permanent Residence _____

Country of Birth _____

Passport Number

Country of Issue _____

Ethnic Origin (please tick one)

- Black Caribbean
 Indian
 Chinese
 Black African
 Pakistani

- White
 Bangladeshi
 Asian Other
 Black Other
 Other

Nationality

- British
 EU
 Other

Religion

Home Address _____

Postcode

Country _____

Telephone (inc STD/Area Code)

Correspondence Address (if not home) _____

Postcode

Country _____

Valid Until (dd/mm/yy) _____

Telephone (inc STD/Area Code)

Next of Kin _____

Relationship of Next of Kin to Candidate _____

Address _____

Country _____

Postcode

Telephone (inc STD/Area Code)

University Education

(Starting with the most recent. Transcript of records (in English) must be provided with the application and should include full details of previous and current higher education study. Any recent studies awaiting results at the time of application can be provided at a later date.)

From (M M Y Y)	To (M M Y Y)	Institution

English Language Proficiency

For students applying as 'Occasional fee paying students' only

Is English your native language? Y N

Is English the language of instruction in your Home University? Y N

If the answer to either of these questions is no, you must complete the rest of this section or provide a statement of English Competency from your Supervisor or attach evidence of Proficiency in English with the Application (Stage Two). Attach copies of any certification you may have.

Number of years you have been taught and assessed in English _____

I hold the following qualifications (please provide certificates)

IELTS <input type="checkbox"/>	Overall Score _____	Date of Test □□□□□□	Location _____
TOEFL <input type="checkbox"/>	Overall Score _____	Date of Test □□□□□□	Location _____
Other (please specify)	Overall Score _____	Date of Test □□□□□□	Location _____
If test yet to be completed, please state date to be taken		Date of Test □□□□□□	Location _____
IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> Other <input type="checkbox"/> _____			

Disability/Special Needs

This information will be passed the University's Disabilities Officer and the Faculty concerned so that they will be aware of your needs if you are offered a place. Where appropriate, details will also be forwarded to our Occupational Health Nurse and Counselling Service so that they too will be able to offer assistance according to your needs.

You may enclose a separate letter to the Disabilities Officer if you prefer.

Please tick as appropriate:

1. No disability / special need or not aware of any additional support requirements for study or accommodation
2. Dyslexia
3. Blind / Partially sighted
4. Deaf / Hard of Hearing
5. Wheelchair user / mobility difficulties
6. Need personal care support
7. Mental health difficulties
8. Unseen disability (epilepsy, asthma, diabetes)

Please give further details or disability / special needs not listed on separate sheet.

Criminal Convictions

If you have a criminal conviction, enter an X in the box

Supporting Information

Declaration

I confirm that the information given in this form is correct and complete. I accept that the University has the right to cancel my application if it is found that I have provided false or inaccurate information. I have read the instructions, in particular those regarding this section. I understand what they say and I agree to abide by the conditions set out there, which I accept as a condition of this application.

Applicant's signature _____ Date _____

Learning Agreement (Study Programme)

Name of Student: _____ Field of Study: _____

Sending Institution: _____ Country: _____

Erasmus ID Code (European Socrates Erasmus Students): _____

Details of the Proposed Study Programme Abroad / Learning Agreement

Campus of Study (It is not possible to study at both): Hull Scarborough

S1, S2 or FY	Course Code	Course Unit Title as indicated on website	Is this Module compulsory for your degree programme?	Are you taking the Module at Hull for credits	For Academic Dept (Accept; NR = Not Run; RF = Full)
			Yes / No	Yes	
			Yes / No	Yes	
			Yes / No	Yes	
			Yes / No	Yes	
			Yes / No	Yes	
			Yes / No	Yes	
			Yes / No	Yes	
			Yes / No	Yes	
			Yes / No	Yes	
			Yes / No	Yes	
			Yes / No	Yes	
			Yes / No	Yes	
			Yes / No	Yes	
			Yes / No	Yes	
			Yes / No	Yes	

Student's Signature: _____

Date: _____

Home Institution: We confirm that the proposed programme of study / learning agreement is approved by the student's home department and we understand that these modules are not guaranteed and that we will be flexible should the student need to amend the programme to complete their home degree.

Departmental Coordinator's Signature _____

Institutional Coordinator's Signature _____

Host Institution: University of Hull

Accepting Department's Signatures _____

Department _____

Date: _____

Application Check List

MAKE SURE ALL THE RELEVANT BOXES ARE TICKED

I have attached the following documentation

- Transcripts of results (with English translations where necessary)
- One reference (Academic or from your International Office)
- Application form (signed and dated)
- Copy of Valid Passport

For all Candidates whose native language is NOT English

- I have attached Evidence of English competency (see listing at http://www2.hull.ac.uk/student/pdf/Acceptable_English_Language_qualifications_June2013_v11_.pdf)

Please provide a statement from your Supervisor or International office regarding English competency and ability to pass UK assessments with your application.

Learning Agreement/Requested Study Programme

- I have completed all the sections of the Learning Agreement
- I have signed the Learning /Study Agreement
- The Institutional Co-ordinator and Departmental Co-ordinator have signed the form to confirm that this is an approved Learning Agreement

DECLARATION

I understand that I must choose at least two-thirds of my modules from one department and that any amendments or additions to my original Learning Agreement will be dealt with on arrival.

I understand that acceptance to study at the University of Hull is not an indication of acceptance of Modules/Courses requested. I understand that pre-registered/accepted Modules cannot be guaranteed and that I may have to amend my Learning Agreement on arrival at the University.

I am prepared to stay on the University premises until I have completed all Module assessments.

I confirm that all the indicated documentation is attached and that I have completed all sections of the Application.

Signature: _____ Date: _____

NOTE: If all the boxes are not ticked or all documentation is not attached, YOUR APPLICATION WILL NOT BE PROCESSED.