

# APPLICATION FORM

**iec online GmbH**  
Marienstrasse 19/20, D-10117 Berlin  
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www.ieconline.de



## Incoming Postgraduate Study Abroad

Welcome to the Postgraduate Study Abroad Programme at the University of Stirling. Please ensure that you complete your application in as much detail as possible. While completing, please refer to the Guide/Instructions provided below. If you have any problems completing the application please do not hesitate to contact the Admissions Team at [graduateadmissions@stir.ac.uk](mailto:graduateadmissions@stir.ac.uk) or +44 1786 467044 (from outside the UK) and it will be a pleasure to assist you.

### 1. Identification Details

Please complete this section in **BLOCK CAPITALS** and refer to the Guide/Instructions provided below

<b>Surname/Family name (As appears on passport in machine readable line)</b>		<b>Title (Mr/Mrs/Miss/Ms/Mx)</b>	
<b>Forenames (As appears on passport in machine readable line)</b>			
<b>Known as</b>			
<b>Date of birth (DD/MM/YYYY)</b>		<b>Sex (male/female/unspecified)</b>	
<b>Nationality (Country that issued passport)</b>		<b>*Ethnicity (please refer to section 1 of Guide below)</b>	
<b>Passport Number</b>	<b>Issue Date (DD/MM/YYYY)</b>	<b>Expiry Date (DD/MM/YYYY)</b>	
<b>Country of Domicile</b>		<b>Country of Birth</b>	
<b>Permanent Home Address</b>		<b>Address for Correspondence</b>	
<b>Postcode</b>		<b>Postcode</b>	
<b>*Email</b>		<b>*Email</b>	
<b>Telephone: (+ country code)</b>		<b>Telephone: (+ country code)</b>	
<b>Dates at corresponding address</b>	<b>Valid from:</b>	<b>Valid to:</b>	

## 2. Education

<b>Home University</b>	<b>Your current degree programme at home university</b>

**Highest completed qualification (e.g. Bachelors)**

**University grade (GPA) from Bachelor's degree**

**University grade (GPA) from current studies**

## 3. Further Information

\*(Please see Guide/Instructions below)

### \*Disabilities/Additional Support Needs

Please indicate any disabilities, special needs, arrangements or facilities you may require during your studies at the University of Stirling, using codes where possible.

Code

Other

### \*Criminal Convictions

Do you have any criminal convictions?      Yes  No

If 'Yes' please detail:

## 4. English Language Proficiency

\*(Please see Guide/Instructions below)

Is English your first language?      Yes  No

If 'No', please give details of English language qualifications you hold or intend to take below:

Name of test (e.g. DAAD, IELTS):

Grade/result:

Date awarded/to be awarded:

Other evidence of proficiency (e.g. prior study in English):

## 5. Module Selection

Please indicate which modules from the Module Catalogue you would like to take.

- You must study the equivalent of 60 Credits for the semester
- As availability can be limited in certain modules, students should select three preferred and three reserve modules
- Students will automatically be assigned reserve modules if their preferred modules are not available or are fully subscribed
- The more information you can provide about prior study, the better our academic advisers can match you to appropriate modules.

A module catalogue will be available for the applicable programmes.

AUTUMN SEMESTER (SEPT-DEC) MODULE CODE <i>Example:</i>	MODULE TITLE <i>Example</i>	LEVEL <i>11</i>
1		
2		
3		
Reserve 1		
Reserve 2		
Reserve 3		

## 6. Academic Transcript

Please include the appropriate contact name and additional information required for your academic transcripts to be posted once your study abroad period is completed.

**Contact:**

**Address (Street + Nr., Postal Code, City, Country):**

**Email:**

**Telephone: (+ country code)**

## 7. Applicant's Signature

Please sign and date below:

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Agent Reference Number:

656IEC

Agent Name:

IEC Online GmbH

## 8. Application Checklist

(Please see Guide/Instructions below)

Please ensure that before you submit your application pack it includes the following:

- Completed Application Form, including module choices.
- Copy of your Academic Transcript, which must be in English.
- A suitable academic reference or recommendation that attests to your ability to study and participate in an international learning environment.
- (Non-native English speakers only) printed evidence of English language competence.
- Copy of your current passport photo page, showing your passport number.

## 9. Submitting Your Application

1. Please send the completed application and required supporting documents to IEC Online GmbH via regular mail: IEC Online GmbH, Bewerbungsbetreuung, Marienstrasse 19-20, 10117 Berlin, Germany.

2. When we receive your completed set of application materials from IEC, we will ask academic advisers to approve your module choices.

3. Following this review, we will send you a decision letter. If you are offered admission you will receive an Offer Letter, which includes a listing of modules for which you have been pre-approved, and an Acceptance Form, which should be signed and returned to the Study Abroad Office by email. Please note that if you have applied through a study abroad provider or agent, you may be asked to return your Acceptance Form to the provider instead of directly to the University of Stirling.

4. Your admission will not be confirmed until the Study Abroad Office has received your signed Acceptance Form.

5. Further details about accommodation will be emailed to students following their acceptance.

## 10. Academic Conditions for Admission

Applicants must be studying at Masters Level at a German (or European) institution. Applicants must also meet the minimum English language requirements.

Applicants should note that all students, at the time of their admission to the University, are required to be sufficiently fluent in the English language to be able to derive maximum benefit from course modules taught in that language.

## 11. Information for Students – Room and Board

### Room and Board Costs

Please visit [www.stir.ac.uk/campus-life/accommodation/visitingstudents/](http://www.stir.ac.uk/campus-life/accommodation/visitingstudents/) for the most up to date information. Study Abroad and exchange students usually have a choice of two on campus and one off campus residence when applying for university housing. Students apply for accommodation online and instructions about how to go this will be sent to students in our Study Abroad Handbook after they have been offered admission to the University and returned acceptance of that offer.

Accommodation options and room and board costs are normally confirmed on the website in March each year.

We make our best efforts to reserve university housing for all incoming study abroad and exchange students

who apply by the published deadline (mid-August for autumn/. However we are unable to guarantee on campus accommodation. Off campus university operated accommodation is a short bus ride from the university campus, and students receive discounted bus tickets. **We recommend that you apply for accommodation at the earliest possible opportunity.**

### Standard Length of Accommodation Rental Agreements

Students studying for the autumn semester only will receive an 18-week accommodation rental agreement (September – January). Exact dates are updated in March each year and will be confirmed on the accommodation website.

### Non-university accommodation – payment of council tax

Students may either choose to live in non-university accommodation or may be unable to secure university accommodation because of space limitations or late applications. In these cases it is important to note that students on one semester programmes will be liable to pay council tax to the local authority. Students who are studying at the University of Stirling for the full year will qualify for a council tax exemption. The amount of council tax is determined by the type of property and the others residing in that property. For more information, please refer to this website: <https://www.stir.ac.uk/campus-life/accommodation/renting-privately/>

### Board

All university accommodation is self-catering, but a range of catering options are available which provide choices for students who may wish to use campus catering almost all of the time, or for those who may use catering services to a more limited extent. Students who are on year-long programmes should note that their accommodation contracts will cover the winter break period, but food and other estimates are not intended to cover vacation breaks.

Estimated food costs assuming self-catering	Full year	Semester
	£1,700	£850

### Information for Students – Important Visa Information

If you are coming to study at the University of Stirling for one semester (less than 6 months) and you are a national from a country outside of the European Economic Area or Switzerland, you will need to obtain the appropriate immigration permission (e.g. a visa) before travelling and enrolling on your course. This may mean you have to apply overseas for a [Tier 4 \(General\) Student visa](#) or a [Short Term Student visa](#). Some nationalities may be permitted to obtain a **leave to enter stamp** as a short term student on arrival at the airport. Students can check [here](#) to see if they need to apply for a visa before travelling.

The University of Stirling will not normally sponsor students under the Tier 4 (General) student visa route when they are coming for less than six months (i.e. students studying for one semester only). Students coming to Stirling for less than six months are therefore advised to enter the UK under the [Short Term Student route](#).

### Information for Students – Semester Dates and Examinations

#### Semester dates

Please refer to the University of Stirling website at <https://www.stir.ac.uk/registry/studentinformation/semesterdates/> for current and future semester dates. There is a mid-semester reading week in the autumn semester when there is no teaching. Students are not required to move out of their university accommodation during these breaks. Study abroad students can move into their accommodation on the Saturday prior to the start of semester. This is the recommended arrival date. Orientation activities for new students begin on the Sunday prior to the start of semester. A first week schedule is finalised and provided to students nearer to the start of the semester <https://www.stir.ac.uk/welcome/>.

#### Examinations

It is likely that one or all of your modules will have a final exam. The exam timetable is not finalised until after the mid-semester reading week each semester. For this reason, we recommend that students book their return flight on or after the final date of the semester. Final exams cannot be rescheduled to accommodate students' travel plans and no special arrangements can be made for study abroad students.

## Application Guide/Instructions



### **The Data Protection Act 1998 and your privacy**

The University processes for educational purposes the personal information which you provide on your application form. By giving this information you consent to all such personal information being made available for official purposes to academic and support staff of the University. Except where disclosure is required by law, or where you have separately agreed to disclosure to organisations providing you with financial support, such information will be kept confidential within the University. You will be asked to sign a statement to this effect as and when you enrol at the University.

### **Section 1. \*Ethnicity**

Please insert the applicable code from the table below onto the Application Form. Please note that the University uses this information to monitor application rates and equal opportunities only, not for admission purposes. It is confidential and protected from misuse.

White		Mixed		Black or Black British		Asian or Asian British	
British	11	White & Black Caribbean	41	Caribbean	21	Indian	31
Irish	12	White & Black African	42	African	22	Pakistani	32
Other White	19	White & Asian	43	Other Black	29	Bangladeshi	33
		Other Mixed Background	49			Chinese	34
		Other Ethnic	80			Other Asian	39
		Information Refused	98				

### **\*Email address**

Please ensure that you provide a valid email address as we rely heavily on email to communicate with students throughout the application process.

### **Section 3. \*Disabilities/Additional Support Needs**

The University of Stirling actively provides support for a range of disabilities through our Accessibility and Inclusion Service: <http://www.stir.ac.uk/student-support/accessibility-&-inclusion-service>

Please insert the application code from the table below onto the Application Form and provide further information on Section 3 of the Application Form. By completing this section you will be put in contact with our Accessibility and Inclusion Service to establish the support required to enable you to study effectively at the University of Stirling.

Dyslexia	G	Mental health difficulties	F
Blind/partially sighted	C	Unseen disability (eg diabetes, epilepsy)	E
Deaf/hearing impairment	D	Multiple disabilities	J
Wheelchair user/mobility difficulties	H	Other disability	I
Social/communication impairment	B	No disability	A

### **\*Criminal Convictions**

Please note that you must check the 'Yes' box if you have a conviction, not including:

- A motoring offence that you received a fine or similar penalty for; or

- A spent sentence (as defined by the UK Rehabilitation of Offenders Act 1974), except for certain courses (please contact the Study Abroad Office for more details)

If you have not been convicted of a criminal offence, you must check the 'No' box.

If you check the 'Yes' box, we will ask you to send more details.

If you are not sure whether to tell us about a previous conviction, you should get more advice from your local Citizens Advice Bureau or probation service, or from NACRO (National Association for the Care and Settlement of Offenders). You can also contact a solicitor, but may have to pay for legal advice.

Please note that we will not be able to process this form unless either the 'Yes' or 'No' box is checked and that this may delay your application. If you are convicted of a criminal offence after you have applied you must inform the University.

#### Section 4. English Language Proficiency

Please note that it is necessary, for students whose first language is not English, to demonstrate a measure of English-language ability by having passed one of a list of recognised tests and examinations. Individual programmes have different requirements and you can find these here:

One of the following qualifications will be acceptable.

Please refer to the table below for a list of the most commonly accepted examinations and our minimum pass levels:

EXAMINATION	MINIMUM PASS LEVEL
DAAD	B2
IELTS (Academic & General Training)	A minimum overall IELTS score of <b>6.0</b> (with at least <b>5.5</b> in each skill)
TOEFL	A minimum overall TOEFL score of <b>80</b> (with at least <b>17</b> in each skill)
Cambridge Certificate in Advanced English	Grade <b>C</b>

Please note that some courses have higher English requirements and you should check these carefully. For a full list of English Language Examinations:

<http://www.stir.ac.uk/study-in-the-uk/entry-requirements/english/>

#### 6. Data Statement

We'd love to keep in touch by sending you essential information about the University. By saying yes, we can:

- Keep you up to date with your application
- Let you know about events you might like to attend
- Give you all the information you need to know about studying at Stirling

You can unsubscribe from these messages at any time.

- Yes, keep me up to date by email**
- 

By signing up to receive emails, you are agreeing to the University's Terms of Use

(<https://www.stir.ac.uk/legal/#one>) and Privacy Statement (<https://www.stir.ac.uk/legal/#four>)

The University of Stirling takes your privacy seriously. We'll only use the information you give us to send you relevant updates about the University. We may ask our partners at QS Enrolment Solutions to process your data and send emails on our behalf, but we'll never pass your details on to a third party without your permission.