

APPLICATION GUIDELINES FOR STUDY ABROAD AND EXCHANGE STUDENTS (PDF FORM)

Thank you for your interest in Northumbria University. These notes are designed to help you complete your application for admission to the University.

THINGS TO CONSIDER BEFORE YOU START COMPLETING THE FORM

- This application form is available in both paper and electronic format. The paper form can be scanned and emailed as an attachment or posted to the relevant admissions office. The electronic form should be saved to your computer as you complete it, and then emailed as an attachment or printed and posted to us.
- You must complete the application form **yourself** and in English. You should complete **all sections** as fully as possible. If you miss out any important information, the University may not be able to process your form and your application will be delayed. If you fail to provide the information required by the University, or provide false or misleading information, the University reserves the right to reject or withdraw your application, revise your fees status or cancel your registration.
- If you are completing the application by hand, it should be completed in **BLOCK CAPITALS in BLACK INK**. If University staff cannot read your application, then this may lead to mistakes being made in your offer letter or other documentation.
- If you are completing a paper application form you should keep a photocopy of your completed form so you can remember the information you have included in it, in case you are asked to attend an interview. If you are completing the electronic version you should save a copy on your computer for future reference.

Application Deadline

- We strongly recommend that you apply as early as possible to allow enough time to complete all the preparations you need to make for studying in the UK. It is important that you arrive in good time for our international enrolment session. The deadline for applications for the Semester 1 intake is **1st June** and the deadline for Semester 2 intake is **1st November**.
- Please note, we cannot guarantee that applications received after these dates will be processed in time for you to start your chosen course.

Deadline for Requesting a Confirmation of Acceptance for Study (CAS) or requesting a letter to be used in applying for Short-term Student Visa.

Once you have met all our conditions and paid your deposit(if relevant), you should submit your Offer Acceptance to the International Office **by 2 September for Semester 1 entry and 10 December for Semester 2 entry**.

If you accept your offer and request a CAS or letter to be used in applying for a Short-term Student Visa after these deadlines please note that we cannot guarantee to process the required document for you in time for your visa application.

SECTION 1: PERSONAL DETAILS

- Enter your **Title** (for example Mr/Miss/Mrs/Dr)
- Indicate your **Sex** (Male or Female)

- Enter your **Date of Birth** in the following format: **Day/Month/Year**
- Give your **Surname/Family name and your First/Given names**
It is important that the names you give are the same as those on official documents such as your passport and qualifications certificates. If you receive an offer of a place, the University will send you a letter addressing you by the names you provide on your form and these details will also be used when we issue any documents which you will need for your visa application. Applicants may find their visa application is delayed or refused if the name on their CAS or confirmation letter document does not match the name on their passport.
- Please give your **Home Address**.
Overseas applicants should note that where possible, the University will always use your home address in any offer letter. If you prefer the University to send correspondence to a different address please provide a correspondence address in **Section 2**. You may also provide address labels in your own language if necessary for postal reasons.
- Please enter your **Personal Email Address** in **BLOCK CAPITALS**.
It is essential that you provide your live personal email address as we will send important information regarding your course, school, application, accommodation and enrolment details to this email address.

SECTION 2: FURTHER DETAILS

You must complete this section in full.

- **Country of permanent residence:**
This is the country where you are permanently living at the time of application. If you live in the UK you should also state your area of permanent residence, - for example, Tyne and Wear, or London, or Devon. If you live outside the UK please state the country where you are living, for example Italy.
- **Country of birth:** Must be entered by all applicants
- **Nationality:** Must be entered by all applicants

SECTION 3: QUALIFICATIONS AND CURRENT STUDIES

It is important that the details in this section are completed correctly.

You should list the qualification you are currently studying (ie: Bachelor degree) and all those for which you are awaiting results.

You should include copies of your academic transcript with your application form. These **MUST** be in **ENGLISH**. If the originals of these documents are in your own language, then you must include a certified translation.

If you intend to apply for any Art or Design course you **MUST** include at least 15 different samples of your own artwork with your application, preferably in CD ROM format or via an online portfolio. Artwork supplied should reflect the range of your creative ability.

SECTION 3: COURSES APPLIED FOR

Please specify the programme for which you wish to be considered (ie: Study Abroad or Exchange Programme).

Applicants who wish to apply for a preparatory English programme should also list this here.

SECTION 4: ENGLISH LANGUAGE PROFICIENCY

If English was the language of instruction in any of your academic studies, please give full details of the number of years you have studied in English and at which institution(s). Please note that the University may require you to provide proof that your studies were delivered entirely in English, and that this proof will be required on headed paper.

If you have already taken an English test, such as IELTS, Pearson or TOEFL, then you should indicate your score in the box provided. If you have yet to sit a test, you should indicate when you will take it and when you expect to receive your results.

SECTION 5: MODULE SELECTION

Using the 'Constructing Your Programme' page for reference please complete the list of modules you wish to be considered for while studying at Northumbria.

We advise students to be as flexible as possible with regard to requesting modules as no particular module choice can be guaranteed and last minute changes to module availability are common.

Students are asked to include a minimum of ten module requests on their application form unless you are applying for exchange on a Design programme, in which case you should include the degree programme title and not list individual modules.

It may not be possible to change modules once allocated to a student during the timetabling process. This is based on the fact that students have provided a list of their pre-approved modules within their application form which we then use to create a bespoke timetable.

Please be aware that some modules are not available in each semester, or are only available as a yearlong module and it is not possible to take a single semester of a yearlong module.

SECTION 6: DISABILITY/SPECIAL NEEDS

You must complete this section.

Applications are welcome from students with disabilities. If you have a disability, special need (including dyslexia or other specific learning difficulty) or a medical condition, please select the most appropriate code from the list on this page and enter it in the box. If you do not have a disability, special need or medical condition, then please use code A. If you would like to speak to a member of staff in confidence about your disability, then please contact the Disability Adviser on +44 (0)191 227 3385.

Disability Code	Disability, Special Needs or Medical Condition Codes
A	No disability
B	A social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
C	Blind or a serious visual impairment uncorrected by glasses
D	Deaf or a serious hearing impairment
E	A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
F	A mental health condition, such as depression, schizophrenia or anxiety disorder
G	A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
H	A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches
I	A disability, impairment or medical condition that is not listed
J	Two or more impairments and/or disabling medical conditions
N	Not Known
T	Autistic disorder

SECTION 6 (CONTINUED): CRIMINAL CONVICTIONS

The University has a duty of care to its students and staff, and to help reduce the risk of harm or injury to them caused by the criminal behaviour of other students, the University must know about any **relevant** criminal convictions that an applicant may have. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph below).

If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you **MUST** tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind over orders. For these courses, you may need an 'enhanced disclosure document' from the Disclosure and Barring Service (DBS) (previously CRB) and the University will send you the appropriate documentation to complete. Further details about the DBS can be found at <https://www.gov.uk/disclosure-barring-service-check/overview#>. You may also be required to complete documentation and maintain registration with the Independent Safeguarding Authority (ISA). The ISA scheme is designed to allow universities to identify any individual that is barred from working with children and vulnerable adults, including elderly or sick.

Courses in teaching, health, social work and courses involving work with children or vulnerable adults
<p>For these courses, you must enter X in the box if either of the following statements apply to you:</p> <ul style="list-style-type: none">(a) I have a criminal conviction(b) I have a spent criminal conviction(c) I have a caution (including a verbal caution)(d) I have a bind-over order(e) I am serving a prison sentence for a criminal conviction. <p>If statement (e) applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</p>
All other courses
<p>For these courses, you must enter X in the box if either of the following statements apply to you:</p> <ul style="list-style-type: none">(a) I have a relevant criminal conviction that is not spent(b) I am serving a prison sentence for a relevant criminal conviction. <p>If statement (b) applies to you then you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</p> <p>Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them</p>

Applicants who enter X in the box will not be automatically excluded from the application process. However the University may want to consider your application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must inform the University immediately by contacting International Admissions Office in writing. Your letter should be marked private and confidential for the attention of the International Admissions Manager. Do not send details of the offence; simply inform the University that you have a relevant criminal conviction. You may then be asked to supply more details.

SECTION 7: PERSONAL STATEMENT

Please include a short statement of roughly one page which includes your reasons for choosing Northumbria, what you hope to gain by studying abroad and any experiences you feel would be relevant to your application.

Please also specify why you have chosen the subject areas you wish to study while at Northumbria and any relevant background you may have within these subject areas. If you are requesting modules from a subject area that you have no previous study experience in, please provide a rationale as to why you are requesting the modules and how they will be of benefit to your home degree and studies.

SECTION 8: DECLARATION

Please do not send any original documents with your application unless requested by the University. If you are applying electronically please submit scanned copies of your original documents which are scanned at a resolution of 150 dots per inch (dpi).

By ticking the Declaration box you are confirming that you have completed the application form yourself and that the information you have given is correct and complete and that you agree to abide by the rules and regulations of the University. If you are completing a paper version of this application form we also require you to insert your signature in this section.

SECTION 9: REFERENCE

Please provide one reference to accompany your application. You do not have to use our reference template and can instead submit a letter or other format of Reference in English.

Your reference should be from someone who has taught you or who knows you in a professional capacity. Friends, family members or representatives (agents) cannot be given as referees

IMPORTANT NOTE

The University undertakes to take all reasonable steps to provide educational services in the manner set out in the prospectus and in other documents. Should industrial action or other circumstances beyond the control of the University interfere with its ability to provide such services, the University undertakes to use all reasonable steps to minimise the resultant disruption to educational services. The University does not undertake any absolute obligation whatsoever to provide educational services in the manner specified in the prospectus or in any other document, nor does it undertake any other obligation in respect of the provision of educational services which is more onerous than the obligations set out herein.

Should you become a student of the University, this notice shall be a term of any contract between you and the University. Any offer of a place made to you by the University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.

THE DATA PROTECTION ACT 1998

The information that you give on your application form will be used for the following purposes only:

1. To enable your application for admission to be considered.
2. To enable the University to compile statistics, or to assist other organisations or individual research workers to do so, provided that no statistical information which would identify you as a person will be published.
3. To enable the University to initiate your student record.

If you apply to the University via an intermediary such as an agent, representative or educational institution the University will communicate with you about your admission via the intermediary. The University also reserves the right to pass information about your admissions and enrolment status and about your programme attendance, and to a copy of your Confirmation of Acceptance for Studies or your confirmation letter for use in applying for Short-term Student Visa to the intermediary which referred your application.

WHAT HAPPENS NEXT

Once you have completed all of the sections of the application form, please scan and email it to the Study Abroad Team using er.study-abroad@northumbria.ac.uk

Or send the hardcopy with copies of all relevant documentation to the Study Abroad Team's address shown below.

Study Abroad Team
International Development
Northumbria University
Ground Floor, Library Building
Newcastle upon Tyne
NE1 8ST
United Kingdom

VISAS

If you require information about applying for a visa, you can find details about this process at the following websites:

<https://www.northumbria.ac.uk/international/international-admissions/immigration-visas/>

www.ukba.homeoffice.gov.uk

www.ukcisa.org.uk