

**APPLICATION FOR INTERNATIONAL STUDY AT**

**UNIVERSITY OF CENTRAL LANCASHIRE**

**ACADEMIC YEAR 2016-17**

Complete using black ink clearly and send completed form to be returned to (postal address only):

**Study Abroad Team, International Office, Westleigh Conference Centre, Lea Road, Preston, PR4 0RB or email to:** **studyabroad@uclan.ac.uk** **writing SUBJECT: Incoming exchange application [Name & Institution]**

**To be completed by Coordinator in home institution:**

Home Institution: …………………………………………………………………………………………………………………

Name of Coordinator: …………………………………………………………………………………………………………………

**To be completed by student:**

**Student Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family Name:** |  | **Given Name(s):** |  |
| **Nationality: (as on passport)** |  | **Date of Birth: (DD/MM/YY)** |  |
| **Country of Birth:** |  | **Sex M/F:** |  |
| **Contact Address: (preferred)** |  | **Home Address:****(if different)** |  |
| **Telephone:** |  | **Telephone:** |  |
| **Email Address:** |  | **Passport No:** |  |

Do you have a disability / special needs (including dyslexia) / medical condition: YES 🞏 NO 🞏

Are you studying in: Semester 1 (Sept-Jan) 🞏 Semester 2 (Jan-May) 🞏 Full Year (Sept-May) 🞏

Expected Date of Arrival: …………………………………………………………………………………………………………………………………

**Current Study**

Programme of study on which you are currently enrolled at your home institution (please indicate major/minor; joint etc)

……………………………………………………………………………………………………………………………………………………………………………

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**English Language Level**

English Qualification: IELTS UKVI 🞏 TOEFL IBT 🞏 CAMBRIDGE 🞏 OTHER 🞏

***[Please enclose a copy of your English Language Certificate with this application]***

**Course Information**

**Course Request at University of Central Lancashire**

[*This section DOES NOT APPLY to students studying General English (formally Pre-sessional English]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Code** | **Course Title** | **Credit Value** | **Semester [autumn/spring/FY]** |
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**A COPY OF YOUR ACADEMIC TRANSCRIPT MUST BE SUPPLIED WITH THIS FORM IN ORDER TO OBTAIN APPROVAL FROM THE ACADEMIC LEAD.**

IMPORTANT INFORMATION

Students studying full-time normally undertake six modules over two semesters.

You can study no less than three modules in any one semester and no more than four modules in any one semester and seven modules in an academic year. Students are strongly advised to restrict their programme to level 1 and level 2 units. Level 3 units are at final honours level.

Modules should be pre-approved by your home institution before returning this form.

Class schedules and module descriptors (if requested) will be sent once modules have been approved by the Academic Lead.

**Visa Selection Form**

Do you intend to apply for:

 Tier 4 General Student Visa1:

 Short Term Study Visa2:

**PLEASE ENSURE YOU HAVE SUBMITTED A COPY OF YOUR PASSPORT WITH THIS APPLICATION FORM. VISA LETTERS WILL NOT BE GENERATED WITHOUT A VALID PASSPORT ON FILE.**

Student Signature: Date:

IMPORTANT INFORMATION

1 A **Confirmation of Acceptance of Studies (CAS)** will be issued by us following your request. You will need this document to be able to apply for the Tier 4 visa. There is a strict criteria for the Tier 4 visa. Information on the visa requirements and eligibility can be found here: <http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Tier-4-eligibility-and-requirements>

2 For students coming to the UK for six months or less, you will not be permitted to extend the visa or have permission to work in the UK during your studies. This includes work experience, paid or unpaid work.

For American citizens it is not compulsory to apply for entry clearance before you travel, if you wish to come to the UK as a short-term student for up to six months. If you choose not to apply for entry clearance then you can apply to enter the UK as a short-term student on arrival at the port of entry.

**THE UNIVERSITY OF CENTRAL LANCASHIRE STRONGLY RECOMMEND THAT YOU APPLY FOR YOUR VISA IN COUNTRY TO AVOID ANY RISK OF REFUSED ENTRY AT THE PORT OF ARRIVAL.**

Entry clearance as a short-term student can be applied for from within any country outside of the UK (it does not have to be the country where you normally live). More information on the Short-term Study Visa can be found here: <http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Short-term-student-visa#layer-3621>

**Application Checklist**

Have you completed / submitted the following: Completed Application Form 🞏

 Academic Transcript 🞏

 Copy of Passport 🞏

 Visa Selection 🞏

On receipt of your application and supporting documents it will take approximately 2-3 weeks to process. Academic approval of modules may take longer. If you require an update regarding your application progress or have any concerns please email studyabroad@uclan.ac.uk

Incomplete applications will not be processed and will result in your place on the exchange being cancelled.