

APPLICATION FOR THE STUDY ABROAD PROGRAMME

Please complete all sections of this form as failure to do so may delay your application.

<input type="checkbox"/> Full Year (Oct – June)	<input type="checkbox"/> International Summer Programme (Aug – Sept)
<input type="checkbox"/> Michaelmas (Fall) Term (Oct – Dec)	<input type="checkbox"/> Lent/Summer (Spring) Terms (Jan – June)

**Please note:
Lent Term only is not available**

First names Male/Female	Surname (Family Name)
Permanent address (including zip/postal code) <i>This address will be used for all hard copy written documentation</i>	Contact telephone number (including area code)
Email <i>Please provide email addresses that you check regularly as these will be used to send important correspondence to you.</i>	Date of Birth (dd/mm/yyyy) Country of Birth Citizenship
Name and address of present College/University (including zip/postal code)	Telephone number of present College/University (including area code)
Name of parent/guardian/next of kin (specify which)	Contact details of parent/guardian/next of kin

DISABILITY

Please indicate if you require support in any of the following areas:

Dyslexia	<input type="checkbox"/>	Mental health difficulties	<input type="checkbox"/>
Blind / partially sighted	<input type="checkbox"/>	Unseen disability (e.g. diabetes, epilepsy, asthma)	<input type="checkbox"/>
Deaf / hearing impairment	<input type="checkbox"/>	Multiple disabilities	<input type="checkbox"/>
Wheelchair user / mobility difficulties	<input type="checkbox"/>	Other disability	<input type="checkbox"/>
Personal care support	<input type="checkbox"/>		

Please attach further information relating to any special arrangements or needs that you may have. We shall liaise with our Student Services Disability Officer about your requirements. A medical certificate or letter from your Doctor or home university may be requested.

PROPOSED STUDY PLAN:

Your application will not be considered without a study plan. Please check the Study Abroad Handbook online for course availability at <http://www.lancs.ac.uk/users/international/overseas/handbook/index.htm>. This listing does **not** constitute course registration, which will take place after you arrive at Lancaster.

Required credits for full-time registration:

In order to be registered as a full-time student at Lancaster University, you must be enrolled in the required number of credits:

	US Semester credits (non Erasmus/European students)	OR	ECTS credits (Erasmus/European students)
Full Year (Oct – June)	30-32 credits		60-64 credits
Michaelmas only (Oct – Dec)	12 credits		24 credits
Lent/Summer only (Jan – June)	16-20 credits		32-40 credits

Please ensure your course choices cover the amount of required credits and are running in the correct terms, e.g. Michaelmas (M) = Oct-Dec; Lent/Summer (LS) = Jan-Jun; Full Year (FY) = Oct-Jun

Course Code <small>e.g. HIST 281</small>	Course Title <small>e.g. Britain in the 20th Century</small>	Credits <small>e.g. 4 US</small>	Term <small>e.g. LS</small>
1st Choice Courses			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Reserve Course Choices			
1.			
2.			
3.			
4.			

CURRENT STUDY PROGRAMME

Please attach an official transcript to include the most recent term/semester. Please note that this must be in English.

Academic major / degree programme at home institution	
Courses not included on your transcript which you will have completed before arriving at Lancaster:	
1.	
2.	
3.	
4.	
5.	
6.	

ENGLISH LANGUAGE REQUIREMENTS for non native English speakers

Your English language ability must be at a high level so that you can participate in classes alongside native English speakers and complete your assessments. This will generally be at B2-C1 of the Common European Framework (CEF).

If you are not a native English speaker, please list your English Language qualifications. If you are studying in English at your home University/College then this may be sufficient evidence.

Erasmus students:

Your level of language will be assessed by your home University and you are therefore not required to provide further evidence of English Language ability.

Please note that some departments require a higher level of English for entry onto their courses. This will be discussed with the Adviser at Course Registration as appropriate. Please see www.lancs.ac.uk/users/international/englangprov for further guidance on entry requirements

PASSPORT - *This does not apply to students holding an EU passport*

You must provide a copy of your passport information page. If you do not have a passport, or your current passport is not valid for at least six months after your intended departure date from the UK, then please apply for one immediately and email a copy of your new passport to studyabroad@lancaster.ac.uk as soon as possible.

SUPPORTING MATERIALS CHECKLIST

Your application must be supported with the following original documents:

- Personal statement (you may wish to include comments on your academic career, your future goals and ambitions, your main interests and activities, your reasons for wishing to study at Lancaster, and anything else you would like us to consider whilst reviewing your application)
- Reference from your Study Abroad Advisor, Dean or other official at your home university stating that you are a student in good academic standing and that your University supports your application to Study Abroad
- Academic references from **two** people who can comment on your academic and personal qualifications and who have recently taught you at your home University (this does not apply to Erasmus students)
- An official transcript including the most recent term/semester. This must be in English.
- A copy of your passport information page (if you do not have a valid passport at this time then please send a copy of your new passport page as soon as possible by email to studyabroad@lancaster.ac.uk)
- Evidence of English Language competence, if applicable (e.g. copies of IELTS/TOEFL certificates)

Please note that your application cannot be considered until all supporting documents have been received.

Deadline – It is your responsibility to ensure that this application and all supporting documents are submitted by the appropriate deadline: **30 June** for October entry or **15 November** for entry in January

DECLARATION

I confirm that the information given on this form and the supporting documents is true, complete, and accurate and no information requested or other material has been omitted.

Signature of applicant

Date

WHAT HAPPENS NEXT?

Study Abroad Students (Non Erasmus)

1. When we receive your completed application, your course choices and academic transcript are reviewed to ensure that you have the necessary background and pre-requisites to take your chosen courses at Lancaster. Subject to your application being successful, we shall then send you an offer by letter and by email, together with an official acceptance form. If any of your courses are not available, we shall inform you at this point. You will register for your courses during your first week at Lancaster.
2. You must then return your signed acceptance form to us by airmail, fax, or email.
3. Accommodation information will be emailed to you shortly after the application deadline from the International Office and the College and Residence Office. Please complete your online accommodation application as soon as you receive your log-in details from the College and Residence Office so that you have the best opportunity to get your first choice.
4. You will also be sent an email with up to date immigration information. You will be asked to confirm which type of visa you will require so please read the information very carefully. If you have not yet submitted a copy of your valid passport information page, this must be done at this stage as we cannot issue your immigration documents without it.
5. Occasionally, courses listed in the Handbook are changed or withdrawn after offers have been made. Some new courses may also be added. In August (for October starters only), you will be asked to check the updated Study Abroad Handbook online to ensure that all your chosen courses are still being offered. You can still change your course choices at this date, but please ensure that your home University approves your new courses. January starters will be sent an email in late November confirming any changes made to the Lent/Summer courses.
6. You will receive your pre-arrival information by email, together with a link to the teaching timetable so that you can prepare your class timetable. This will be emailed in August for October starters and in December for January starters.
7. A copy of the Orientation booklet will be emailed to you a few weeks before your arrival date. This booklet will guide you through your first week here and includes information on how, where and when to register for your courses. You will also receive a hard copy of the Orientation booklet in your Orientation pack, which you will receive when you arrive on campus. The Orientation pack also includes registration forms and other useful information leaflets.

Erasmus Students

1. When we receive your completed application, we will send you an offer by letter and by email. Please note that all course choices you stated in your Learning Agreement will not be approved before arrival and will be finalised on Course Registration day. Course Registration takes place during your first week at Lancaster.
2. You must then return your signed acceptance form to us by airmail, fax, or email.
3. Accommodation information will be emailed to you shortly after the application deadline from the International Office and the College and Residence Office. Please complete your online accommodation application as soon as you receive your log-in details from the College and Residence Office.
4. Please check if you need a visa by visiting www.ukba.homeoffice.gov.uk. EU and EEA nationals will not require a visa in order to enter the UK and study at a university here. You will also be sent an email with up to date immigration information at a later date.
5. Occasionally, courses listed in the Handbook are changed or withdrawn after offers have been made. Some new courses may also be added. In August (for October starters only), you will be asked to check the updated Study Abroad Handbook online to ensure that all your chosen courses are still being offered. You can still change your course choices at this date, but please ensure that your home University approves your new courses. January starters will be sent an email in late November confirming any changes made to the Lent/Summer courses.
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7. A copy of the Orientation booklet will be emailed to you a few weeks before your arrival date. This booklet will guide you through your first week here and includes information on how, where and when to register for your courses. You will also receive a hard copy of the Orientation booklet in your Orientation pack, which you will receive when you arrive on campus. The Orientation pack also includes registration forms and other useful information leaflets.

Please note that you do not officially register for your courses until you arrive at Lancaster University.

Please return this form by airmail, fax, or email attachment to:

The International Office
C Floor, University House
Lancaster University
Lancaster
LA1 4YW

Study Abroad: Tel: +44 1524 592035
Email: studyabroad@lancaster.ac.uk

Erasmus: Tel: +44 1524 592036
Email: lperasmus@lancaster.ac.uk

Web: www.lancs.ac.uk/users/international/overseas/index.htm

Fax: +44 1524 593907