These notes contain important information on how to make an application to the University and the terms of the UWL Study Abroad Programme. If you have questions that are not answered within these notes please contact us at study.abroad@uwl.ac.uk. Please ensure that you read these notes for guidance carefully.

You should also read the content at University’s Study Abroad page at www.uwl.ac.uk/international/study-abroad for details about the course for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements.

Please write neatly using black ink or type as your application may be photocopied before it is sent to admissions tutors.

Completing this application does not commit you to taking up any place you may be offered. You will need to indicate acceptance of the offer if one is made to you.

SECTION 1
PROGRAMME DETAILS
Select your preferred period of study abroad.

The UWL Undergraduate Study Abroad Programme is available in Semester 1 and Semester 2. Semester 1 runs from September to January. Semester 2 runs from January to June.

If you are undertaking the UWL Study Abroad Programme for only one Semester you will be required to undertake 60 UK credits which equates to 3 modules of 20 UK credits each.

PERSONAL DETAILS
Complete this section in BLOCK CAPITALS.

INSTITUTION DETAILS
Enter details of your Home institution and the name of the person the University can contact regarding your application.

FINANCE
Registration fee
A non-refundable registration fee of £250 payable in GBP Sterling must be made by All Applicants to secure a place on the UWL Study Abroad course.

The registration fee shall be deducted from the total cost of the Tuition Fee.

Tuition Fees
Please note Tuition Fees cover the cost of the course and do NOT include accommodation costs. These are separate to the price of the Tuition Fee.

One Semester Programme
If you are studying for one semester, full payment of the Tuition Fee must be made before enrolment or at the latest on enrolment.

Two Semester Programme Non-Tier 4 Visa Students
If you are studying for two semesters and do not require TIER 4 visa sponsorship, payments may be made in three instalments. The first instalment is payable in October; the second instalment in January; the third instalment in April.

Two Semester Programme Tier 4 Visa Students
If you are studying for two semesters and requiring TIER 4 visa sponsorship, a £3,000 payment must be made upon acceptance of the offer.

If the Tier 4 visa is refused, a refund of the £3,000 will be made subject to the retention of £50 (this is separate from the registration fee) to cover administrative costs and disbursements.

The balance of the Tuition Fee is required to be paid by the deadline stipulated in the offer letter.

Cancellations and Withdrawals
Cancellation
When the University has made you an offer and has informed you that you have met all the conditions related to your offer, and you have also confirmed your acceptance, the University will confirm this in
the Acceptance Letter. At this point you will become an "Accepted Student".

Accepted Students may cancel their Study Abroad Programme within 14 days of acceptance (calculated from the date of the Acceptance Letter from the University) ("Cancellation Period") without giving any reason. You must communicate this in writing to the University at study.abroad@uwl.ac.uk.

The University will refund any Tuition Fee (minus the Registration fee) paid in advance if you cancel within the Cancellation Period.

Withdrawal
After the expiry of the Cancellation Period, you may withdraw from the Study Abroad Programme by writing to the University at study.abroad@uwl.ac.uk.

Subject to full payment of Tuition Fees (and deduction of Registration fees) having been made, the following refund will apply:

a) Withdrawal during any part of the first month of the start of the Study Abroad Programme – 50% of the Tuition Fee (excluding accommodation fee) is refundable
b) Withdrawal during any part of the second or third month of the start of the Study Abroad Programme – 30% of the Tuition Fee (excluding accommodation fee) is refundable;

No refund is applicable if withdrawal is made after the third month of the start of the Study Abroad Programme.

IMMIGRATION DETAILS
Please enter your immigration details here. If you have entered the UK previously other than for vacation/tourism purposes you must provide details of previous visits.

Immigration Information

European Economic Area Countries
If you are a national of an EU/EEA country (European Union plus Iceland, Liechtenstein and Norway) or you are from Switzerland, you can enter the UK as a student under European law and will not require entry clearance or a visa.

*Please note immigration rules may change for EU/EEA nationals when the UK leaves the European Union. You are advised to check the immigration rules at the time of your application.

Non-European Economic Area Countries
If you are a non-EU/EEA or a non-Swiss national, depending on the length of your course you will either need to apply for:

a) Short Term Study Visa (if your course is less than six months- i.e. a semester programme)

b) Tier 4 General Student Visa (if your programme is longer than six months- i.e. a full year programme)

If you qualify for a Tier 4 General Student Visa, you will need a Confirmation of Acceptance of Studies (CAS) number and statement from the University. This will be e-mailed to you from the International Team and your acceptance letter will indicate to you when you should expect to receive it. Further guidance is available from the International Office.

Visa Obligations
As a Tier 4 General Student Visa or a Short Term Study Visa holder you will be required to comply with your visa requirements and immigration rules during the course of your studies at the University.

Tier 4 Student Additional Obligations
The University reserves the right to withdraw its sponsorship of your studies and will be required by law to notify the UK Visa and Immigration authority if:

a) You fail to comply with Tier 4 immigration rules and/or your visa requirements;
b) You provide false or misleading information/supporting documents in relation to your application and/or enrolment;
c) You persistently fail to attend any scheduled teaching, and examinations (without approved authorisation from the University) in breach of Tier 4 Visa immigration rules.

In the event the University has to withdraw its sponsorship for your studies as a result of your non-compliance with UKVI immigration rules, you will not be entitled to a refund of your Tuition Fee. You may also be liable to the University for any outstanding Tuition Fees for the remainder of your studies.

SECTION 2

CURRENT EDUCATION DETAILS
Please provide details of your current and previous educational history.

LANGUAGE COMPETENCY
If English is not your native language please enclose certified copies of certificates and transcripts.

SECTION 3

PERSONAL STATEMENT
This Section will give you an opportunity to tell us why you wish to study abroad and why you have
selected UWL. Your Personal Statement does not need to be longer than 500 words.

Some helpful areas to focus on may be:

- Why you wish to study in London and at UWL?
- How your academic and personal experiences have helped prepare you to study abroad?
- What do you hope to gain from the study abroad experience?
- How will the opportunities at UWL help you achieve your future personal and academic goals or enhance your learning?
- What are the challenges you anticipate in studying in a different country and education system and how will you overcome them?
- If you think your current marks may not meet the requirements, you may wish to explain any extenuating circumstances in your personal statement.

SECTION 4

MODULE SELECTION

To view the list of modules that you can choose from please refer to the University’s website at [www.uwl.ac.uk/international/study-abroad](http://www.uwl.ac.uk/international/study-abroad) where you will see information on the module code, the UK credit value of the module and when it runs.

Modules at the University are attributed with a UK credit value of 20 UK credits.

You are required to undertake 3 modules per Semester.

Different modules run at different times of the academic year. Some modules may only run in Semester 1 (from September to January) or Semester 2 (from January to June). Other modules may run across both Semester 1 and Semester 2.

Some modules have pre-requisites or require a portfolio to be submitted, please read the Module Catalogue carefully as this will be indicated. Where a portfolio is required it is an important component of the admissions process and this must be submitted at the time of application.

Some modules at Level 5 and Level 6 may have a pre-requisite requirement for students to have already completed specific modules or equivalents at a lower level. As a study abroad student, you are not expected to have taken the specific pre-requisite requirement, but you must have studied a relevant or similar course/module in your home country/institution.

Selecting Modules

Carefully read through the module options and select your modules in the order of preference on the application form.

To increase your chances of securing the modules of your choice please select your module choices carefully at the earliest opportunity and ensure that they have been approved for credit transfer by your Home Institution.

You have an opportunity to change modules subject to module availability.

We cannot accept any further module change requests [after two weeks from enrolment](#).

Please note that it is not possible to choose specific day or time slots for modules as these will be allocated automatically by the timetabling system.

The University will do its best to accommodate your module preferences however we cannot guarantee your module preferences as these will be subject to availability, timetabling and other relevant factors.

SECTION 5

REFERENCES

Please provide details of two references in this section and submit a letter of recommendation with your application.

DECLARATION

When you sign the form, you agree to the following conditions:

(a) The information you have given is complete and accurate. If we believe that you or your referee have left out any information or given false or misleading information we may take any necessary steps to check whether it is accurate or complete. We have the right to cancel your application and/or withdraw any offer made to you. If you have any reason to believe that information we have about you is not accurate or complete, you must tell us.

(b) The University may, at any time, ask you, your referee or your employer to provide more information about your application (e.g. proof of identify or qualifications). If we do not receive that information by a set date, or if the information is not satisfactory, we can cancel your application.

(c) The University tries to process applications and related decisions efficiently and accurately. However, we will not be liable for any mistakes or delays or any loss or damage caused by mistakes or delays or if the University changes its decisions later.

(d) If you accept an offer of a place you agree to abide by the rules and regulations of the University.

(e) If you accept an offer of a place you are confirming your acceptance of the no refund condition.

(f) If you become a student, the University undertakes to take all reasonable steps to
provide educational services in the manner set out in the prospectus.

(g) If industrial action or circumstances beyond the control of the University affect the ability to provide these services, the University undertakes to do all it can to keep the disruption to your education as minimal as possible.

(h) Your application is a contract between you and the University. No one else can enforce any part of this contract under the terms of the Contracts (Rights of Third Parties) Act 1999 or any other legislation.

(i) If 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.

DATA PROTECTION NOTICE

The University will use the information on your application form to create a student record and process your personal data for the purposes of administering your educational course and all other services provided to you, in accordance with the University’s Data Protection Policy, the General Data Protection Regulation 2016/679 EU and Data Protection Act 2018 (“Data Protection Law”).

All personal data is treated confidentially, securely held and disclosed on a need to know basis to staff and agents of the University for the provision of services to you.

Disclosure to Third Parties – Legal Obligation

The University is required by law to disclose your personal data to certain statutory bodies (listed below – this is a non-exhaustive list) and where there is a legitimate reason to do so.

- Higher Education Statistics Agency
- Other national and local data collection processes where the University is legally obliged to comply
- Any Professional and Statutory Bodies accrediting your course
- Student loan or funding bodies
- Local Education Authorities
- Local Councils (Council Tax exemptions)
- Electoral Registration Officers (electoral registers)
- UK Home Office (immigration and visas)
- Students’ Union

Disclosure to Third Parties – Contractual obligation

In order for the University to provide its educational and support services to you, we also need to disclose your personal data to third parties, for example:

- Turnitin anti-plagiarism system
- The University’s agents and other bodies performing administrative functions on behalf of the University
- Internal and external auditors
- Potential employers and other educational institutions requesting transcripts, confirmation of awards and references for you. Consent is confirmed by your providing the University’s details as a referee.

The list of purposes and bodies is provided by way of example and is not an exhaustive list. They are the main examples of the type of purposes and bodies to which the University may disclose your personal information.

Where appropriate, you may be asked to provide consent for the disclosure of your personal information.

Accessing Your Personal Data

Subject to certain exceptions you are entitled to have access to your personal data held by the University.

If you wish to access your personal data, please complete a Subject Access Request Form (available from the University website) and email it to university.secretary@uwl.ac.uk.

SECTION 6

EQUALITY OPPORTUNITIES MONITORING

The University is committed to equal opportunities and treat all applicants equally based on their merits regardless of age, disability, gender, gender reassignment, marital status, pregnancy, race, religion or sexual orientation.

This section is optional. By completing this section of the application you will assist us in monitoring our efforts towards achieving an inclusive and diverse educational environment.