Application Instructions Guide for Incoming Exchange Students

Course application form

Your Application

Selected Course	Course Code	Start date	Mode of Attendance	Academic Year
1. Undergraduate Overseas Exchange - Full year	D-UEOS	25/Sep/2023	FULL-TIME	23/24

Please enter your official first name as it is (or would be) displayed on your passport.

We would advise you to use your personal email address if possible, and not a school/college or University email account. IMPORTANT: We are aware that certain email addresses do not receive emails sent by the University. Please visit this page for more information: https://warwick.ac.uk/study/postgraduate/apply/email-servers. If your email account is from one of these providers please use an alternative email account

Create New User

* Denotes a mandatory field

Title *	Miss
First name/Given name *	Example
Middle name 1	
Middle name 2	
Family name/Surname *	a
Full name	Example a
Date of Birth *	01 / Jan / 2000
Email Address *	studyabroad@warwick.ac.uk

IMPORTANT: We are aware that certain email addresses do not receive emails sent by the University. Please visit this page for more information: https://warwick.ac.uk/study/postgraduate/apply/email-servers. If your email account is from one of these providers please use an alternative email account

Confirm Email Address *	studyabroad@warwick.ac.uk
Password *	•••••••••••••

Your password must be between 12 and 25 characters. It must contain characters (A-Z) upper and lower case, at least one number (0-9) and at least one special character e.g. £$%^&@

Confirm Password *	•••••••••••

[Create User]   [Cancel]

You will first need to create a 'new user' account, please enter your details and create a password

Course application form

Application from Example A for Undergraduate Overseas Exchange to start in September 2023

Checklist

Below are the sections of the form that you will be required to complete. Click any section heading to go directly there or click the button below.

Click on 'Start Application'

Start Application

Use of data provided on the application form: When you start an application with us the answers you provide are stored within the application section of our database. The submission section of this form confirms how we will use this data when you submit your application. If you do not complete and submit the application, the data provided to us via this application form will be retained until the end of 25/Jan/2024

The University's Data Protection Policy and Applicant Privacy Statement can be viewed here by clicking the links.

Icon Guide

Please complete as many fields as possible to assist with processing your application

⭐ This page has not yet been started

❗ Outstanding information required for mandatory fields

✅ All mandatory information has been provided

⭐ Personal Details

⭐ Contact Details

⭐ Nominated Contact Details

⭐ Qualifications and English Language

⭐ Study Details

⭐ Personal Statement

⭐ Referees

⭐ Equal Opportunities Monitoring

⭐ Submission

Print/Preview Application

Personal Details

* Denotes a mandatory field

Personal Details

Title *	Miss
First name/Given name *	EXAMPLE
Middle name 1	
Middle name 2	
Family Name *	A
Full Name	EXAMPLE A
Known as	EXAMPLE
Previous Family Name/Surname	
Date of birth *	01 Jan 2000
Gender *	Please select

If you were born in the UK please select England, Northern Ireland, Scotland or Wales from the list below.

Country of birth *	Please select
Nationality *	Please select
Dual nationality	Please select
Are you a refugee or asylum seeker?	Please select

If you live in the UK please select England, Northern Ireland, Scotland or Wales from the list below.

Country of residence *	Please select
Have you previously applied to or studied with us? *	○ Yes ● No

We need to use this information in order to ensure that each individual only has one student record with us. If you have previously completed a qualification with us it will also allow us to verify that qualification more quickly.

Please tell us if you have a disability, long term condition, or specific learning difficulty such as dyslexia. This information will help us to assess appropriate reasonable adjustments that may be made so that you reach your fullest potential on your course. It will not affect our view of your application, but it will allow us to send you relevant information.

Please select from the dropdown list: *	Please select

Enter your personal details and then click on 'Save and Continue'

Back to checklist   Save   Save and continue

Course application form

Application from Example A for Undergraduate Overseas Exchange to start in September 2023

Checklist   Personal Details ✓   Contact Details ☆   Nominated Contact Details ☆   Qualifications and English Language ☆   Study Details ☆   Personal Statement ☆   Referees ☆   Equal Opportunities Monitoring ☆   Submission ☆

Contact Details

* Denotes a mandatory field

We will use the details provided here to contact you about your application. Please note, if you are submitting an application with the support of an Agent the contact details given in this section should be the applicant's details. The Nominated Contact Details section should be used to provide contact details for the Agency.

Contact Address

| Country * | Please select ▾ |

| Address * | |

| | |

| | |

| | |

| Postcode/Zip Code | | ? |

| Email Address * | studyabroad@warwick.ac.uk | ? |

| Telephone * | | ? |

| Mobile | | ? |

| If this address is temporary please provide the date you expect to move out. | ▾ | ▾ | ▾ | ? |

Enter your contact details and then click on 'Save and Continue'

Home Address

Is the correspondence address above also your home address? *   ○ Yes   ○ No

If you select 'yes' your correspondence address will be copied to the home address section. If you select 'no' please provide your permanent home address. If you are a student this might be the address you return to out of term time.

Back to checklist   Save   Save and continue

Nominated Contact

* Denotes a mandatory field

Nominated Third Party Contact

If you would like someone else to be able to contact Warwick on your behalf you can provide their details in this section. This might be a friend or family member, or tutor.

Would you like to add a nominated contact?   ○ Yes
                                              ● No

You can add a nominated contact if you would like to (it's optional)

Please do not use this section to provide details of an agent. The Agent section below can be used to tell us about your agent.

Agent

If you are an agent applying on behalf of the applicant, or if you are an applicant that has been referred to Warwick by an agent, please complete this section. This will ensure that your applic... below that you would like us to do so.

This section can also be used to give details of an education counsellor.

Is this application being submitted by an agent (or by an applicant who is being helped by an agent)? *   ○ Yes
                                                                                                          ● No

Please select 'No'

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Checklist | Personal Details ✔ | Contact Details ✔ | Nominated Contact Details ✔ | Qualifications and English Language ⭐ | Study Details ⭐ | Personal Statement ⭐ | Referees ⭐ | Equal Opportunities Monitoring ⭐ | Submission ⭐

Qualifications and English Language

* Denotes a mandatory field

Qualifications

The entry requirements for this course are:

> **If you are not sure about your GPA or don't think you meet this requirement, you can still apply & we will consider your application**

- Applicants must be registered at another institution and must have completed at least one year of Undergraduate study. You should have a current GPA of 3.0 out of 4, or equivalent. Please upload your most recent academic transcript.

If your qualification is from outside the UK please visit the following page for information about qualification equivalence

You must enter all qualifications or study at Higher Education (University or equivalent) level, whether or not you have the result (including any that are incomplete, failed or ungraded).

If you are currently working towards a qualification (e.g. final year student) and are expecting to receive a qualification before starting the course you are applying for, please select 'Yes' below and provide details below.

If you studied at a University but didn't finish the course (including if you failed or dropped out) please tell us about this. Select 'Yes' below and complete the details of the qualification you started, including the start and finish date, why you left, and whether you received an exit qualification for the time that you spent on the course.

If you do not have any qualifications and are applying of the strength of your experience, please select 'No' below.

Please also tell us about any other qualifications or study, including professional qualifications, that are relevant to the course you have applied for.

Have you started or completed any qualifications? *   ● Yes   ○ No

> **Select 'Yes'**

You should only select 'No' if you have not started or completed any relevant qualifications. If you have started a qualification and not finished it, please select 'Yes' and provide details below

Qualification 1

Qualification 1

Are you studying inside the UK or outside the UK? *
- ○ UK
- ● Non UK

Institution * Example University

Country * Japan

Type of qualification * Academic

Select Qualification * Non-UK Undergraduate / First Degree

Qualification Name * Bachelor's degree

Select Subject * Business Management

Modules/Research Areas

Start Date * 01 Sep 2022

Completion/Expected Completion date * 01 Jul 2025

Did you receive (or will you receive) a qualification? *
- ● Yes
- ○ No

If you left the course before completing please answer 'no' here. You can provide further details in the free text box below.

Date of Award/Expected Date of Award * 01 Jul 2025

Expected Grade * Not Applicable

Please complete the compulsory questions for your degree that you are currently studying at your home university

Enter 'Not Applicable'

Documents

Please upload your certificate for this qualification Upload

Please upload your transcript Upload

Upload your latest official transcript, this is a record of the marks you have obtained so far in your degree

Please upload your certificate for this qualification Upload

LATEST TRANSCRIPT.pdf Delete

Add Qualification

Please use this box to tell us about any other relevant qualifications or study not listed above

Passport

PASSPORT.pdf   Delete

Additional Information

Please use this box to tell us about any other relevant qualifications or study not listed above

Please upload your documents for these qualifications/study.   Upload

Education History

Please list any institutions that you have attended which you have not mentioned above. This could include institutions that you attended without completing any qualifications.

Please also provide details of institutions that you attended as part of an exchange programme.

Name of Institution/School/College	City	Country	Start Month	Start Year	End Month	End Year
			Please select	Please select	Please select	Please select
			Please select	Please select	Please select	Please select
			Please select	Please select	Please select	Please select
			Please select	Please select	Please select	Please select
			Please select	Please select	Please select	Please select

English Language

The English Language requirements for this course are:

- For the English Language requirements, please refer to the following webpage: https://warwick.ac.uk/services/studentopportunity/studentmobility/studyatwarwick/applicationprocess/

Have you been educated in an English speaking country? * ○ Yes ○ No

Select 'No' even if you were educated in an English speaking country

Have you taken or are you taking an English language test? * ○ Yes ○ No

Select 'Yes' even if you are not taking a test

You should tell us about your most recent English language test. Please see our Study pages for the English Language qualifications we accept: https://warwick.ac.uk/study

Type of English language test * | Please select |

Date of test

Please select
English Language: Cambridge Advanced
English Language: Cambridge Proficiency
English Language: Duolingo
English Language: IELTS Academic
English Language: IELTS Academic Online
English Language: IELTS UKVI Approved
English Language: Other
English Language: Pearson Test
English Language: Pearson UKVI Approved
English Language: PTE Academic Online
English Language: SQA Highers
English Language: SQA National 5
English Language: SQA Intermediate 2
English Language: TOEFL IBT
English Language: TOEFL On-line

If you are taking a test, please select the correct test.

Please select 'English Language: Other' if you have:
- **A different English qualification**
- **A letter from your home university confirming you have sufficient English language proficiency**
- **Are a national of one of the following countries: Australia, Canada, United States of America**

English Language Requirements for Exchange Students can be found on the following webpage:
https://warwick.ac.uk/services/studentopportunity/studentmobility/studyatwarwick/applicationprocess/

Have you taken or are you taking an English language test? *   ● Yes
    ○ No

You should tell us about your most recent English language test. Please see our Study pages for the English Language qualifications we accept: https://warwick.ac.uk/study

Type of English language test *   English Language: Other

Date of test   01   Jan   2023

Listening Score

Writing Score

Reading Score

Speaking Score

Total Score

If you have an English test or qualification, enter the test/qualification date and upload a copy of the test or qualification (you do not need to input the scores)

If you have a letter from your home university enter today's date and upload the letter

If you are a national of one of the following countries: Australia or Canada or USA enter today's date and upload a copy of your passport (if you are studying at Warwick for the full year & have already uploaded it in the previous section, you don't need to upload it again)

Reference number

Please upload your English language certificate   Upload

Are you going to take another English language test?   ○ Yes
    ○ No

Back to checklist   Save   Save and continue

English Language Requirements for Exchange Students can be found on the following webpage:
https://warwick.ac.uk/services/studentopportunity/studentmobility/studyatwarwick/applicationprocess/

Course Options

Please use the box below to provide the proposed dates of your visit.

Please note that all requests for non-standard start dates are subject to approval, and dates of study may have to be adjusted.

Requested dates of study	[ ] [?]
Which academic department are you applying to? *	Please select ▾ [?]
If you would like to take a module in a second department please state which department	Please select ▾
Please state which modules you would like to request to study at Warwick. Include module names and codes: *	[ ] [?]

Apply to the academic department that is related to your degree major, please see the following webpage for the list of academic departments

You will be selecting your modules at a later stage so please enter 'not applicable'

IMPORTANT: The modules stated in the box above are for information only. If accepted, you will register onto your final choice modules at a later stage.

Home University Details

Name of home university *	Please select ▾ [?]
Is your application approved and agreed by your home university? *	○ Yes ○ No

Please select your home university, if it doesn't appear, please contact us on studyabroad@warwick.ac.uk DO NOT SELECT VISITING STUDENT

Contact Details of your study abroad coordinator

Name	Please select ▾ [?]
How many credits are you required to complete at Warwick? *	[ ] [?]

You can leave this empty

Please see the following webpage for guidance

[Back to checklist]   [Save]   [Save and continue]

* Denotes a mandatory field

Personal Statement

Please draft a brief (4,500 characters maximum) personal statement that:

- Explains your interest in this specific course
- Describes how this course will help you to achieve any future study plans
- Describes how this course will help you to achieve any future career plans

Documents

Please upload your personal statement *   Upload

If you would like to attach a CV to your application please upload it here.   Upload

The personal statement is a letter that you write explaining why you wish to study in the academic department you are applying to at Warwick & what makes you a suitable candidate (also known as a motivation letter or a statement of purpose).

Back to checklist   Save   Save and continue

Checklist   Personal Details ✔   Contact Details ✔   Nominated Contact Details ✔   Qualifications and English Language ✔   Study Details ✔   Personal Statement ✔   Referees ❗   Equal Opportunities Monitoring ⭐

Submission ⭐

Referees

* Denotes a mandatory field

The course leader for this course has asked that applicants arrange for the following type(s) of reference to be sent in support of their application:

- 1 reference from an Academic who has taught you on your current or most recent degree.

Provide contact details for your nominated referee(s) below. Please use an institution or company email address where possible.

Immediately after you have submitted your application, we will email them to request a reference on your behalf. It is your responsibility to ensure that your referee supplies a reference.

Referee

Type of Reference *	Please select ⌄
Title *	Please select ⌄
First Name *	
Surname/Family Name *	
Position/Job Title *	
Institution/Company *	
City	
Country *	Please select ▾
Email Address *	[?]
Telephone Number	[?]

Please enter the details of your referee & once you have submitted your application, your referee will be emailed a reference request. If you already have a reference letter, please input your own details and when you receive the reference request email, please upload your reference letter

Back to checklist   Save   Save and continue

Checklist   Personal Details ✓   Contact Details ✓   Nominated Contact Details ✓   Qualifications and English Language ✓   Study Details ✓   Personal Statement ✓   Referees ✓   Equal Opportunities Monitoring ☆

Submission ☆

Equal Opportunities Monitoring

* Denotes a mandatory field

Equal Opportunities Monitoring

The University is committed to a policy of equal opportunities. In order to monitor the effectiveness of this policy, all applicants are asked to complete these questions. These statistics are used solely for the purpose of monitoring application and admission rates and form no part of the selection procedure.

Ethnicity *	Please select ⌄
Religion or belief *	Please select ⌄
Sexual orientation *	Please select ⌄
Is your gender identity the same as the gender you were originally assigned at birth?	Please select ⌄

Please complete the compulsory questions

Back to checklist   Save   Save and continue

Data Protection

- In pursuance of the prevention of fraud, the University reserves the right to disclose information that is given in your application form to external organisations, e.g. Police, Home Office, Examining bodies, Student Loans Company, the awarding body for your qualifications, or the institution at which you studied.

- If the University has reason to believe that you, or your agent or nominated third party, has omitted any mandatory information or presented false information the University will take necessary steps to establish whether the information provided is accurate.

- The University reserves the right to request that you, your referee, your previous education institutions, or your employers, provide further information relating to any part of your application form. This may include providing proof of identity, status, qualifications or employment history.

By ticking the boxes below and submitting this form you are agreeing to The University of Warwick using the information provided from time to time, along with any further information about you the University may hold, for the purposes set out in the University's full Data Protection Policy and Applicant Privacy Statement. The information that you provided on your application form will be used for the following purposes:

- For administrative purposes;
- To enable your application for entry to be considered and allow us, where applicable, to assist you through the application process;
- To enable the University to compile statistics, or to assist other organisations to do so. No statistical information will be published that would identify you personally;
- To enable the University to initiate your student record should you be offered a place at the University.

I agree for my personal data contained in my application to be used for the purposes as described in the data protection statement * ☑

Declaration

Before submitting the application form please read the following information:

- By submitting this form you are confirming that the information that you have provided is accurate and complete.
- Applications which contain inaccurate or omitted examination results or periods of study will be considered in breach of the statement above.
- Omissions of mandatory information will include failure to declare any other information which might be significant to your ability to commence or complete the course of study.

I have read the information on this page and hereby apply for admission to study at The University of Warwick. I confirm that the information provided on this form is correct, to the best of my knowledge. I understand that my application, and any offer of admission, may be withdrawn if I cannot provide documentary evidence of any information provided as part of my application.* ☑

Finally

You will not be able to change your application once you have submitted it. You will receive an auto-acknowledgement email confirming the submission of your application.

Print/Preview Application

Submit

Please read through this information and tick the boxes to provide your confirmation. You will then be able to click on 'Submit' to complete your application

Course application form

Your Application

Selected Course	Course Code	Start date	Mode of Attendance	Academic Year
Undergraduate Overseas Exchange - Full year	D-UEOS	25/Sep/2023	FULL-TIME	23/24

Confirmation

Thank you for submitting your application for study at The University of Warwick.

Your application will now be sent to the team who are responsible for your chosen course. You will receive an email confirming receipt of your application, and containing information about the next steps. You should receive this email within 24 hours.

If, as part of your online application, you have already uploaded electronic copies of your degree certificate and transcript, any relevant professional qualification certificates, and proof of your English language competency, these will be considered when your application is assessed.

Please do not send any documentation by post or email at this stage.

To print or preview the application you have made, please click the link below.

Print / Preview Application

You have now submitted your application to us and can 'logout'

Within 2 or 3 days of submitting your application, you will receive details on how to access your applicant portal

If you have any questions, please join our online drop-in sessions, details can be found on the bottom of our homepage or alternatively, you can email us at studyabroad@warwick.ac.uk