

Postgraduate Semester Study Abroad Programme

This form is designed to give us the information we need to consider your application to our **Postgraduate Semester Study Abroad Programme**. It does not commit you to taking up any place you may be offered. Please complete ALL sections. Thank you. I understand that the information provided in this application will be used by the University of Westminster in accordance with the Data Protection Act 1998.

SECTION 1: PROGRAMME DETAILS

I am applying for one semester for the _____ academic year in 202...../2.....

- **This form is intended for postgraduate semester study abroad applicants.**
- If you intend on joining our **Undergraduate Year or Semester Study Abroad programme for International Students** please download the [Undergraduate Year or Semester Study Abroad for International Students Application Form](#)
- If you intend on joining our **Undergraduate Study Abroad programme for European Union Students** please download the [Undergraduate Semester Study Abroad Programme Application for European Union Students Application Form](#)
- If you intend on joining our **Undergraduate Semester Internship Study Abroad Programme** please download the [Undergraduate Semester Internship Study Abroad Programme Application Form](#)
- If your **English ability does not meet our requirement of 6.0 IELTS or above**, please download the [English as a Foreign Language + Undergraduate Study Abroad Programme application form](#)

You can find further details on the different programmes and application forms on our [How to apply webpage](#).

OPTIONS:

Fall semester (Sept start)

Spring semester (Jan start)

With internship

Where did you hear about this programme?

- Home University
 Study Abroad Provider
 Westminster Website
 Internet Search
 Word of Mouth
 Other _____

SECTION 2A: PERSONAL DETAILS

*machine-readable line on Travel IDs, Surname, Name line on "Personalausweis"

| | |
|--|--|
| Full Name (as it <u>EXACTLY</u> appears in your passport) * | |
| Gender | |
| Date of Birth (Day / Month / Year) | |
| Nationality (the passport you will entering the UK with) | |
| Country of Birth | |
| Permanent Home Address (including phone number) (+ country code!) | |
| E-mail address (that you will check regularly) | |

Have your parents/guardians ever been in Higher Education? Yes No Don't Know Prefer Not to Say

Do you have a disability? Yes No

The term disability includes, but is not restricted to, dyslexia, dyspraxia, AD(H)D, long-term mental health conditions, visual impairments, hearing impairments, physical disabilities, long-term medical conditions, and Autistic Spectrum Disorder. If yes, please enclose details in a separate envelope marked 'Confidential'. Include a statement detailing your plan to manage your

disability whilst abroad. Also include a recent relevant report from your doctor and information on any special needs arising from your disability. All supporting medical documentation supplied to the University of Westminster must be in English

SECTION 2B: NEXT OF KIN DETAILS

| | |
|---|--|
| Name of Next of Kin (who do we contact in an emergency) | |
| Relationship | <input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling <input type="checkbox"/> Friend <input type="checkbox"/> Other |
| Address | Same as above or |
| Email | |
| Telephone (+ country code!) | |

SECTION 3: CURRENT EDUCATIONAL DETAILS

| | |
|--|---|
| Home College or University | |
| Exact Name of Degree Programme (e.g. BA Economics) | |
| Total Length of Degree Programme (e.g. 4 years) | |
| Expected Month and Year of Graduation | |
| Year of study while abroad | |
| Semester of study while abroad | |
| Classes you are currently taking which are not listed on your transcript | |
| Is English Your First Language? | Yes <input type="checkbox"/> No <input type="checkbox"/> if no, please state how long you've been formally studying English |

If English is not your first language you will be required to provide proof of your English Language Level, equivalent to IELTS 6.5. For more information, see our [English Language Requirements webpage](#).

SECTION 4: MODULE CHOICES

Please **read and acknowledge** the following information before selecting your modules:

- You are choosing the **Postgraduate Semester Study Abroad Programme**, therefore you are able to study a maximum of 3 modules for one semester.
- With permission from your Home University you would be welcome to choose modules from our [Undergraduate Study Abroad programme](#).
- Please remember that if you do not provide us with a complete module choice form this will delay the process of you being fully registered on modules prior to your arrival.
- Please note**, we cannot accept any further module change requests prior to arrival. Should you need to, you will have an opportunity to make changes to your module registrations once you arrive, subject to module availability so please ensure you select your module choices carefully and ensure that they have been approved for credit transfer by your home university or college.

- Please be aware that it is not possible to choose specific day or time slots for modules as these will be allocated automatically by the timetabling system. Teaching takes place at the University of Westminster from Monday to Friday between 9 am to 9 pm.
- For practical modules at Westminster School of Media, Arts and Design (and some Architecture modules), evidence of capability in each discipline you are interested in - as demonstrated through a portfolio - is an important component of the admissions process and this must be submitted at the time of application. Guidance on portfolios can be found in our [Study Abroad Media, Arts and Design portfolio guidance \(PDF\)](#)
- Students are restricted to taking a maximum of 1 practical class in each semester of study from Westminster School of Media, Arts and Design.

How to Select your Modules:

- Please enter your **top 3 choices in boxes 1, 2 and 3 in order of preference**. Please then also list **3 alternative choices in boxes 4, 5 and 6**. These will be used in case we are unable to register you on your top choices, due to timetable clashes etc.
For students wishing to take an internship as part of the programme you must select the module **5BUSS005X Professional and Personal Skills Development** (please note this is an undergraduate module). Please put this module in box 1. You will then take 2 other modules for the semester. The internship module is an assessed classroom based module with 14 hours worked with a London based company.
- Please also complete the internship fields section below. You will be required to work 14 hours per week as well as undertake your studies. The internship runs for the length of one academic semester and you will be required to undertake your internship for the duration of your studies
- Please remember you must submit a portfolio for any class that indicates this in the module catalogue at the same time as your application.

By ticking this box you acknowledge that you have read the rules governing regarding module selection.

| | Module Code | Module Title | For Office Use Only |
|---|-------------|--------------|---------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

Any additional comments that the Education Abroad Team should be aware of regarding your module choices:

FOR OFFICE USE ONLY:

SECTION 5: INTERNSHIP

THIS SECTION IS ONLY FOR THOSE WHO HAVE SELECTED TO UNDERTAKE AN INTERNSHIP

Please choose your internship preferences based on the:

1. **Role** you would like to do (please provide 2 selections in order of preference).
2. **Industry Field** you would like to be in (please provide 3 selections in order of preference).

The Business Experience Team (BET) will match your profile of skills and interests to suitable organisations offering internships based on the role and industry field specified by you below. Please bear in mind that as the internship process is extremely competitive, if we are unable to provide you with an internship in your first role choice, we will match you to an internship role in your second choice.

Please ensure you provide a brief explanation as to why you are interested in this particular internship role and industry. Do not write more than 2-3 sentences, as your candidate profile, cover letter and CV will elaborate more on your work/ voluntary experience, skills and achievements, education and future career goals. These documents will be used to match your profile of skills and achievements to a suitable internship opportunity and will be forwarded to the relevant organisations you have been matched with. **More details on how to write your Curriculum Vitae (CV), Cover Letter and Candidate Profile can be found online [here](#).** Please ensure you include all of these with your application.

By selecting to undertake an internship you are consenting to have this information shared with these organisations.

Please see an example of how to complete the Internship Role Form below:

| Internship Role | Select your 1 st & 2 nd choice | Please explain in 2-3 sentences, relating to your work experience, skills, education and future career goals why would you like to work in this particular internship role. |
|-----------------|--|--|
| Events | 1 | I am majoring in Business Management and would like to gain more experience in events organisation. I have been volunteering at a local charity assisting in coordinating their fundraising and networking events. |
| Operations | 2 | I would like to gain experience in operational roles, to learn more about how businesses operate. I have successfully completed relevant modules, such as Analysing and Managing Information (achieved 70 %) or Business Decision Making (overall grade 65 %). |

Please select the appropriate Internship Role in your desirable order of preference.

| Internship Role | Select your 1 st & 2 nd choice | Please explain in 2-3 sentences, relating to your work experience, skills, education and future career goals why would you like to work in this particular internship role. |
|---------------------|--|---|
| Administration | | |
| Buying | | |
| Events | | |
| Finance/ Accounting | | |
| General Business | | |

| | | |
|--------------------|--|--|
| HR | | |
| Journalism | | |
| Marketing | | |
| Other | | |
| Operations | | |
| Project Management | | |
| PR | | |
| Publishing | | |
| Sales | | |

Please see an example of how to complete the Internship Industry Field Form below:

| Internship Industry Field | Select 3 sectors by writing 'X' in order of preference | Please explain in 2-3 sentences, relating to your work experience, skills, education and future career why would you like to work in this particular internship industry. |
|------------------------------|--|--|
| Charities, NGOs & Non-profit | 2 | I find it rewarding to work in the charity industry and I understand their working culture very well. In the future I would like to run my own charity. I am passionate about empowering young people to do the best in their careers. |
| Hospitality & Tourism | 1 | I am interested in Events management. At my current University I have been running the Business Society, organising successful social gatherings such as salsa nights or cinema trips. |
| Environment | 3 | I would like to do an internship at an organisation that helps and supports local communities through a variety of projects. After graduation I am planning on travelling around Asia to do a number of volunteering projects. |

Please select the Internship Industry Field Form in your desirable order of preference.

| Internship industry field | Select no more than 3 sectors in order of preference | Please explain in 2-3 sentences, relating to your work experience, skills, education and future career why would you like to work in this particular internship industry. |
|-----------------------------|--|---|
| Art/ Design | | |
| Charities/ NGOs/ Non-profit | | |
| Education | | |

| | | |
|------------------------------|--|--|
| Environment | | |
| Fashion | | |
| Government/ Politics | | |
| Healthcare | | |
| Hospitality/ Tourism | | |
| Information Technology | | |
| Law | | |
| Media | | |
| Mental Health/ Psychology | | |
| Property/ Construction | | |
| Sports | | |

SECTION 6: UNIVERSITY ACCOMMODATION FOR STUDY ABROAD STUDENTS

Do you wish to apply for a place in University of Westminster Accommodation?

Yes - please read and complete the rest of Section 6

No - skip ahead to Section 7

If YES, please read the following information:

At the University of Westminster, we would like to ensure you make an **informed choice** about your accommodation. As such, we recommend that you **actively research** details of the University Accommodation open to Study Abroad students carefully via our Accommodation webpage. After researching your options, you **must** understand the following:

- By choosing University Accommodation, you are aware of the distance between your chosen Hall and the campus(es) your modules are taught. This information can be found on the Accommodation webpage above, by using the journey planner.
- The Education Abroad Team will make an assessment of your housing application based on module choices at time of application - applicants who have 2 or more modules based at the Harrow campus will be considered for Harrow Hall only, even if you change your modules upon arrival.
- Although the University endeavours to place applicants in their first preference of accommodation, it is unable to guarantee that applicants will be offered their first choice of accommodation.
- Whether offered your first or second choice, you are **unable to change your accommodation once you have accepted a housing offer**, even after your arrival due to the high demand for housing.
- You understand the standard of our Halls of Residence: clean, well-maintained and basic. Please note that not all rooms have en-suite facilities (i.e. bathrooms inside each room). All of our rooms are of **single occupancy**.

If you answered 'Yes' above, please complete either the Harrow **OR the Central London section below (based on the location of study of your module choices).**

For Harrow campus (if 2 or more of your module choices will be based at the Harrow campus)

OR

For Central London campuses (in order of preference)

Harrow Hall

By choosing Harrow Hall, or more than 2 modules at Harrow upon application, I understand that I cannot change accommodation after accepting a housing offer or upon arrival. I also understand that this Hall is in Travel Zone 4 of London.

Marylebone Hall

Alexander Fleming Hall

By choosing University Accommodation, I confirm that I have researched each of my choices, know where each is located in relation to the campuses and understand that I cannot change my accommodation after accepting a housing offer and/or after arrival. I also understand that I may be offered either my first or second choice, and I have the right to accept my housing offer.

Please provide details below of any requirements (e.g. medical) that you may need in Halls. Please note, we cannot guarantee such requests.

~~SECTION 7: PERSONAL STUDY STATEMENT~~

~~You need to enclose 1 personal statement (300-500 words) on a separate sheet of paper stating why you wish to study abroad. This should detail how you will adapt to studying in a different country and education system, how this will enhance your learning, and, if you anticipate any challenges, how you will overcome them.~~

SECTION 8: IMMIGRATION INFORMATION

Please read the following information and then answer the questions below.

If you are a national of an EEA country (European Union plus Iceland, Liechtenstein and Norway) or you are from Switzerland*, you can enter the UK as a student with a minimum of formality - you do not require entry clearance or a visa.

[*Swiss nationals should note that there are additional requirements on your entry to the UK and you should be prepared to arrive in the UK no later than 1st September or 1st January of the semester you will study abroad. Further information will be provided in your acceptance letter.]

If you are a non-EEA or a non-Swiss national, depending on your programme you will either need to apply for a:

- **Short Term Study Visa**
(if your programme **is not** longer than six months and your programme **does not** involve an internship)
- **Tier 4 General Student Visa**
(if your programme **does** involve an internship)

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 Education Abroad Team and your acceptance letter will indicate to you when you should expect to receive it. Further guidance is available from the University's Student Advice Service at www.westminster.ac.uk/visas

ALL Students, please answer the following questions:

| | |
|---|---|
| Do you intend and are you able to attend all lessons / classes as part of your programme in the UK? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you ever studied in the UK before? | <input type="checkbox"/> Yes – <i>please answer the following questions</i> <input type="checkbox"/> No - <i>skip ahead to Section 8</i> |
| If yes, which visa did you enter on? | <input type="checkbox"/> Tier 4 <input type="checkbox"/> Short Term Student (Student Visitor) <input type="checkbox"/> Other/ N/A |
| Please provide details of your previous UK study (institution, level and course of study) | |

SECTION 9: FEES AND PAYMENT INFORMATION

(choose 1) I will pay fees directly to my home university or study abroad provider – *skip ahead to Section 10*
 I will be paying my own tuition fees - *please read and acknowledge the following information*

If accepted to the University of Westminster Study Abroad programme, applicants are expected to make full tuition fee payment no later than the following deadlines:

15 June – for applicants applying to programmes in September
31 October – for applicants applying to programmes in January

If tuition fees payment is not received by this date, the Education Abroad Team will withdraw the offer of a place on the programme.

Applicants have the right to decline their place on the programme prior to these deadlines without financial penalty as per the [Withdrawal Policy](#).

Note that the application fee detailed below is non-refundable in all instances.

By ticking this box you acknowledge the implications of the above and confirm that you are able to meet these payment deadlines if accepted onto the programme.

Your confirmed fees and details on how to make payment will be sent by the Education Abroad Team in your acceptance email.

APPLICATION FEE

If you are applying directly to us (i.e. not through the international office of one of our partner institutions or a study abroad provider) you are required to pay a non-refundable £200 application fee which is deducted from your final tuition fee invoice. You can make payment either by credit card or by bank transfer.

To pay by credit card

1. Please use the University's online payment system at: <http://store.westminster.ac.uk/>
2. Under the Navigation heading on the left hand side of the screen, select **Product Catalogue**, then click on **Education Abroad** and then choose **Study Abroad Application Fee** from the drop-down menu;
3. You will then need to click on **Read More** and click on **Add to Basket** button;
4. You will be taken to the next page with a questionnaire, and please fill it in accordingly;
5. Please note that when filling out your address you may not see the boxes you expect to (as the system is a UK based one). Therefore please fill out your address in accordance with the following guidance:
Address 1: Enter your house number e.g. 101
Address 2: Enter the name of your street e.g. New Cavendish Street.
Town/City: Enter the town you live in e.g. Madison / Berlin
County/State: Enter the state / area you live in e.g. Arizona / Querétaro
Post Code: Enter your postal code/zip code
Country: Select your country from the drop down menu
6. When you have made payment, please include a copy of the payment receipt issued to you via the University's online payment system with your application.

To pay by bank transfer, please make payment to the University's bank account in accordance with the following details:

| | | | |
|----------------------|---|------------------------|---------------------------|
| Bank Name: | National Westminster Bank | Account Name: | University of Westminster |
| Bank Address: | PO Box 3038 57 Victoria Street London SW1H 0HN | Bank Sort Code: | 56-00-33 |
| | | Account Number: | 48303542 |
| | | Swift/BIC Code: | NWBKGB2L |
| | | IBAN Number: | GB95NWBK56003348303542 |

When making payment by bank transfer, please ensure you include a description of the payment by clearly writing **your name** followed by '**Study Abroad Programme Application Fee**' as the description. When you have made payment, please include a copy of the **BACS remittance advice** that you receive from the bank with your application form as proof of payment.

SECTION 9: CHECKLIST & DECLARATION

Please check that you have included the following materials with your application, if required:

- | | | | |
|--|-------------------------------------|----------------|---|
| A copy of the application form with <u>ALL</u> required fields completed | <input type="checkbox"/> | Yes | |
| Correctly indicated programme (FY or Semester/ 3 or 4 module) | <input type="checkbox"/> | Yes | |
| A personal study statement | <input type="checkbox"/> | Yes | |
| Your CV, Cover Letter and Candidate Profile – interns only | <input type="checkbox"/> | Yes | <input type="checkbox"/> Not applicable |
| An official transcript (if applying directly) | <input type="checkbox"/> | Yes | |
| A copy of the main photograph page from your passport | <input type="checkbox"/> | Yes | |
| A passport sized photograph (or email a digital .jpeg file) | <input type="checkbox"/> | Yes | |
| A proof of English language ability (if English is not your first language) | <input type="checkbox"/> | Yes | <input type="checkbox"/> Not applicable |
| A portfolio of work <small>(if indicated in module catalogue – some Media, Arts and Design and Architecture modules require this)</small> | <input type="checkbox"/> | Yes | <input type="checkbox"/> Not applicable |
| A proof of payment for the £200 application fee <small>(only if applying directly to us)</small> | <input type="checkbox"/> | Yes | <input type="checkbox"/> Not applicable |

Please note that we may be unable to make a decision on your application until all the above items have been received. If you are sending some items separately please indicate when they are likely to arrive. We are also unable to return any original documents.

DECLARATION

I confirm that all the details I have provided are true and accurate. I understand that by applying for this programme I am giving permission to the University of Westminster to communicate information relating to my application, and if successful, my enrolment and studies to my home university/sending organisation. I understand that the information provided in this application will be used by the University of Westminster in accordance with the Data Protection Act 1998. I have read and understood the information contained on the University website and / or in University publications in relation to Halls of Residence applications. I agree that the information I have provided is accurate and that any medical information may be disclosed in confidence to relevant staff including those from the Halls of Residence, the Counselling Service, the Advice Service and the Student Health Service. Also that the University of Westminster may disclose information to third parties who provide services to the University on the basis that it is provided in confidence.

Signature _____ Date _____

Please send your application form and all supporting documents via regular mail to:

ieconline GmbH
Marienstrasse 19/20, D-10117 Berlin
Tel. +49 (0)30-20458687
www.ieconline.de
