

Undergraduate Study Abroad Programme Application for European Union Students

This form is designed to give us the information we need to consider your application to our **Undergraduate Study Abroad Programme for European Union Students** with an optional internship. 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 entry for the _____ academic year in 202...../2.....

- **This form is intended for undergraduate visiting students from the European Union (with an optional internship).**
- 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 Programme for International Students 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](#)
- If you intend to join our **Postgraduate Study Abroad Programme** please download the [Postgraduate Semester Study Abroad Programme Application Form](#) from the website.

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

OPTIONS:

- (choose 1)
- Full Academic Year (Sept start)
- Semester 1 (Sept start)
- Semester 2 (Jan start)

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 (if you have dual nationality, which passport will you be entering on)	
Country of Birth	
Permanent Home Address (including phone number) (+ country code!)	
How long have you lived there?	
Correspondence Address (if different from current/home address)	
How long have you lived there?	
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 <u>emergency</u>)	
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 6.0. For more information, see our [English Language Requirements webpage](#).

SECTION 4: INTERNSHIP INFORMATION

Are you applying for the Internship element of the programme?

Yes (please fill out Section 4)

No (please skip ahead to Section 5)

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

Internship Programme

- You are choosing to study on the internship programme, therefore you are able to study 3 modules: the internship module 5BUSS005X Professional and Personal Skills Development plus 2 other choices. The internship module is an assessed classroom based module with 14 hours worked with a London based company.
- 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.

- You can apply for an internship as part of a single semester or year long Study Abroad Programme at the University of Westminster. The maximum duration of the internship is one semester.
- The Professional and Personal Skills Development module will be academically assessed through the submission of a coursework portfolio which will be completed throughout the semester. The graded progression of the module fosters students' development of analytical thinking skills by applying relevant theory and concept to their work experiences.
- You should be aware that in order to be employed in the field of your choice you must have some work experience in this area or be able to demonstrate relevant transferrable skills (including practical ability) acquired through study.

INTERNSHIP ROLE AND INDUSTRY FIELD SELECTION

Please choose your internship preferences based on the:

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

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 1st & 2nd 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 1st & 2nd 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'	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	x	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	x	I am interested in Events management. At my current University I have been running the Business Society, organizing successful social gatherings such as salsa nights or cinema trips.
Environment	x	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 by writing 'X'	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 5: MODULE CHOICES

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

- 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. 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 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. Teaching takes place at the University of Westminster from Monday to Friday between 9 am to 9 pm.
- Some modules have pre-requisites or require a portfolio to be submitted, please read the catalogue carefully as this will be indicated. Guidance on portfolios can be found in our [Study Abroad Media, Arts and Design portfolio guidance \(PDF\)](#).
- 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.

How to Select your Modules:

Module Programme

- You are an EU National studying at an EU university and qualify for EU fees, therefore you are able to study a maximum of 3 modules up to the credit value of 60 UK credits per semester. To download the catalogues, please visit our [3-module programme webpage](#).
- 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.
- Please note that if you are taking an internship, your first module choice **will be** 5BUSS005X Professional and Personal Skills Development plus 2 other modules of your choice.
- You are able to take a maximum of 2 practical modules in each semester of study from Westminster School of Media, Arts and Design and 1 class from the London Studies Portfolio. Please remember you must submit a portfolio for any class that indicates this in the module catalogue at the same time as your application.
- If you are a Full Year student, please enter your semester 2 choices where indicated.

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			
	Only complete the below if you are applying for the Full Year programme, please enter your semester 2 choices here:		
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 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 options for study abroad students webpage](#). After researching your options, you **must** understand the following:

- By choosing University Accommodation, you understand where the Hall is located and are aware of the distance between your chosen Hall and the campus(es) your modules are taught. This can be found on the webpage above, by using the journey planner on each of the Accommodation pages.
- The Education Abroad Team will make an assessment of your housing application based on module choices at the time of application- applications 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**.

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)
<input type="checkbox"/> 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 Harrow 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 upon 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.		
<hr/> <hr/>		

~~**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 you will need to apply for a:

- **Short Term Study Visa**
(if your programme **is not** longer than six months- i.e. a semester programme)
- **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 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 / modules 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

8A. Fee Assessment

Students from the European Union studying at an EU institution are normally entitled to the Home rate of tuition fees. In order to determine your fee status we need further information. If you do not complete the information correctly or if you fail to attach copies of the relevant documents required you may be charged fees at the overseas rate. If you would like to check how the University assesses fees you can look at the UKCISA Guidance Note called Tuition Fees: "Will I pay the home or overseas rate?" at <http://www.ukcisa.org.uk/International-Students/Fees--finance/Home-or-Overseas-fees/>

<https://www.westminster.ac.uk/study/prospective-students/fees-and-funding/eu-eea-and-swiss-students>

Residential History

Please give details below of the country/countries where you have been resident since birth: (Please continue on a separate sheet if necessary)

Country and town/region of residence e.g. London, England	Dates of residence (from – to) (dd/mm/yy) e.g. 12/08/2011 to 01/01/2015	Purpose of residence, e.g. living with family (include relationship), employment, full-time study e.g. Living with family (father)

Family Member Details

IF YOU ARE NOT AN EU NATIONAL AND ARE LIVING IN THE UK AS THE DEPENDANT OF AN EU, EEA OR UK NATIONAL WHO IS ALSO LIVING IN THE UK- please complete the table below as appropriate:

	Passport Nationality (citizenship)	Country/Countries of residence and dates of residence	Purpose of residence in that country/countries	Please provide, if possible:
Mother				Copy of relevant pages of their passport (including name/nationality page) and evidence of their UK residence and copy of your birth certificate
Father				Copy of relevant pages of their passport (including name/nationality page) and evidence of their UK residence and copy of your birth certificate
Spouse/civil partner				Copy of relevant pages of their passport (including name/nationality pages) and evidence of their UK residence and copy of your marriage certificate
Grandmother				Copy of relevant pages of their passport (including name/nationality page) and evidence of their UK residence and copy of your birth certificate and parents birth certificate
Grandfather				Copy of relevant pages of their passport (including name/nationality page) and evidence of their UK residence and copy of your birth certificate and parents birth certificate

Immigration Status

Your immigration status and your family's nationality and circumstances have an effect on the fee assessment. Please read these categories carefully and indicate any that apply to you. **You will need to provide us with the documentation requested.**

Status	Please indicate if this is yourself or a relative	Documentation/Evidence required
British Citizen or holder of Certificate of Entitlement to the Right of Abode in the UK		Copy of page(s) of passport showing name and nationality. Birth/naturalization certificate for British citizenship/marriage or civil partnership
Time limit on stay e.g. Tier 1, 2, 4 or 5 visa or other (please give details)		Copy of passport and visa.
Indefinite Leave to Enter (ILE)/Indefinite Leave to Remain (ILR)		Copy of page(s) of passport showing name and nationality. Home Office letter confirming ILE/R. BRP card/Vignette
Discretionary Leave to Remain (DLR)/ Article 7 of Family Rights Leave		Home Office Letter
Refugee status (not asylum seeker)		Home Office letter and any relevant enclosures. Proof of identity

Humanitarian Protection		Home Office letter and any relevant enclosures. Proof of identity
EU national (other than British citizens)		Copy of page(s) of passport showing name and nationality
You are not an EU national but have an EU national family member living in the UK.		Copy of page(s) of passport showing name and nationality and EEA family visa. Evidence of relationship to EU Family member and evidence that they live in the UK as per the Family member details section of the form.
National of Norway or Liechtenstein or Iceland working in the UK		Copy of page(s) of passport showing name and nationality. Evidence of work such as pay slips, P60 and letter from employer
Child of Swiss national		Copy of page(s) of your parent's passports showing name nationality and evidence that they are resident in the UK plus your Birth Certificate and passport
Child of a Turkish national who is ordinarily resident in the UK and lawfully employed in the UK		Copy of page(s) of your parent's passport showing name, nationality and work permit and evidence of their work, plus copy of your passport and Birth Certificate/Household register card

Additional information:

8B. Fees payment

- (choose 1) I will pay fees directly to my home university or study abroad provider – *skip ahead to Section 9*
 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 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 10: CHECKLIST & DECLARATION

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

- A copy of the application form with ALL required fields completed Yes
- ~~A personal study statement~~ ~~Yes~~
- An official transcript Yes
- A copy of the main photograph page from my passport Yes
- Scanned copies or photographs of all the documents you are submitting as evidence of fee status. For passports you must include the photo page, any UK entry stamps made by immigration and any relevant visa(s). Yes
- A passport sized photograph (digital or printed) Yes
- A proof of English language ability (non-native English speakers only) Yes Not applicable
- A portfolio of work Yes Not applicable
(if indicated in module catalogue - some Media, Arts and Design and Architecture modules require this)
- A proof of payment for the £200 application fee Yes 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 and evidence 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:

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 Marienstrasse 19/20, D-10117 Berlin
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 www.ieconline.de