

# Worldwide Exchange Programme

## Application Form

### 2015 – 2016

Student Name:.....

Please complete this form if you wish to apply to study abroad in the USA, Canada, Asia, Australia, New Zealand or Latin America for a semester (or year for students of American Studies (University of California only), Chemistry, Environmental Science, Geography, MMath, Physics, Psychology, Social Anthropology or Textiles) in the academic year 2014-2015.

#### **DEADLINE:**

Please submit your complete application to Sarah Street (tel: 0161 275 3053) in the International Programmes Office, the Atrium, 1<sup>st</sup> Floor, University Place by:

**Wednesday 10<sup>th</sup> December 2014 (no later than 4:00pm)**

#### **ELIGIBILITY CRITERIA:**

The MINIMUM academic average required for participation in the Worldwide Exchange Programme is 60% with NO fail marks or compensated passes. Some Subject Areas specify a higher academic average and additional eligibility criteria.

#### **APPLICATION DECISION TIMELINE:**

Successful applicants for the University of California (UC) will be notified in late December/early January as UC have an exceptionally early nomination/application deadline.

Except in the case of UC, if you are a 2<sup>nd</sup> year student applying to study abroad for the full academic year in your 3<sup>rd</sup> year a decision on your application will be made by the beginning of February 2014. At this time we will notify you as to whether or not you have been successful in obtaining a place on the Worldwide Exchange Programme and the Partner University for which you have been nominated.

If you are a 1<sup>st</sup> year student applying to study abroad for a semester in your 2<sup>nd</sup> year a decision on your application will be made by the end of February 2014 (after the publication of 1<sup>st</sup> semester results). At this time we will notify you as to whether or not you have been successful in obtaining a place on the Worldwide Exchange Programme and the Partner University for which you have been nominated.

All successful applicants will be required to submit a second round of application documents to the Partner University. Whilst this phase of the application process is more of a formality it should nevertheless be taken seriously and will require a significant time commitment.

**Please note:** if you are successful, your participation in the Programme will remain conditional upon sustaining at least a 60% average in all assessments taken before departure and any additional requirements specified by your degree programme/Subject Area.

**INTERNATIONAL PROGRAMMES OFFICE, The Atrium, 1<sup>st</sup> Floor University Place  
The University of Manchester**

**Before completing this form ensure that you have read the Guidance Notes carefully!  
Please complete all sections in black ink and print your answers clearly**

**SECTION A**

Surname: \_\_\_\_\_ First name: \_\_\_\_\_

Student ID number: \_\_\_\_\_ Nationality: \_\_\_\_\_

Title of your degree programme: \_\_\_\_\_  
(if BA (Econ) / BA (SocSci) please specify your area of specialisation e.g. Accounting & Finance, Sociology, Economics and Politics etc)  
(if Music, please specify your 1<sup>st</sup> and 2<sup>nd</sup> instruments)

Please give details of your 'A' / 'AS' Level (or equivalent) results - subject, grade, year taken:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

If you are already in your 2<sup>nd</sup> year, then please attach a copy of your 1<sup>st</sup> year results (this can be printed from the Student Portal).

Please indicate whether you have used the resources available in the International Programmes Office, The Atrium 1<sup>st</sup> Floor University Place, (e.g. Global Guidance Ambassadors, library) in preparation for completing this application.

**SECTION B DESTINATION CHOICES**

**We recommend that you indicate 5 universities that you would be happy to go to** (unless your School has its own subject specific exchanges, e.g. Textiles, or there are only a very restricted number of universities at which you can pursue your discipline eg. Criminology).

Please recognise that if you only select one university, we will not consider you for any other destination, and this will reduce your chances of being successfully selected for the exchange programme. However, please do not waste time by listing any university you are not happy to go to.

	<b>Partner University</b>	<b>Semester/Full Year Abroad (please indicate)</b>
1 <sup>ST</sup> CHOICE		
2 <sup>ND</sup> CHOICE		

3 <sup>RD</sup> CHOICE		
4 <sup>TH</sup> CHOICE		
5 <sup>TH</sup> CHOICE		

**SECTION B** (cont.)

If you have chosen 5 universities and would be happy to be considered for other universities if we are unable to allocate you a place at any of your initial choices please place a tick in this box:

If you have chosen to select fewer than 5 universities that you would be happy to go to please indicate the reasons in the box below.

**STUDY PLANS**

A key element in choosing your destination university is ensuring that they teach appropriate classes for you to take during your period abroad. Referring to the Guidance Notes, you need to research the course offerings at your top 3 chosen destinations and list below the courses you would hope to take during your semester / year abroad.

If you are only applying for California and do not wish to be considered for any other university, then please complete the Study Plan for your three choices of UC campus (e.g. UC Los Angeles, UC Berkeley, UC Davis). If you are applying for California alongside other universities, then please complete the Study Plan for your top choice of UC campus and the other two university choices from your top three (e.g. UC San Diego, Tennessee, Queensland).



Please refer to the Guidance Notes before completing this section

**1<sup>st</sup> choice:** \_\_\_\_\_

- |  |                                    |
|--|------------------------------------|
| <b>Classes I would like to take (state course code &amp; title):</b> | <i>(Full year applicants only)</i> |
| 1.   | 1b                                 |
| 2.   | 2b.                                |
| 3.   | 3b.                                |
| 4.   | 4b.                                |
| 5. (HK only)   | 5b (HK only)                       |

**Please describe your reasons for wishing to study at your 1<sup>st</sup> choice**  
**(Maximum 120 words)**

**2<sup>nd</sup> choice:** \_\_\_\_\_

Classes I would like to take **(state course code & title):**

*(Full year applicants only)*

- |              |              |
|--------------|--------------|
| 1.           | 1b.          |
| 2.           | 2b.          |
| 3.           | 3b.          |
| 4.           | 4b.          |
| 5. (HK only) | 5b (HK only) |

**Please describe your reasons for wishing to study at your 2nd choice  
(Maximum 120 words)**

**3<sup>rd</sup> choice:** \_\_\_\_\_

Classes I would like to take **(state course code & title):**

*(Full year applicants only)*

- |              |              |
|--------------|--------------|
| 1.           | 1b.          |
| 2.           | 2b.          |
| 3.           | 3b.          |
| 4.           | 4b.          |
| 5. (HK only) | 5b (HK only) |

**Please describe your reasons for wishing to study at your 3rd choice  
(Maximum 120 words)**

**SECTION C**

**PERSONAL STATEMENT**



Please refer to the Guidance Notes before completing this section

**Please attach your one page Personal Statement.**

**The personal statement should be typed, single spaced, size 11 Ariel font.**

**Please ensure that your name and student ID number appear on your Personal Statement.**

**SECTION D**

**FINANCIAL PLAN**



Please refer to the Guidance Notes before completing this section

**(N.B. this question is to assist you in ensuring you understand the financial commitment involved in the Worldwide Exchange Programme).**

<b>Estimated Expenses in Pounds Sterling (for your most expensive destination)</b>	
<b>University Name:</b>	
Return Airfare	£
Visa (including any associated costs)	£
Health insurance	£
Accommodation	£
Living costs (food, bills, local transport, etc)	£
Books and study expenses	£
Spending money	£
Other	£
<b>Total Estimated Expenses</b>	<b>£</b>
If Other, define expense	

## SECTION E

### REFERENCE FORM



Please refer to the Guidance Notes before completing this section

- I have arranged for the Reference Form to be forwarded to you from \_\_\_\_\_ in my School. *(name of referee)*
- I have attached my completed Reference Form

## SECTION F

### STUDENT DECLARATION

I declare that the information presented in this application and the accompanying documentation is true and complete. I acknowledge that The University of Manchester may terminate my application or nomination for the Worldwide Exchange Programme if I have misrepresented my past and/or present circumstances. I authorise staff of the University to make relevant enquiries to verify my application and, should I be approved to go on exchange, to provide the necessary information to partner universities for the purpose of arranging my exchange.

Permission to distribute your contact details

I give authority for the International Programmes Office to supply my name and email details to other students associated with or interested in the Worldwide Exchange Programme.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CHECKLIST**

- Online section of the application form (personal details) submitted
  - Printout of Manchester 1<sup>st</sup> year results attached (2<sup>nd</sup> year students only- section A)
  - Personal Statement attached (section C)
  - Academic Exchange Adviser has approved study plans and signed off application (section G)
  - Reference arranged / attached
  - Photocopy of application kept for own records
- 

**DEADLINE:**

Please submit your application package to Sarah Street (tel: 0161 275 3053) in the International Programmes Office, the Atrium, 1<sup>st</sup> Floor, University Place by:

- **Wednesday 10<sup>th</sup> December 2014 (no later than 4:00pm)**

**SECTION G**

**ACADEMIC EXCHANGE ADVISER APPROVAL**

**(NB: if you are registered with two or three subject areas please ensure this form is signed by a representative for each subject)**

**Subject 1**

"I consider this student to be a strong candidate for the Worldwide Exchange Programme and am not aware of any academic/other reasons why this student should not be permitted to participate. I have reviewed the universities/courses the student has listed on pages 2 and 3 of this application form and I am satisfied that they would provide a suitable programme of study for his/her period abroad".

Approved by (signature): \_\_\_\_\_

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

The availability of Manchester marks, and the Partner University application processes and deadlines mean that it is typically only possible for students who are studying abroad for a single semester to study abroad during the 2<sup>nd</sup> semester of the academic year. If it is genuinely only possible/appropriate for this student to study abroad in Semester 1 because of core academic requirements please indicate this here, together with the reason:

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Other Restrictions/Conditions: \_\_\_\_\_

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**Subject 2 (for joint Honours students)**

"I consider this student to be a strong candidate for the Worldwide Exchange Programme and am not aware of any academic/other reasons why this student should not be permitted to participate. I have reviewed the universities/courses the student has listed on pages 2 and 3 of this application form and I am satisfied that they would provide a suitable programme of study for his/her period abroad".

Approved by (signature): \_\_\_\_\_

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

The availability of Manchester marks, and the Partner University application processes and deadlines mean that it is typically only possible for students who are studying abroad for a single semester to study abroad during the 2<sup>nd</sup> semester of the academic year. If it is genuinely only possible/appropriate for this student to study abroad in Semester 1 because of core academic requirements please indicate this here, together with the reason:

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Other Restrictions/Conditions: \_\_\_\_\_

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**Subject 3 (for PPE students only)**

"I consider this student to be a strong candidate for the Worldwide Exchange Programme and am not aware of any academic/other reasons why this student should not be permitted to participate. I have reviewed the universities/courses the student has listed on pages 2 and 3 of this application form and I am satisfied that they would provide a suitable programme of study for his/her period abroad".

Approved by (signature): \_\_\_\_\_

Name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

The availability of Manchester marks, and the Partner University application processes and deadlines mean that it is typically only possible for students who are studying abroad for a single semester to study abroad during the 2<sup>nd</sup> semester of the academic year. If it is genuinely only possible/appropriate for this student to study abroad in Semester 1 because of core academic requirements please indicate this here, together with the reason:

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Other Restrictions/Conditions: \_\_\_\_\_

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SAMPLE