

Study Abroad Unit

Application for admission as a Year/Semester Abroad student

Please complete all sections of this form clearly in **BLACK INK** or **TYPE**.

The deadline dates for submission of applications for the 2010/11 academic year are:

Full Year Abroad – 1 June 2010
 Fall Semester – 1 June 2010
 Spring Semester – 1 November 2010

We recommend however that students apply as early as possible, as applications are considered by Schools in the order in which they are received.

I AM APPLYING FOR (please tick appropriate box):

Full academic year:

Sept – June

Jan – Jan

Semester 1 only
(Sept – January)

Semester 2 only
(January – June)

If you are applying for semester 1 only, please state the start date of your home university's semester 2

I am applying as an exchange student (my home university has an exchange agreement with The University of Manchester)

I am applying as a study abroad student (I will be paying a fee to study in Manchester)

I am applying for the Study Abroad with English Language pathway:

Integrated route

Extended route

I am applying for the Pre-Law pathway:

I am applying for the Leadership and Service pathway:

SECTION 1: Personal Information

Last (family) Name

First Name

Middle Name

Date of Birth (Day/Month/Year, eg 9 January 1987)

Gender
Male or Female

Marital Status

Nationality

Your residence address while at your home college/university

I will be living at this address until

Tel No

Email address

Permanent home address

Tel No

Please indicate whether you have any physical or other needs which may necessitate special arrangements or facilities at the University (complete on separate sheet if necessary):

SECTION 2: Academic Information

Name of present university/college

Current year of study First Year Second Year Third Year Fourth Year

Other universities or colleges attended (with dates)

Titles and codes of courses to be taken/being taken where these do not already appear on your academic transcript

Degree programme/Intended major (if known)

Intended minor (if known/applicable)

Current cumulative GPA or average letter grade or % achieved

Specific titles, codes, and credits of course units you wish to follow at Manchester

(Details of how to find this information can be found at www.manchester.ac.uk/international/studyabroadandexchanges)

1. A full workload is generally regarded as being 110-120 UK credits for a full academic year, or 50-60 credits for a semester.
2. You can apply for up to 60 credits per semester at this stage, plus a maximum of 20 credits per semester as alternatives.
3. Mark essential courses with an asterisk*.

Semester 1

Course Unit Code	Course Unit Title	Credits

Course Unit Code	Course Unit Title	Credits

Alternatives (either semester)

Course Unit Code	Course Unit Title	Credits

Please note that we cannot guarantee that all the course units you request will be available. We will contact you to seek further alternatives where this is the case. You should check the Study Abroad website for guidance on interpreting course codes. These codes indicate the semester in which courses are usually available.

English Language Proficiency (for non-native English speakers only)

Please state your current English Language test result and date received

Are you applying for the Study Abroad with English Language pathway?

Yes

No

SECTION 3: General

List the source(s) from which you hope to receive financial support to study at The University of Manchester.

How did you hear of Manchester's Study Abroad/Exchange Programme?

Study Abroad Adviser from home college

Study Abroad Adviser from Manchester

Website Which _____

Advertisement Where _____

Word of Mouth/recommendation

Prospectus

Poster/flyer

Recommendation of University of Manchester Alumnus

Family connection with the UK

Other (please specify)

SECTION 4: Billing Arrangements (non-exchange students only)

Delete (la) or (lb) below as appropriate

(I) (a) I will be responsible for the payment of my own tuition fees at registration

OR

(b) I have made prior arrangements that my college/university should be billed for the payment of my tuition fees.

The name/title/address of the person **at your home institution** to be billed:

Is your home institution also to be billed for your housing?

Yes No

NB The University of Manchester cannot bill an individual person (such as a parent or guardian) direct for tuition fees.

SECTION 5: Documentation Requirements

Certain other documents must accompany this form to make your application complete. Tick off the following items to ensure your application is complete.

- Signed **application form**
- Academic transcript** from your home University
- Two letters of recommendation**, testifying to your academic qualities and your suitability for study abroad. These should normally be from academic staff of your present University and, if possible, should be related to your major area of study.
- Where English is not your first language, **evidence of English Language proficiency**: for example, Cambridge Certificate of Proficiency in English (Grades A, B or C); International English Language Testing (IELTS), TOEFL
- Completed accommodation application form** (only if you wish to apply for university housing)
- Photograph**
- Photocopy of the ID page from your passport**

Remember also that if you are applying for the Study Abroad plus Leadership and Service pathway, you should download a separate application form, complete, and include with this packet.

Signature of student

Date

Completed forms and any subsequent enquiries should be addressed to:

Sarah Bloor, Study Abroad Adviser (Incoming Students)
Study Abroad Unit
The University of Manchester
Oxford Road
Manchester
M13 9PL
UK

In conformity with the general intention of its Charter, The University of Manchester confirms its commitment to a comprehensive policy of equal opportunities for students in its admission policy, in all aspects of its teaching and examining, in its counselling of students and in the way it affords access to any of its benefits, facilities and services.

For information on Data Protection and how information supplied to us is used, please visit
www.campus.manchester.ac.uk/medialibrary/policies/data-protection-policy-071205.pdf

Study Abroad Unit

Application for Accommodation - Semester

I am applying to study at The University of Manchester for (please tick appropriate box)

Semester 1 only
(Sept – January)

Semester 2 only
(January – June)

Please complete all sections of this form clearly in **BLACK INK** or **TYPE** and return completed form to:

Sarah Bloor
Study Abroad Adviser (Incoming Students)
Study Abroad Unit
The University of Manchester
Oxford Road
Manchester
M13 9PL
UK

Last (family) Name _____

First Name _____

Middle Name _____

Date of Birth (Day/Month/Year, eg 9 January 1985) _____

Gender
Male or Female _____

Nationality _____

Permanent home address _____

Telephone Number _____

Email address _____

Marital Status _____

If married, will your spouse and family (if any) accompany you?

Yes No

Please indicate your preferred type of accommodation by placing the numbers 1- 6 in the boxes below. Put 1 in the box that is most important to you, and 6 in the box next to the characteristic that you least want to see in your accommodation. In circumstances where there is high demand for accommodation it is important that we know your preferences so that we can try and meet those that are of greatest importance to you. For example, you need to consider in the rankings you give whether a lively campus is more or less important to you than being in a catered hall.

Self-Catering

Mixed sex hall

Lively campus

Catered hall (ie hall with a meal plan)

Single sex hall

Quiet campus

Please note: students applying to study in Manchester for a single semester only are more restricted in their choice of housing and it is very unlikely that en-suite accommodation will be available. Students coming to the University in the second semester in particular should note that, whilst every effort is made to accommodate them in line with their preferences, they may initially be housed in accommodation that does not match their preferences. It may be possible however to relocate Semester 2 students when accommodation vacated by Semester 1 students becomes available (usually within 2 weeks). Please note also that catering is not provided during University vacation periods.

In connection with your application for housing, please list any special interests (social, cultural, sporting, religious, etc) and mention any special achievements

If you have a physical disability please provide detailed information about the nature of the disability and any special requirements

In case of an emergency, please provide below the details of person(s) who should be contacted by The University of Manchester

Name(s)

Address

Telephone

Signature of student

Date

For Office Use Only

Date received

Recorded

Acknowledged

Passed to Hall

Course location

Study Abroad Unit

Application for Accommodation - Year

I am applying to study at The University of Manchester from:

Sept – June Jan – Jan

Please complete all sections of this form clearly in **BLACK INK** or **TYPE** and return completed form to:

Sarah Bloor
Study Abroad Adviser (Incoming Students)
Study Abroad Unit
The University of Manchester
Oxford Road
Manchester
M13 9PL
UK

Last (family) Name _____

First Name _____

Middle Name _____

Date of Birth (Day/Month/Year, eg 9 January 1985) _____

Gender
Male or Female _____

Nationality _____

Permanent home address

Telephone Number _____

Email address _____

Marital Status _____

If married, will your spouse and family (if any) accompany you?

Yes No

Please state your choice of university hall in order of preference (visit www.manchester.ac.uk/accommodation for details).
eg; Owens Park, Hulme Hall etc.

1 _____
2 _____
3 _____

Please state any special reasons for your first choice of accommodation

You are **guaranteed** a single room in University of Manchester accommodation, although not always in your first choice of hall. Please note that catering is not provided during University vacations.

Please indicate your preferred type of accommodation by placing the numbers 1- 6 in the boxes below. Put 1 in the box that is most important to you, and 6 in the box next to the characteristic that you least want to see in your accommodation. In circumstances where there is high demand for accommodation it is important that we know your preferences so that we can try and meet those that are of greatest importance to you. For example, you need to consider in the rankings you give whether a lively campus is more or less important to you than being in a catered hall.

<input type="checkbox"/>	Self-Catering	<input type="checkbox"/>	Mixed sex hall	<input type="checkbox"/>	Lively campus
<input type="checkbox"/>	Catered hall (ie hall with a meal plan)	<input type="checkbox"/>	Single sex hall	<input type="checkbox"/>	Quiet campus

In connection with your application for housing, please list any special interests (social, cultural, sporting, religious, etc.) and mention any special achievements

If you have a physical disability please provide detailed information about the nature of the disability and any special requirements

In case of an emergency, please provide below the details of person(s) who should be contacted by The University of Manchester

Name(s) _____

Address _____

Telephone _____

Signature of student _____

Date _____

For Office Use Only

Date received _____

Recorded _____

Acknowledged _____

Course location _____

Passed to Hall _____

Study Abroad Unit

Fall Assessment Approval Form

Study Abroad/Exchange students – Semester 1 – 2010/11 Academic Year

Many academic Schools at The University of Manchester are able to offer assessment before the Christmas vacation for those students whose home institution's Spring semester begins in early-mid January.*

If you are required to be back at your institution before the official end of the Manchester semester 1 and wish to be considered for alternative assessment where this is offered, please complete this form to confirm that your institution requires you to return before the end of the Manchester examination period. Both the applicant and their home advisor should sign this form.

PLEASE NOTE: This option is available to students studying in Manchester for the Fall semester only. It is also only available to those students who MUST return to their home institution where the start of the Spring semester is earlier than the end of the Manchester Fall semester. Alternative assessment should not be requested for any reason other than a clash of semester dates, as students are expected to remain in Manchester until the end of the semester in all other cases.

*For an overview of disciplines currently offering alternative assessment, please visit www.manchester.ac.uk/international/studyabroadandexchanges

Student Name _____

Home Institution _____

I confirm that it is necessary for the above-named student to return to their home institution before the end of the Manchester Fall semester (30 January 2011).

The student is aware that it is a requirement that all alternative assessments must be completed and submitted by the deadline date given to them by their Manchester School.

Study Abroad Advisor's signature _____

PRINT name and designation _____

Date _____

Student's signature _____

PRINT name _____

Date _____

Stamp of sending institution:

Study Abroad Unit

Application checklist

Check that you have completed all the appropriate pages for the type of programme for which you are applying:

	Study Abroad student - full year	Study Abroad student - semester	Exchange student - full year	Exchange student - semester
Pages 1-6 Application Form	✓	✓	✓	✓
Pages 7-8 Accommodation application - semester		✓		✓
Pages 9-10 Accommodation application - year	✓		✓	

In addition, remember to include:

- Your academic transcript from your home university
- Two letters of recommendation
- Evidence of English language proficiency (if English is not your first language)
- Photograph of yourself
- Photocopy of passport ID page
- Study Abroad plus Leadership and Service application form (if this is one of your choices).

Send this completed application packet to:

Sarah Bloor
Study Abroad Adviser (Incoming Students)
Study Abroad Unit
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M13 9PL
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