

Study Abroad / Exchange Application Form



SOAS
University of London

APPLICATION INSTRUCTIONS: This application is meant to be completed electronically, saved and then scanned and e-mailed. The applicant/student should complete Step 1, then collect the necessary documents in Step 2 and submit all documents to his/her International/Exchange/Study Abroad Office for the completion of Step 3.

STEP 1: To be completed by the student/applicant

TYPE OF APPLICATION

Which programme are you applying for? (If you are unsure, check with your Home Institution)

Study Abroad	SMU Exchange	Japanese Exchange
NYU in London	Korean Exchange	Indian Exchange
Chinese Exchange		

Which period of study are you applying for? **Please note:** We do not offer a Term 1 & 2 only programme

Term 1 only (September - December)	Term 2 & 3 only (January to June)
Full year (September - June)	

What is your proposed year of entry? i.e 2023, not "Junior" Which academic level are you applying for?

Undergraduate	Postgraduate
---------------	--------------

STUDENT DETAILS

Family name (surname) :

Given name (first name) :

Legal sex:

Male Female

Date of birth

(day/month/year e.g. 24 March 1999):

Nationality

Personal email address:

Emergency contact's name and telephone number:

Do you have any of the below disabilities or special needs for which you'll need support during your studies?

Social/communication impairment	Deaf or hearing impairment
Physical impairment or mobility issues	Blind or visual impairment
Long standing illness/health condition	Learning difficulty (dyslexia, dyspraxia or ADD/ADHD)
Mental health condition (anxiety, depression)	Other

This information is used to ensure you are informed of the relevant support services available to you at SOAS

HOME INSTITUTION DETAILS

Name of College / University currently attending:

Major field of study/degree, plus minor if applicable:

Current grade point average (GPA):

Month/Year you began your studies:

Month/Year of expected graduation:

VISA REQUIREMENT

A **Visitor Visa** may be required for nationals of certain countries wishing to study in the UK for **less than 6 months**, provided they do not pursue paid/unpaid work.

A **Student Visa** is required for nationals of all countries outside the UK and the Republic of Ireland wishing to study in the UK for **more than 6 months**, or wishing to pursue part-time paid/unpaid work alongside their studies.

Please consult the UKVI website for more details: <https://www.gov.uk/check-uk-visa>

How long are you planning on studying at SOAS?

- A. Less than 6 months (e.g. Term 1 only, Term 2/3 only)
- B. Less than 6 months (e.g. Term 1 only, Term 2/3 only), but planning to pursue part-time paid/unpaid work (please note that we do not recommend working alongside studying at SOAS)
- C. More than 6 months (e.g. Full Year)

If you answered A - You might require a **Visitor Visa** depending on your nationality. Application is usually done at the border/airport upon arrival but citizens of certain countries (e.g. [visa nationals](#)) need to apply in advance.

Please check at this link: <https://www.gov.uk/check-uk-visa>

If you answered B or C - you must apply for the **Student Visa** in advance of your arrival (instructions will be given in your offer letter).

Always check the UKVI website for the most up-to-date information and visa rules.

STUDENT DECLARATION

I confirm that the statements made in this application are complete and truthful. I understand that any misrepresentation may result in my expulsion from the programme. I confirm that, if admitted to SOAS, I undertake to comply with the SOAS Student Charter.

I also agree, in line with the [UK Data Protection Act 1998](#), to allow SOAS to process personal data contained on this form and other data which SOAS may obtain from me or organisations whilst I am applying for admission.

Electronic signature and date (please type your name and the date below):

STEP 2 - Applicant should collect the following necessary documents

1. ACADEMIC REFERENCE

Please ask a Professor or other academic member of staff to write you an academic reference, in English, commenting on your current/previous progress and suitability to follow a programme of study at university level.

The reference should include the Referee's contact details, be written on letterheaded paper and signed and dated by the Referee.

The Referee should either return the reference to you and/or to the International/Exchange/Study Abroad Office to be included with your complete application. Alternatively, they may send this directly to studyabroad@soas.ac.uk with your name in the subject matter.

2. OFFICIAL TRANSCRIPT

Please obtain a complete and **OFFICIAL** transcript from the University/College you are currently attending.

3. PROOF OF ENGLISH LANGUAGE PROFICIENCY

All applications require proof of English proficiency **unless the following applies:**

- a. You are a native English speaker and a national of one of the countries listed on [UKVI's Knowledge of English](#)
- b. You are studying a full-time degree in one of the countries listed on [UKVI's Knowledge of English](#) (except Canada)

All other applicants must submit appropriate test results as your application cannot be considered without it.

Which results do I need to submit?

You will need to submit IELTS Academic, TOEFL, or Pearson Academic results.

Where a 12-week Pre-sessional is required for a Student Visa applicant, an in-date **UKVI IELTS** must be submitted.

Further details should be reviewed [online](#).

IMPORTANT: Pre-sessional courses are not covered under Exchange agreements and must be paid for by the student/home institution.

4. PHOTOCOPY OF PASSPORT

Please submit a photocopy or scan of your passport's photo page, in colour, with all your personal details clearly visible.

STEP 3 - International/Exchange/Study Abroad Office to complete and submit

HOME INSTITUTION CONTACT DETAILS

Please provide the name and e-mail address of the primary contact and responsible person within the Home Institution's International/Exchange/Study Abroad Office. This address will be copied into relevant e-mails to students.

Primary Home Institution Contact Name:

Primary Home Institution Contact E-mail:

CONFIRMATION OF APPLICANT SUITABILITY

Please confirm that the student has indicated the correct categories (programme, level, year, etc) on page 1 (Note: Study Abroad = tuition fee paying and Exchange = no tuition fees)

Is the applicant a full time student in good standing at your institution?

Yes No

If no, please explain

Has the applicant ever been on academic probation?

Yes No

If yes, please explain

Has the applicant ever been involved in any disciplinary action while attending your institution?

Yes No

If yes, please explain

FEE AND SPONSORSHIP DETAILS

Who will be paying the applicant's SOAS tuition fees? (where applicable)

If other:

Student and/or family funds

Home institution or Study Abroad provider

Not applicable: Exchange student

Other

If the home institution/Study Abroad provider will be paying the student's fees, please provide the invoice details:

Name of institution sponsor:

Name of office sponsor:

Invoice contact name:

Invoice contact email address:

NOTES:

Module selection is an **online process** in which students will select their module themselves from 1 July (for September starters) or 1 November (for January starters). These selections can change within the first week of teaching to allow for flexibility in students finding the correct level and making the most out of their time at SOAS.

If your institution requires students to pre-select their modules, please find information about the module options available to Study Abroad/Exchange students here: www.soas.ac.uk/studyabroad/courses. Please be advised that all modules are subject to availability and may change from term to term.

If your student is attending as a fee paying Study Abroad student and the home institution/Study Abroad provider will be invoiced, a Financial Sponsor Letter will be requested before the start of term. Please note that if your student falls significantly below our GPA requirement, we will require additional information to support their application.

INTERNATIONAL / EXCHANGE / STUDY ABROAD OFFICE DECLARATION:

I confirm that the statements made in this application are complete and truthful and am recommending this student/applicant to participate in the SOAS Study Abroad/Exchange Programme.

Electronic Signature and Date (please type your name and the date below)

SUBMISSION INSTRUCTIONS

Upon completion of all sections of this form, please gather the following documents listed below and save all documents into one PDF per student.

Please save the PDF as '**FAMILY NAME, Given Name**' and e-mail PDF to studyabroad@soas.ac.uk.

If saving as one PDF is not possible, please save this form as one pdf and gather supplemental documents into one additional PDF.

Applications will not be accepted in hard copy.

The Study Abroad Team aims to respond to all applications within 3 weeks of receipt, beginning from March 1st.

Included in application (please tick):

Study Abroad / Exchange application form

Official transcript(s) (colour scan)

Academic reference letter

English Language Proficiency evidence if applicable

Copy of passport (colour scan)

Academic reference to be sent separately by Professor to studyabroad@soas.ac.uk