

# 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/Erasmus/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 office/advisor)

Study Abroad	Erasmus Exchange	Japanese Exchange
NYU in London	Korean Exchange	Indian Exchange
Chinese Exchange	SMU 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 2018, not "Junior"      Which academic level are you applying for?

Undergraduate	Postgraduate
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### STUDENT DETAILS

Family name (surname) :

Given name (first name) :

Legal sex:

Male      Female

Date of birth

(day/month/year e.g. 24 March 1990):

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)	

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

## HOME INSTITUTION DETAILS

If you are not currently attending a College/University, then include information from your most recent studies and a separate explanation of your current status.

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

Nationals from within the European Economic Area do not require visa entry clearance to study in the UK. Nationals from outside the EEA may require visa entry clearance e.g. the Short-term Study Visa (less than 6 months) or **Tier 4 Student Visa** (required for programmes more than 6 months). Please consult the UKVI website for more details: <https://www.gov.uk/check-uk-visa>. Please indicate which of the following applies to you:

- A. National of a country within the European Economic Area (EEA) or Switzerland
- B. Citizen or national of a country outside EEA (e.g. USA, Japan, Korea, China, India etc)

*If you answered A* - no visa/entry clearance is required (proceed to STUDENT DECLARATION below).

*If you answered B* - please answer the following:

How long are you planning on staying at SOAS?

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

*If you answered C* - you may need to apply for the **Short-term Study Visa** so should check the UKVI websites for further information and guidance on how/when to apply.

*If you answered D or E* - you must apply for the **Tier 4 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](#).

**How we collect and use your personal information:** The Data Protection Act 1998 (DPA) (the General Data Protection Regulation GDPR from May 2018) protects the rights of individuals by setting out certain rules as to what organisations can and cannot do with information about people. A key element to this is the principle to process individual's data lawfully and fairly. In order to meet the fairness part of this we need to provide information on how we process personal data.

The School's [Data Protection Policy](#) outlines what personal data we collect, how we use it and who we share it with. It will also provide guidance on your individual rights and how to make a complaint to the Information Commissioner's Office, the regular for data protection in the UK.

I understand that SOAS may also use data I provide for monitoring purposes during and after the application process. If I am offered and accept a place at SOAS, I agree to the processing of data I have provided for any purpose connected with my studies, or my health and safety, and related purposes listed in detail on the SOAS website at <http://www.soas.ac.uk/infocomp/dpa/student/>

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. If you are not currently studying at university, then a professional reference can be used.

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/Erasmus/Exchange/Study Abroad Office to be included with your complete application.

### 2. OFFICIAL TRANSCRIPT

Please obtain a complete and **OFFICIAL** transcript from the University/College you are currently attending. If you are not currently attending, please submit your most recent transcript.

### 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?**

The answer depends on your programme length, country of origin and level of English.

**European (EEA) students not requiring a Tier 4 visa:** Submit IELTS Academic, TOEFL, or Pearson Academic

**Short-term Student (less than 6 months):** Submit IELTS Academic, TOEFL, or Pearson Academic

**Tier 4 visa applicants (more than 6 months/intending to work):** Submit IELTS Academic, TOEFL or Pearson Academic.

Where a 12-week Pre-sessional is required for a Tier 4 applicant, an in-date **UKVI IELTS** must be submitted.

Further details should be reviewed [online](#). Please note that we will not accept language qualifications other than those listed on our webpages.

**IMPORTANT: Pre-sessional courses are not covered under Erasmus/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, with all your personal details clearly visible.

### STEP 3 - International/Erasmus/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/Erasmus/Exchange/Study Abroad Office. S/he 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 Erasmus/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: Erasmus/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 now an **online process** in which students will select their module themselves from 1 September (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](http://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 / ERASMUS / 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.

This is NOT to be signed by the student.

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

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**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](mailto: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.

Upon receipt, the SOAS Study Abroad Office will pass to the Admissions Office for evaluation.

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)