



# University of Glasgow

## **STUDY ABROAD AND EXCHANGE APPLICATION FAQ 2016/17**

### **Apply for Study Abroad and Exchange programme**

Applications will open on February 15<sup>th</sup> 2016 for 2016/17 entry.

Applications are made on our online system. Students can access the link on our website –

<http://www.gla.ac.uk/international/abroadexchange/studyabroadincoming/studyabroadprogramme/howtoapply/>

We advise that students read the application guide on the website before applying.

If Partners are applying on behalf of the student the same link is to be used.

### **Nomination Deadline**

The deadline for nominating students for September entry is 25 April 2016.

The deadline for nominating students for January entry is 15 October 2016.

Nominations should be filled out on the spreadsheet and emailed directly to [Rhona.gordon@glasgow.ac.uk](mailto:Rhona.gordon@glasgow.ac.uk)

### **Application Deadline**

The deadline for students beginning in September 2016 is 1 May 2016.

The deadline for students beginning in January 2017 is 20 October 2016.

### **Documents Needed for Application**

Students are required to upload:

- one academic reference
- a personal statement of 500 words explaining why they would like to study at the University of Glasgow and any previous experiences/travels/clubs/societies they feel would be relevant to their application.
- Official Academic transcript.
- A copy of the photopage of passport. If students do not have a passport at the time of application then it can be submitted at a later date.
- A copy of an English Language test if the student's first language is not English. The requirements for the Study Abroad and Exchange programme is IELTS 6.0 with no subtest less than 5.5.

- If students are applying for the Study Abroad programme (**not Exchange**) and their home University/ third party-provider are paying tuition and/or accommodation fees directly to Glasgow on their behalf then the applicant will need to upload a letter from the Institution confirming this. The letter should include the name/email address of the person/institution paying the fees and exactly what fees are being paid. **NOTE:** Exchange students do not need to upload a financial letter of this nature.

### **Class Choices**

Classes available are listed on our course catalogue - <http://www.gla.ac.uk/coursecatalogue/>

All students must be registered as full time and will take classes worth 60 SCOTCAT credits per semester. On average students will take three or four classes per semester.

In the application students will select a College to join. This should be based on the students' Major or where they would like to take the majority of their classes at Glasgow. Selecting a College does not mean that they cannot take classes in other Colleges. Student can select classes from throughout the University. The Study Abroad Office will review Colleges that have been selected by students and will change them if required – this will not affect the classes students wish to take.

Students are advised to think carefully about their class choices when making their application as if the student is eligible for the classes he/she would like to take they will be registered. Class choices must be submitted within the application and classes submitted after the application has been submitted will not be accepted. We cannot guarantee that students will gain entry into classes that are not submitted with the application on arrival in Glasgow.

Level 1 and 2 classes are lower level classes that require no/little previous experience. Level 3 and 4 classes are upper level classes that require at least two years background experience in the subject area that will be studied at Glasgow. Often student must have a Major in the subject area to be admitted to level 3 and 4. Students with no previous experience in a subject area will not be admitted to level 3 and 4.

Once applications are received transcripts will be reviewed to ensure that students have the correct pre-requisites to take the classes they wish. All applications are reviewed on an individual basis and students should not look at the pre-requisites on the course catalogue. These apply to degree-seeking students only.

Classes will not be finalised until students arrive in Glasgow. The University retains the right to withdraw classes.

Areas that are unavailable are: Medicine, Vet Medicine and Dentistry. Semester 1 only students are not permitted to take level 3 and 4 Computing Science, Maths or Stats classes.

### **Application Timeline**

February 15<sup>th</sup> – applications for Semester 1 and Year-Long programmes open.

May 1<sup>st</sup> – Semester 1 and Year-long applications close.

All applicants will be made aware of the decision by May 30<sup>th</sup>. Due to the volume of applications received we cannot comment on application decisions before this date. Applicants are advised to apply as early as possible as applications are worked through on a chronological basis and applicants are given notice of a decision as soon as possible.

Late-September (date to be confirmed) – Semester 2 applications begin to be processed. Applications for Semester 2 can be received earlier however processing will not begin until mid-September.

20<sup>th</sup> October - Semester 2 applications close.

All applicants will be made aware of the decision by November 2<sup>nd</sup>. Due to the volume of applications received we cannot comment on application decisions before this date.

### **Session Dates**

Students can apply to study at Glasgow for Semester 1 (September – December), Semester 2 (January – May), the full academic year (September – May) or a calendar year (January – December): please note this involves studying Semester 2 followed by Semester 1.

The session dates for 2016/17 are listed on our website –

<http://www.gla.ac.uk/international/abroadexchange/studyabroadincoming/applicationdeadlinesandsemesterdates/>

Please note: students will not be permitted to leave early due to commitments at home such as work placements, internships, exams at home. All assessments must be completed before students finish at the University of Glasgow.

### **Tuition Fees**

For 2016/17 the tuition for one semester is £7,100 and for the full academic year is £14,200.

### **Visa Requirements**

All students without an EU/ECC passport are **required** to obtain a visa to study at the University of Glasgow.

Generally there are two options available to incoming students with regard to immigration in the United Kingdom:

1. Short-term Study Visa (for one semester stays) OR
2. Tier 4 (General) Student Visa (for study periods longer than 6 months)

### **For Semester only students (courses less than 6 months)**

Most students studying at the University of Glasgow for less than six months apply for a Short-term Study Visa. Depending upon the students' nationality, they may be able to apply for a Short-term study Visas upon arrival in the UK.

To see if this will be possible for your student, please ask them to follow these steps:

1. Go to <https://www.gov.uk/check-uk-visa>.
2. Select your nationality (the passport you will be travelling to Glasgow on) in the drop down menu, and then select 'Study' and '6 months or less'.
3. If you receive the response: "You won't need a visa to come to the UK" this means that you do not have to apply for a Short-term study Visa in advance. However, you will need to show a number of required supporting documents upon arrival in the UK. These are listed at: <https://www.gov.uk/study-visit-visa>. Without these documents, you will not be permitted to enter the UK.
4. If you receive the response: "You'll need a visa to study in the UK" this means that you *\*must\** apply for your Short-term study Visa in advance. You will not be eligible to apply upon arrival, and you will need to obtain your Short-term study Visa in advance in order to enter the UK.

See <https://www.gov.uk/study-visit-visa> for more information on how to apply for a Short-term study Visa in advance.

Whether or not you apply in advance, the following terms will apply.

Short-term study Visas:

- does not permit employment - paid or unpaid
- does not permit work placements
- has a maximum duration of 6 months
- cannot be extended
- does not permit 'switching' into another visa category from within the UK

Semester only students who plan to work, volunteer or extend their stay must apply for a Tier 4 Student Visa (details below).

**IMPORTANT - If students intend to travel to the UK via Dublin or any other airports in the Republic of Ireland they will not pass through any UK immigration point and will therefore not be able to obtain Leave to Enter as a student visitor on arrival. Therefore they must apply for Entry Clearance (a visa) before leaving their own country even if the course is for less than six months. This means they will need to apply for a Short Term Study Visa or a Tier 4 Visa before they travel if they wish to travel through Dublin.**

### **For Year long students (course longer than 12 months)**

Students must apply for a Tier 4 (General) Student Visa in advance of their departure from their own country. Student cannot apply for this upon arrival in the UK. They will need to pay a fee for this type of visa and will be required to submit specific supporting documentation when making the visa application. Please see the UKVI website for further information - <https://www.gov.uk/tier-4-general-visa>

The Tier 4 visa allows students to:

- plan to find a part-time job (20 hours or less) during your semester abroad
- plan to participate in volunteer work
- plan to extend your study period at the University beyond 6 months

In order to apply for a Tier 4 visa students must receive a CAS (Confirmation of Acceptance of Studies) number from the institution they wish to study at. After students have been accepted to the University of Glasgow they will be emailed their CAS numbers automatically – if they are studying at Glasgow for the full academic year. If students are studying for a semester only they will be emailed details on how to request a CAS after they have been accepted.

Students cannot apply for a Tier 4 visa more than three months before the beginning of their course date and as such CAS number will not be produced more than three months in advance.

### **Accommodation**

Students are guaranteed University accommodation on the Study Abroad and Exchange programme. After students have been admitted to Glasgow they will be emailed instructions on how to apply for accommodation. Students are advised to apply as soon as possible as rooms are allocated on a first come first served basis. Students are asked to list up to six choices on their application and first choices are not guaranteed due to the volume of applications.

Information about accommodation is the Residential Services website - <http://www.gla.ac.uk/undergraduate/accommodation/>

### **Orientation**

All students are required to take part in a mandatory Orientation session before they begin their studies at Glasgow. Orientation will include information session and optional social events. Details of Orientation and instructions on how to register will be emailed to students closer to the beginning of semester. Further information will also appear on our website - <http://www.gla.ac.uk/international/support/orientationarrival/#tabs=0>

### **Health**

Students are strongly recommended to register with GP on arrival in Glasgow. This is free to do and there is a GP surgery on campus - <http://www.universitybarclay.com/>

### **Transcripts**

Semester 1 student transcripts will be emailed/ couriered to students' home Universities in February after the results are released in late-January.

Semester 2 and year-long student transcripts will be emailed/ couriered to students' home Universities in August after the results are released in late-June.

