University of Leeds
Incoming Study Abroad/Exchange

Application Guide
2021/22
Hello from the Study Abroad Office!

This guide is designed to help you complete our online application form. We recommend that you have this guide open while you are filling in the form.

Please read the guide carefully as incomplete or incorrect applications can cause delays in the admissions process. If you have any questions, you can ask your study abroad representative at your home university or contact us on studyabroad@leeds.ac.uk.

We're delighted that you plan to study at the University of Leeds and thank you for your application.

Best wishes,

Incoming Study Abroad Team
Step 1. Create a new account and application

a. Follow this link to this page:
   https://studentservices.leeds.ac.uk/pls/banprod/bwskalog_uol.P_DispLoginNon

b. Click on ‘create an application account’
Step 2. Create a Login ID and PIN

a. Your Login ID can be a combination of letters and numbers and can be up to 9 characters long.

b. Your PIN **must** be six numbers.

c. Click ‘Login’
Step 3. Select the application type and academic year

a. For Application Type select ‘Study Abroad/Exchange - Undergraduate’

NOTE: you will NOT be able to go back and edit this page at a later date so you will have to submit a new application if you make a mistake here.
Step 4. Admission Year and Name

a. For Admission Year please select 2021/22
   a. This includes the following applicants: January-January, Dentistry, Healthcare, Westminster Internship, Research

NOTE: when entering your name, please note that your ‘Last Name’ is your family name. Your name should be written as it appears on your passport or National ID card.

NOTE: you will NOT be able to go back and edit this page at a later date if you enter the incorrect admission year on this page.
**Checklist page**

This page can be returned to at any stage so you do not have to complete the application in one go (just please make sure that you save every page!)

Your application will not be submitted until you press ‘Application is Complete’. This means that the study abroad office will not see parts of your application whilst it is still in progress.

Sections can be returned to at any stage before you submit your application, so if you make a mistake, you can go and correct it.

At the bottom of each page on the checklist there will be three options:

- **Checklist** = returns to the checklist
- **Continue** = takes you to the next checklist screen
- **Finish later** = takes you back to the application home page
Step 5. Name information

It is very important that we know if you have registered or applied to the University of Leeds before, for any programme.

If you applied to the University of Leeds before, please select ‘yes’ to ‘Have you previously applied...’.

This will not affect your chances of being accepted, we just need to know as you will already have a University of Leeds student ID number. If we know this from the beginning, it prevents future delays to your application.

NOTE: Please make sure you choose the correct title (eg. Mr, Miss) and please enter your name as it appears on your passport/ID card. Please note that for our purposes, your ‘last name’ is your family name. If you have multiple family names, please include both in the ‘last name’ field.
**Step 6. Planned Course of Study**

a. For ‘Course of Study’ select ‘Study Abroad’

b. For ‘What is your Programme Type?’ select:
   a. ‘Study Abroad/Exchange’ if you are a coming from a European destination through the Erasmus+ programme, or from outside of Europe or are a fee-payer
   b. ‘... With pre-sessional language programme’ if you are taking a 6, 10 or 20 week English language course before you start Semester 1 or Semester 2 of teaching. You will be able to select the exact course later

c. For ‘What is your intended period of study’ select:
   a. ‘Semester 1’ to study from September to January
   b. ‘Semester 2’ to study from January to June
   c. ‘Semester 1&2’ to study from September to June
   d. ‘Other’ if you are one of the following applicants: January – January, Dentistry, Healthcare, Westminster Internship, Research

d. Please write a short Personal Statement telling us why you want to study at the University of Leeds

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### Planned Course of Study

<table>
<thead>
<tr>
<th>Course of Study*</th>
<th>Study Abroad</th>
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<tbody>
<tr>
<td>What is your Programme Type*</td>
<td>Please select</td>
</tr>
<tr>
<td>What is your intended period of study?</td>
<td>Semester</td>
</tr>
<tr>
<td>If selected ‘Other’ what is your Proposed Start Date?*</td>
<td>Day: None</td>
</tr>
<tr>
<td>If selected ‘Other’ what is your Proposed End Date?</td>
<td>Day: None</td>
</tr>
<tr>
<td>Did a representative help you with your application?</td>
<td>None</td>
</tr>
<tr>
<td>Personal Statement (Max 500 Words)*</td>
<td></td>
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</tbody>
</table>

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* - indicates a required field

Please select your planned course of study from the list and complete the other questions, if relevant. When you are finished, click Continue to go to the next section.

Please note that all listed courses are full-time unless otherwise stated. e.g. PT = part time, DL = distance learning.

If you need assistance in this section click HELP at the top of the page.
Step 7. Permanent Home Address Details

a. Write your permanent home address. If possible, please do enter your Post/ZIP code.

b. For the question ‘Will your correspondence address be the same as your permanent home address?’ please answer ‘yes’.

We will not post any documents to you before you arrive in Leeds so it is not necessary for you to provide a correspondence address. Your acceptance will be sent by email.
Step 8. Correspondence Address Details

a. This will be the same as your permanent home address. Click ‘continue’.

We will not post any documents to you before you arrive in Leeds so it is not necessary for you to provide a correspondence address. Your acceptance will be sent by email.
Step 9. Personal Information

a. The email address you submit will be used to contact you regarding your application and to give you arrival information so please make sure it is an account you check regularly.

b. Please enter your Birth Date accurately as this is used for immigration purposes.

c. If you have a disability, you can declare it here. This is so that the University can ensure that it meets your needs and provides appropriate support where necessary.
   a. A disability is defined as a physical or mental impairment that has a substantial and long-term (12 months or longer) negative effect on someone's ability to do normal daily activities. Examples of disabilities include: Dyslexia, dyspraxia, dyscalculia; ADHD or ADD; Asperger Syndrome or autism; Long-term mental health conditions; Long-term medical conditions e.g. epilepsy, cancer, HIV, diabetes, IBS, Chronic Fatigue; Physical or mobility impairment; Blindness or significant sight loss; Hearing loss.
   b. If you submit disability details, this will not impact your acceptance.
   c. If you have any questions about declaring a disability or the support that you could receive, please contact our Disabled Students’ Assessment & Support team: disability@leeds.ac.uk.
Step 10. Residency & Funding

a. Please select the appropriate nation from the drop down list for your country of birth, nationality and domicile (where you currently live)

b. For fee status select:
   a. ‘Exchange Student (no fees)’ if you are coming via the exchange program with one of our partner universities.
   b. ‘Pay own fees’ if you will be paying tuition fees directly to the University of Leeds.
   c. ‘Home institution/representative to pay fees’ if you are coming through API or Butler, or if your home university are paying your fees for you.

c. Please fill out your passport details accurately, especially if you will need a Tier 4 visa for the duration of your study

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
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</thead>
<tbody>
<tr>
<td>Country of Birth</td>
<td>Please Select</td>
</tr>
<tr>
<td>Country of Nationality</td>
<td>Please Select</td>
</tr>
<tr>
<td>Country of Domicile</td>
<td>Please Select</td>
</tr>
<tr>
<td>Fee Status</td>
<td>Please Select</td>
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Passport information required for Non UK/EEA nationals ONLY. Click on help for more information

<table>
<thead>
<tr>
<th>Field</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Number</td>
<td></td>
</tr>
<tr>
<td>Passport Place of Issue</td>
<td>None</td>
</tr>
<tr>
<td>Passport Expiry Date</td>
<td>None</td>
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NOTE: if your passport will expire before or during your stay in the UK, you will need to renew your passport. If you are currently renewing your passport but still hold a passport that is currently valid, please enter these details into this section. Please then add a note to your supporting documents telling us when you expect to receive your new passport.
Step 11. Previous/Current Education

a. Please enter your current and any previous higher education institutions – especially if you have studied in the UK before
b. Please click ‘Lookup Your Institution’ to find your home university
c. Please ensure you enter your year of study as this can have visa implications for some applicants and prevents future delays if we can get this information here
d. By ‘Qualification Date’ please enter the date you received, or expect to receive your completed degree

NOTE: we need to know if you have studied in the UK before at any level for immigration reasons.
Step 12. English Language Proficiency

a. If you are taught mainly in English at your home university, please select ‘yes’.

b. If you select ‘no’ then you should complete the next question if your language qualification is listed. You should enter the test date as it is printed on your certificate.

c. If your language qualification is not listed then you should ignore this section and upload evidence of your language qualification as a supporting document (see step 15 below).

NOTE: If you are unsure whether you are required to submit English Language evidence, please read the website carefully.

NOTE: Some schools have a higher English Language requirement. Please see the list of relevant schools on our website.

NOTE: IELTS and TOEFL iBT test dates must be within 2 years (to the day) of when you will start studying at the University of Leeds. Please note we have to accept your most recent certificate.
Step 13. Module Selection

NOTE: Please read the information on our website before filling this section in.

a. Once you have selected the ‘Subject’, modules suitable for Incoming Study Abroad students (marked ‘isa’ on our Module Catalogue) will appear under module selection.

b. Please select 60-100 Leeds credits per semester of study.
   a. A standard workload is 60 Leeds credits per semester, however we advise that you select more than this here as there is no guarantee that you will be allocated the modules that you request.
   b. You will only be able to select modules taught during your intended period of study: either Semester 1, Semester 2 or the full year Semester 1&2. Modules taught across the full academic year in both semesters are labelled as Semester 3 in the application form.
   c. It does not matter which order you select the modules in. The list is not an order of preference.
   c. January to January applicants should only select modules in Semester 2. You will choose your Semester 1 modules after you have arrived.

NOTE: Please do NOT select more than 100 credits per semester of study as we will have to ask you to submit a new application!
Step 14. Postgraduate Modules or Research

a. If you intend to apply for any postgraduate modules at Leeds, these will not appear on the drop-down list. Instead, please manually enter the postgraduate module codes into the box at the bottom of the screen.

b. If you wish to undertake a research project at Leeds, please give a short outline of your research project in the box at the bottom of the screen.

c. It is sometimes possible for students to take postgraduate modules, however we advise that you check with your home institution and the Study Abroad Coordinator for that subject before applying.

NOTE: Please contact the relevant Study Abroad Coordinator (a list can be found on our website) for academic advice regarding individual modules – the Study Abroad Office cannot provide academic advice. Some schools have specific module entry requirements. You can find school-specific module guidance on our website.
Step 15. Supporting Documents

a. If possible, please upload all of your supporting documents in one pdf file.

b. Applications must include:
   a. Official transcript of records (in English) or a non-official print out that is stamped and signed by your home university
   b. An explanation of your home institution’s grading system
   c. A copy of the information page of your passport or ID card that you will be using to travel. If you are renewing your passport, please include a page in your supporting documents informing us of this, and telling us when you expect to receive your new passport.
   d. English Language Evidence. Unless your country of current study is on the Student Visa exceptions list

c. Please see the ‘Supporting Documents’ section of our website to see if you need to submit other supporting documents (references/portfolio of work/foreign language questionnaire)

![Document Upload](image)

Document(s) Submitted:-

<table>
<thead>
<tr>
<th>No.</th>
<th>Name:</th>
<th>Description:</th>
<th>Date Submitted:</th>
<th>Remove Document:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Firstname_Surname_SupportingDocuments.pdf</td>
<td>05-01-2015</td>
<td>Remove</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: incorrect or missing supporting documents are the main reason applications are delayed. We cannot process your application if you have not submitted all of the required supporting documents so please read this information carefully and ensure that the documents are uploaded and SAVED (you must press ‘Attach to Application’ to save the documents) to your application before you press ‘Application Complete’.
If you are having technical difficulties uploading your Supporting Documents, please try the following:

a. The name of your file may be too long. Try shortening the file name.

b. You may not be waiting long enough for your documents to upload to the application portal. Sometimes it can take up to thirty seconds to upload properly.

c. Try uploading the file directly from your desktop.

d. Your file may be too large to upload. Try compressing the file, or cutting it down into smaller files.

e. If you still experience problems at this stage, please contact us via e-mail: studyabroad@leeds.ac.uk, with as much detail about the problem as possible.

Supporting Documents

Please combine your documents into one single file, in the order below, before uploading them to your application.

You must submit your file in PDF format. Please use your FULL name as the name of your file.

Please do not upload extra documents, such as references and personal statements, as these are not required for your Leeds application.

Please use the upload facility to submit only the documents listed below in support of your application. If you are unsure which documents to upload, please check our website for further information.

1. Original transcript in English or an English translation signed and stamped by your home university.
2. Description of the grading system at your home university.
3. English Language Certificate (NOT ERASMUS STUDENTS).
4. Foreign Language Questionnaire (if applicable).
5. Copy of the information page of the passport you will use to travel to Leeds.

We will be able to process your application faster if you submit your supporting documents using this facility.

Problems

Please note that it may take up to thirty seconds for each document to be uploaded. If you encounter problems uploading your documents please submit your application without them, and then try again to upload your documents once your application has been submitted. If you still experience problems at this stage, please e-mail studyabroad@leeds.ac.uk, with as much detail about the problem as possible.

⚠️ Please note that you will be held legally responsible for any illegal, malicious or harmful content that you upload using this facility.
Step 16. Submit your application

a. You should now have filled in everything that we need to process your application! Go back to the checklist and scroll to the bottom of the screen.

b. You are able to view a summary of your application by pressing ‘Show summary of this application’.
   a. Sometimes this doesn’t show all of the information on your application. Do not worry about this, we will contact you if we need further information.

   c. Please tick the boxes as appropriate to you and then press ‘Application is Complete’ when you are ready to submit your application.

   NOTE: we cannot view or process applications until you have pressed ‘Application is Complete’.

Submission of Application

To submit your application, once you have completed all sections, click Application is Complete. By submitting this application you:

(1) Agree to the University processing personal data contained in this form, or other data which the University may obtain from you or other sources. The University of Leeds may use this information to collect statistics but will not publish any information that may identify you.

(2) Agree to the processing of such data for any purpose connected with your studies or your health, welfare and safety, or for any other legitimate reason.

(3) Confirm that the information provided in this application is, to the best of your knowledge, true, accurate and complete. Applicants are advised that information given which is later found to be false may lead to the withdrawal of any offer of a place at the University.

Please note if your application has not been submitted after six weeks, it will be deleted and you will need to complete a new application.

(4) Confirm that, if you require a Tier 4 General (Student) Visa to study in the UK, you have declared the mandatory information relating to visits to the UK for which you have previously had permission to stay as a Tier 4 (General) student (or under the student rules that were in force before 31st March 2006).

If any of the information you have submitted is incorrect, or changes eg. if you are granted permission to stay as a Tier 4 (General) Student for a new course (from a sponsor other than the University of Leeds) please notify us immediately.

(5) The University may contact you concerning your application for the purpose of marketing any products and services that we feel would be of benefit to you. For more information please see the following Privacy Statement.

Use of Personal Data

In completing this application, where you have been required to provide personal data such as mobile phone numbers and e-mail addresses, this will be used by the University for processing the application and sending you further information regarding your application.

We may also send you other information relating to the University that we feel would be of interest to you, such as University Open Days and University Courses. None of your data will be shared with third parties. Please confirm your consent to us using your data in this way by ticking the box above. You may at any time withdraw your consent by emailing cet_suggestions@leeds.ac.uk.

Please tick if you would like to receive email regarding the “progress” of your application.

Please tick if you would like to receive SMS texts regarding the “progress” of your application.

Show summary of this application

Send an email to University of Leeds Admissions
Thank you for submitting your application to study at the University of Leeds; we look forward to processing it!

We will contact you if we need any further information from you. We do receive a high volume of applications every year and we thank you for your patience whilst we process them. We anticipate that you will hear from us within 6 weeks of the date you submit your complete application.

If you have questions, you can find information on our website: www.leeds.ac.uk/incomingstudyabroad

You can also contact us:
Email - studyabroad@leeds.ac.uk
Office hours: Monday to Friday 09:00 - 17:00