Hello from the Study Abroad Office, the admissions office for your study at the University of Leeds!

We are delighted that you plan to study at the University of Leeds. We recommend that you have this guide open whilst you are filling in our online application form. Please read this guide carefully as every year we get many incomplete or incorrect applications which cause delays in the admissions process. There is lots of useful information on our website.

If you have any questions, you can ask your study abroad representative at your home university or contact us on studyabroad@leeds.ac.uk.

Best wishes,
Kate & Imogen
Step 1. Create a new account and application

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

b. Click on ‘create an application account’

Note: Please ignore the instructions for Taught Postgraduate students. This is only for students applying for a full Masters degree at the University of Leeds.
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/Erasmus- Undergraduate’

**NOTE:** you should still select ‘Study Abroad/Exchange/Erasmus- Undergraduate’ even if you are a Postgraduate student at your home university.

**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 select 2018/19
   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 all at the same time (just make sure 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.

Pages from the Checklist

At the bottom of each page from 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. ‘... 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
   b. ‘ERASMUS exchange’ if you are coming from a European destination through the Erasmus+ programme
   c. ‘Study Abroad/Exchange’ if you are a coming from outside of Europe or are a fee-payer

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
Step 7. Permanent Home Address Details

a. You may select on this page if your correspondence address will be the same as your permanent home address

b. If possible, please do enter your Post/ZIP code

### Permanent Address Details

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<td>Will your correspondence address be the same as your Permanent Home Address</td>
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<td>Mobile Telephone Number (including country and area code):</td>
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**NOTE:** If you are an independent fee-paying student or an Erasmus+ student, we will send your acceptance pack this address.
Step 8. Correspondence Address Details

a. If you are a fee-paying or Erasmus+ student and you would like your acceptance letter to be sent to your correspondence address rather than your permanent home address, please let us know as early as possible.

b. If you are a Worldwide Exchange student, we will send your acceptance pack to your home university.
Step 9. Personal Information

a. The email address you submit will be used to contact you regarding your application and 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.

d. If you state that you have criminal convictions, we will ask you for further details before we can accept your application.
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 (or ID card for those in Europe) details accurately, especially if you will need a Tier 4 visa for the duration of your study

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 select ‘yes’

b. Please read the Language Requirements section of our website to see if you meet our language criteria before applying. There is also more information on who needs to submit evidence of English Language level.

c. You should enter the test date as it is printed on your certificate.

NOTE: If you are unsure whether you are required to submit English Language evidence, please read the website carefully or contact us on studyabroad@leeds.ac.uk.

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.

c. January to January applicants should only select modules in Semester 2. You will choose your Semester 1 modules after you have arrived.

d. It does not matter which order you select the modules in. The list is not an order of preference.

NOTE: If you select more than 100 credits per semester of study, 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. All 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.

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

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 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’.
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 application.

If you have questions, you can find information on our website: [www.leeds.ac.uk/incomingstudyabroad](http://www.leeds.ac.uk/incomingstudyabroad)

You can also contact us:
Email - [studyabroad@leeds.ac.uk](mailto:studyabroad@leeds.ac.uk)
Phone - +44 (0)113 343 7900
Office hours: Monday to Friday 09:00 - 17:00