

## How to apply

The application is entirely online.

[University of Birmingham Study Abroad and Exchange study placement application.](#)

The deadlines for receipt of applications are:

**September and January entry:** 31 March

First of all, you will need to create a registration.

Fill in the boxes on the right-hand side of the page with your name and email address (this should preferably be your home university email address should all be in lower case, no capital letters).

You will get an email titled “Online application – Registration”, which tells you to complete your registration by clicking on a link to define your password.


Your password must have a minimum of 8 characters, and it must include letters, numbers and punctuation marks (such as . ? ; ! ” etc)

You will find some basic instructions and technical information in the “information” section on the first page of the form.

Follow these instructions and you will be able to work through each section of the form.

There is also a lot of useful information for you to read on [our main website](#).

Remember to save each page as you go, as well as marking it as completed. If your session times out and you have not saved your information, it will all be lost and you will need to enter it again.

When you see this icon  on any of the application pages, you can click it to find out more details about that page or question.

You can log out and return to your form at another time if you cannot complete it all in one session.

There is no time limit to a session, but if you do not enter any information into the form for 5 minutes or more while it is open, you will “time out” and will have to log in again to continue.

Exchange students are not permitted to transfer onto Masters Programmes.

If you wish to apply for a Masters programme, please use the online application form at

<http://www.birmingham.ac.uk/postgraduate/courses/index.aspx>

We aim to respond within 20 working days of the application deadline after receiving your complete application and all of the supporting documents we have requested, with your application decision but you could wait longer than that due to the very large number of applications that our admissions team are processing.

## Completing your application

### **1. Personal information**

Details you provide here will be used to create your student record.

#### Address

Please ensure that you provide a complete postal address.

In some cases where we need to send urgent documents to you by post, we will use a courier service and without a zip or postcode and the full address, your documents are unlikely to reach you.

#### Email

We will need to contact you about your application.

We strongly advise you to provide an email address (this should preferably be your home university email address) that you check regularly, as we might need to contact you urgently.

Please note that our main method of communication with students during the application process is by email and you should make every effort to provide us with a fully functioning email address.

Many universities are closed at various points, particularly during the summer months, and we cannot always reach you through your institution.

#### Nationality

This does not mean your culture, ethnicity or heritage; this means the nationality on the passport you will use to travel to the UK.

#### Contact Data

If you answer NO to the question,


“Is the address above your home address?” another section will appear so you can enter your home address.

This will apply if your contact address will not be your permanent address when you return from your studies in Birmingham.

### **2. Emergency Contacts**

Please think carefully who you choose as your emergency contact.

It will need to be someone who will be able to respond to a call or email from us, and can help us to assist you if you are involved in an emergency.

You can add more than one emergency contact by clicking  **Contact**

### **3. Educational Background**

The information required in this section is about the studies you are currently undertaking at your home university.

### **4. Details of study at the University of Birmingham**

In this section you are required to tell us when you are planning to study at the University of Birmingham, what type of exchange you are coming to Birmingham on, and details of which University you are studying at now.

You will only be able to apply to study in the next upcoming academic sessions.

Please read the instruction on this page carefully.

### Study Abroad or Exchange?

If you are an exchange student, you will have been allocated a place by a tutor or co-ordinator at your home university. You will not be expected to pay fees at the University of Birmingham, as you will be paying any relevant fees at your home University.

If you have not been allocated a place under an exchange programme and so are charged a fee for your studies here, you will be a Study Abroad student.

Erasmus Exchange Programme– students studying through this European exchange programme must note that Erasmus exchanges are usually restricted to specific academic areas.

### Semester information

- If you are coming to Birmingham for the full year, your start semester will be Autumn, and your duration in semesters will be 2.
- If you are coming for just the first semester, your start semester will be Autumn, and your duration in semesters will be 1.
- If you are coming for just the second semester, your start semester will be Spring, and your duration in semesters will be 1.
- If you are coming from the southern hemisphere for a full calendar year, your start semester could be Spring, and your duration in semesters will be 2.

We encourage students to study for a full academic year wherever possible.

### **5. Choice of Colleges for Module Registration**

You can select up to three colleges; your preferred college, and up to two optional colleges.

Your chosen colleges will then send you the available module information, starting with the preferred college.

Students registered at the University of Birmingham must take 120 credits for a full academic year or 60 credits for a semester.

For very popular subject areas such as English and Business we advise you to list some 'reserve modules' as well.

### **6. Language skills**

The information required in this section refers to your English language level. Please read this [page](#) carefully for confirmation of what certificates we can and cannot accept.

You will need to upload a copy of your test results, or certificate, on the 'Relevant Documents to be Uploaded' page of your application. We always need a copy of official results as proof.

If you do not have a valid English language test result, you are asked to enter the date that your test is booked on the application.

If you are still waiting for test results, or to take your test, you will be able to upload a copy of the booking confirmation for your test.

If you're sending us a copy of your test results or certificate after you've submitted your application, then you need to send it to our admissions team using this email address: [nsteam-admissions@contacts.bham.ac.uk](mailto:nsteam-admissions@contacts.bham.ac.uk) so they can process it as soon as possible.

## **7. Further information**

### Disability Support

This information will not be used to assess your application at all.

We want to make sure that all of our students get the most from university life, by telling tell us about your disability as early as possible, we can identify any support that you might need.

You can find information on what is classed as a disability, and the services that we provide for students with a disability, on our [Disability and dyslexia support pages](#).

### EU Citizen

This question applies to all students, and it will help you to find out if you need a visa to come to the UK.

Students who are in the UK for longer than six months and do not hold an EU passport will need to apply for a Tier 4 Student Visa.

Students who hold an EU citizen passport are free to travel to the UK to study without applying for a visa.

Students from countries who are not EU citizens and are staying for one semester only will be sent a Short Term Study Visa. Details of these options are clearly explained on the application page, please read them carefully.

If you need any help or advice with a visa application, or information on what documents you will need to come to the UK, you can find advice on our [web pages here](#).

Please remember to apply for any visas as soon as possible, and if you do not have a passport, you should arrange that now rather than in the weeks just before you expect to travel.

Successful students are expected to arrive just before the start of the Welcome Week in September or just before the mini-orientation in January and no later. If a student arrives late for any reason, they risk having their offer withdrawn and being sent home.

## **8. Relevant Documents to be Uploaded**

You will need to upload your documents in PDF or .jpg format **only**, with files no larger than 20 MB each.

### Photocopy of identity document

You will need to upload a copy of your valid passport photo ID page.

A copy of a National ID including your picture, full name and nationality can be accepted for students who are European nationals and do not need a visa of any kind to travel to the UK.

If you are an EU citizen currently studying outside Europe, we will also need a copy of your passport photo ID page.

### Academic transcript of records

You will need to upload a copy of an **official** academic transcript, showing the courses you have taken and your grades.

### Letter of reference

You will need to upload a copy of an academic reference letter. This should be a letter from someone who has taught or supervised you during your current degree, stating why you are a suitable candidate to study in Birmingham on a year abroad.

The letter only needs to be one or two short pages in length.

### Proof of language proficiency

The full list of acceptable certificates is [here](#).

This upload is not compulsory on the form, but unless you are a native English Speaker or are taking your current degree only in English and no other language; we will not start to process your application until we know the date that your test is booked for (from the Language Skills page), or you have provided us with a valid certificate.

### Module (Course) Documentation

If you have modules (courses) that you must study at the University of Birmingham to then transfer the credits back to your home university degree - please upload documentation here to confirm the details of the relevant modules (courses). This documentation will then be forwarded to your chosen colleges at the University of Birmingham.

## **9. Declaration of consent**

You will be asked a series of questions to confirm you will abide by our regulations & UK laws; and to confirm you have read all of the instructions provided and completed the application as we have asked.

The [Data Protection Act 1998](#) is a part of UK privacy law. It means we cannot discuss your application with anyone apart from you or your home university without your explicit written permission.

This includes official agencies in your country, your parents and friends, and anyone who claims to be you or from your home university if we cannot verify their identity in a phone call.

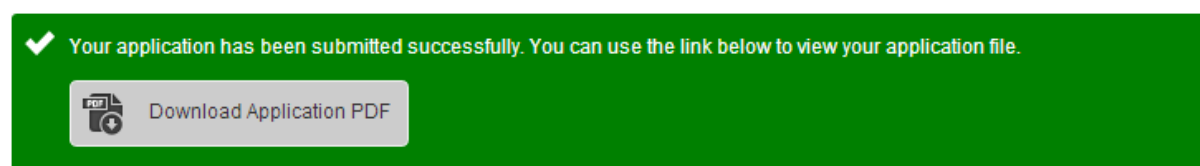
If we use your name and email address to forward to students for the purposes of promoting the exchange program, it will be either students coming from your home institution in the future or other students who want to go to your home university from Birmingham.

## 10. Submit Application

Once you have completed all of the sections of the form, you will be able to submit your application. You will not be able to make any changes once you have submitted your application.

After you have clicked on the submit button, you will get a pop-up to confirm that you are sure you are ready to submit. If you do not get this pop-up, please check your browser security settings to make sure it has been allowed.

Please read the on-screen instructions carefully. The application can take a few minutes to submit and you should not close your browser or navigate away from this page until you have this confirmation that submission is complete.



You should download and save your copy of your application.

Please consider the environment before printing your form. We do not need a printed copy of the form from you at all.

We will not be able to process applications that do not include the valid identity document or official transcript nor applications which arrive after the deadline published above.

We will not be able to process your application until you have been nominated by your home university.

We do NOT require any original documents by post.

If there are any problems with your application or the supporting documents, our admissions team will contact you using the email address you have provided in your application.

**If you have any additional questions regarding your application please email: [intrel-c-incomingsa@adf.bham.ac.uk](mailto:intrel-c-incomingsa@adf.bham.ac.uk)**