**APPLICATION FORM**

**Incoming Study Abroad / Exchange**

Welcome to the Study Abroad and Exchange Programme at the University of Stirling! Please complete your application in as much detail as possible. You must read the instructions at the end before completing this form. If you have any problems completing the application please do not hesitate to contact the Study Abroad Team at studyabroadIN@stir.ac.uk and it will be a pleasure to assist you.

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| **1. Identification Details** | **Please complete this section in BLOCK CAPITALS and refer to the Guide/Instructions provided below** |
| **Surname/Family name (as appears on passport)** | Enter your surname |
| **Title (Mr/Mrs/Miss/Ms/Mx)** | Enter your title |
| **Forenames (as appears on passport)** | Enter your first name(s) exactly as they appear in your passport |
| **If you go by a different name and want this on your record please write it here.** | Known as |
| **Gender**  | Enter Gender |
| **Date of birth (DD/MM/YYYY)** | Select your date of the birth from the drop down calendar |
| **Nationality (Country that issued passport)** | Click or tap here to enter text |
| **Permanent Home Address** | Enter permanent home address |
| **Correspondence address (or provider address)** | Enter correspondence address |
| **Email** | Enter your email address |
| **Telephone (including country code)** | Click or tap here to enter text |
| **2. Education Details** |  |
| **Study Period at University of Stirling**  | Choose an item |
| **Exchange or Study Abroad (please only select ‘Exchange’ if you have been nominated as a reciprocal exchange student by your home institution)** | Choose an item |
| **Home university/college/school** | Click or tap here to enter text |
| **Current year/level of study at the start of the 2024 academic year (e.g. 2nd year)** | Click or tap here to enter text |
| **Your degree programme/major at your home university/college/school** | Click or tap here to enter text |
| **3. Additional Support Needs \*(Please refer to Instructions below)** |

Please indicate any disabilities – physical or mental, special needs, arrangements or facilities you may require during your studies at the University of Stirling, using codes where possible.

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| **Code**  | Please enter code from instructions | **Please email** **studyabroadIN@stir.ac.uk** **to discuss your requirements further. Please note we may not be able to provide the same support as your home university.** |

**4. English Language Proficiency \*(Please refer to Instructions below)**

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| **Is English your first language?**  |  **Yes** [ ]  **No** [ ] **If ‘No’, please give details of English language qualifications you hold or intend to take below:** |
| **Name of test (e.g., IELTS)** | Click or tap here to enter text |
| **Grade/result** | Click or tap here to enter text |
| **Date awarded/to be awarded** | Click or tap here to enter text |
| **Other evidence of proficiency (e.g., prior study in English)** | Click or tap here to enter text |
| **5. Module Selection** |  |

**Please indicate which modules from the Study Abroad Course Catalogue you would like to study.**

**The Study Abroad Course Catalogue is available online at**: <https://portal.stir.ac.uk/calendar/calendar.jsp?view=visiting>

* **Please read the course descriptions carefully and pay attention to the semester the module is offered in; it will say Autumn or Spring, so make sure you pick modules offered in the semester you are coming.**
* A full-time course load is three modules per semester (60 SCQF credits, equivalent to 30 ECTS credits). Students may study two modules but are not permitted to study more than three. **You should check with your home university how credits transfer.**
* Levels 7 and our 8 are more entry level modules, and level 9 and 10 are our advanced modules. Your transcript and module selections will be sent to relevant academics who will assess if you are suitable for a class.
* As availability can be limited in certain modules, students should select three preferred and three reserve modules. Students will automatically be assigned reserve modules if their preferred modules are not available or are fully subscribed.
* Timetables become available 2 weeks prior to the semester start, so we may use your backups if there is a clash

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| **AUTUMN SEMESTER (SEPT-DEC)****MODULE CODE** *Example: HISU9B1* | **MODULE TITLE***The Making of Modern Britain* | **LEVEL***7* |
| **1** Module code | Module title | *Lev* |
| **2** Module code | Module title | *Lev* |
| **3** Module code | Module title | *Lev* |
| **Reserve 1** Module code | Module title | *Lev* |
| **Reserve 2** Module code | Module title | *Lev* |
| **Reserve 3** Module code | Module title | *Lev* |

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| **SPRING SEMESTER (JAN-MAY)****MODULE CODE** | **MODULE TITLE** | **LEVEL** |
| **1** Module code | Module title | *Lev* |
| **2** Module code | Module title | *Lev* |
| **3** Module code | Module title | *Lev* |
| **Reserve 1** Module code | Module title | *Lev* |
| **Reserve 2** Module code | Module title | *Lev* |
| **Reserve 3** Module code | Module title | *Lev* |
| **7. Declaration and Signature** |  |
| All applications are considered in line with the University of Stirling Admissions Policy and therefore with the Equality Act (2010).The University of Stirling routinely gathers and stores personal data relating to prospective students, applicants, and students at the points of application, admission, enrolment and on an ongoing basis throughout the period of your studies at the University, in line with the nature and requirements of its work. When you apply to the University, the University will use the information about you that you provide on your application form to process your application and communicate with you through the admissions process. If you go on to enrol as a student with the University, the University will continue to use your personal data throughout the period of your studies. See the following link for information on how and the extent to which the University shall process your personal data: [Privacy Notices | About | University of Stirling](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/privacy-notices/) Please read these documents carefully to fully understand our views and practices regarding your personal data and how we will treat it. Within the University’s overall Privacy Notice, you can find information relating to your rights and contact details should you have any issues about this statement or the way the University has handled your personal data. You will also find links to the University’s [Data Protection Policy](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fview.officeapps.live.com%2Fop%2Fview.aspx%3Fsrc%3Dhttps%253A%252F%252Fwww.stir.ac.uk%252Fmedia%252Fstirling%252Fservices%252Fpolicy-and-planning%252Fgdpr%252Fdocuments%252FDataProtectionPolicy.docx%26wdOrigin%3DBROWSELINK&data=05%7C01%7Cholly.butwright%40stir.ac.uk%7Cc6739c55d03c4c0c987c08db039f9acc%7C4e8d09f7cc794ccb9149a4238dd17422%7C0%7C0%7C638107756266221541%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=Am%2Ba%2BXNh39mPQDqmg6gD5ql1kbAFVfR6kYFV%2B1ygIa8%3D&reserved=0) and [Guidance Handbook](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fview.officeapps.live.com%2Fop%2Fview.aspx%3Fsrc%3Dhttps%253A%252F%252Fwww.stir.ac.uk%252Fmedia%252Fstirling%252Fservices%252Fpolicy-and-planning%252Fgdpr%252Fdocuments%252FDataProtectionGuidance.docx%26wdOrigin%3DBROWSELINK&data=05%7C01%7Cholly.butwright%40stir.ac.uk%7Cc6739c55d03c4c0c987c08db039f9acc%7C4e8d09f7cc794ccb9149a4238dd17422%7C0%7C0%7C638107756266221541%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=5gFNcfIiYMIQKSHIeb4tWiCCah3UXg2OuP5hrNL5m%2BM%3D&reserved=0). From the overall Privacy Notice you can find more detailed information regarding how we process personal information specifically in relation to [applicants to study](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/privacy-notices/applicants-to-study/) and [students](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/policy-and-planning/legal-compliance/data-protectiongdpr/privacy-notices/students/).University courses, services and procedures are continuously reviewed, revised and enhanced and this may result in some changes between the time of application and the date a student commences study with the University. Where any changes may impact upon an applicant, the University will keep the applicant fully informed. |
| I hereby apply for a programme of study at the University of Stirling and I confirm that the information given is correct. I confirm that the documentation I supply with my application is genuine, and I understand that the University of Stirling will withdraw my application if any aspect of my application is found to have been falsified.I hereby accept that the University of Stirling will accept no liability for my tuition fees or living expenses in the event of my admission.I have read the statement above regarding my data and university processes.Applicant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: Select date*(electronic signature permitted)* |
| **9. Application Checklist** |
| Please ensure that before you submit your application pack it includes the following:[ ]  Completed Application Form, including module choices[ ]  Copy of your academic transcript, which must be in English. Students applying as first semester freshmen should include their SAT/ACT scores and a copy of their high school transcript.[ ]  A suitable academic reference or recommendation that attests to your ability to study and participate in an international learning environment. ***(not required for reciprocal exchange students)***[ ]  (non-native English speakers only) Evidence of English language competence in English.[ ]  Copy of your current passport photo page, showing your passport number or an explanation for a missing passport. |
| **Information for Students Next Steps** |
| 1. Please send the completed application and required supporting documents by email to studyabroadIN@stir.ac.uk . The deadlines for applications to be received by the University of Stirling are **April 30th for autumn and full year students, and October 15th for spring students.** Late applications may be considered, but please check with studyabroadIN@stir.ac.uk before submitting a late application.
2. When we receive your completed set of application materials, our admissions team will review the materials and we will ask academic advisers to approve your module choices.
3. Following the review by admissions, we will send you a decision email. If you are offered admission, you will receive an Offer Email with details of the programme and next steps, this will include information on accommodation. You will be able to accept your offer in your student portal.
4. Following the academic adviser review you will be sent an email confirming the modules you have been pre-approved for. There is no set time scale for when this will arrive after your acceptance email, but this will not disadvantage you. This email will include an Acceptance Form, which should be signed and returned by email to studyabroadIN@stir.ac.uk. Please note that if you have applied through a study abroad provider or agent, you may be asked to return your Acceptance Form to the provider instead of directly to the University of Stirling.
5. Your admission and modules will not be confirmed until the Study Abroad Office has received your signed Acceptance Form.
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| **Academic Conditions for Admission** |
| Applicants from universities in the USA and Canada should have a GPA of 3.0 or above. Special circumstances may be taken into consideration if your GPA is slightly below this. Applicants from other countries should have good pass grades equivalent to ECTS level ‘B’ or top 35% for courses taken, particularly in degree subjects.Applicants should note that all students, at the time of their admission to the University, are required to be sufficiently fluent in the English Language to be able to derive maximum benefit from course modules taught in that language. |
| **Room and Board Costs**  |
| Please visit <https://www.stir.ac.uk/student-life/accommodation/visiting-students/> for the most up to date information. Study Abroad and exchange students normally have a choice of two on-campus and one off-campus residence when applying for university housing. Students apply for accommodation online and instructions about how to do this will be sent in your acceptance. Accommodation options and room and board costs are normally confirmed on the website in March each year.**We recommend that you apply for accommodation at the earliest possible opportunity.** We make our best efforts to reserve university housing for all incoming study abroad and exchange students who apply promptly (mid-August for autumn/year students; mid-December for spring students). **Please note that we are unable to guarantee on-campus accommodation**. Off-campus university operated accommodation is a short bus ride from the university campus, and students receive discounted bus tickets. **Standard Length of Accommodation Rental Agreements**Students who receive an accommodation offer will have a contract for the length of their programme and the dates will be confirmed by the accommodation team. Students who are on yearlong programmes should note that their accommodation contracts will cover the winter break period, but food and other estimates are not intended to cover vacation breaks.**Non-university accommodation – payment of council tax**Students may either choose to live in non-university accommodation or may be unable to secure university accommodation because of space limitations or late applications. In these cases, it is important to note that students on one-semester programmes will be liable to pay council tax to the local authority. Students who are studying at the University of Stirling for the full year will qualify for a council tax exemption. The amount of council tax is determined by the type of property and the others residing in that property. **Board**All university accommodation is self-catering, and there are no meal plans but there are a range of catering outlets and a small convenience store on campus. **Cost of living**Stirling has been named the UK’s most affordable city five years in a row by Lloyds Bank. <https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/money-support/living-costs/> |
| **Information for Students – Important Visa Information** |
| If you are coming to the University of Stirling for more than six months you will need to apply for a Student Visa. If your application for study abroad is successful and you accept our offer of admission, our admissions office will issue you with a CAS (Confirmation of Acceptance for Studies). You will need a CAS in order to apply for a Student Visa.Students coming for less than six months (i.e. for one semester only) will not normally need a visa and can apply on arrival at the airport to enter the UK as a visitor. Please read more about this here:<https://www.stir.ac.uk/student-life/welcome/international-students/visa/> |
| **Information for Students – Semester Dates and Examinations** |
| **Semester dates**Please refer to the University of Stirling website at [https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/student-information](https://www.stir.ac.uk/about/professional-services/student-academic-and-corporate-services/academic-registry/student-information/semester-dates/) for current and future semester dates.There is a mid-semester reading week in both the autumn and spring semesters when there is no teaching. Students are not required to move out of their university accommodation during these breaks.Study abroad students can move into their accommodation on the Saturday prior to the start date of each semester – however please check your contract. Orientation activities for new students begin on the Sunday prior to the start date of each semester. A first week schedule is finalised and provided to students nearer to the start of the semester <https://www.stir.ac.uk/welcome/>.**Examinations**It is likely that one or all of your modules will have a final exam. The exam timetable is not finalised until after the mid-semester reading week each semester. For this reason, we recommend that students book their return flight on or after the final date of the semester. Final exams cannot be rescheduled to accommodate students’ travel plans and no special arrangements can be made for study abroad and exchange students.  |

**Application Guide / Instructions**

**\*Disabilities/Additional Support Needs**

The University of Stirling actively provides support for a range of disabilities through our Accessibility and Inclusion Service: [http://www.stir.ac.uk/student-support/accessibility-&-inclusion-service](http://www.stir.ac.uk/student-support/accessibility-%26-inclusion-service) Please insert the applicable code from the table below onto the Application Form and provide further information on Section 3 of the Application Form. By completing this section, you will be sent an email to register with our Accessibility and Support Services to establish the support required to enable you to study effectively at the University of Stirling. It is your responsibility to register.

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| **Disability** | **Code** | **Disability** | **Code** |
| Dyslexia | G | Mental health difficulties | F |
| Blind / partially sighted | C | Unseen disability (e.g., diabetes, epilepsy, asthma) | E |
| Deaf / hearing impairment | D | Multiple disabilities | J |
| Wheelchair user / mobility difficulties | H | Other disability | I |
| Social / communication impairment | B | No disability | A |

**\*English Language Proficiency**

Please note that it is necessary, for those students whose first language is not English, to demonstrate a measure of English-language ability by having passed one of a list of recognised tests and examinations. One of the following qualifications will be acceptable. **For students on certain recognised exchange programmes who are coming for a semester, there may be an inter- university agreement for the recognition of a student’s English language ability through an academic reference attesting to the student’s ability to attend classes and complete assignments in English. Students should check with their exchange co-ordinator, where applicable. If you come for the academic year a recognised test would be needed.**

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| EXAMINATION | MINIMUM PASS LEVEL |
| **IELTS**(Academic & General Training) | A minimum overall IELTS score of **6.0** (with at least **5.5** in each skill) |
| **TOEFL** | A minimum overall TOEFL score of 8**0** (with at least **17** in each skill) |
| **Cambridge Certificate in Advanced English** | Grade C |

For a full list of English Language Examinations for undergraduate students, please see <https://www.stir.ac.uk/international/international-students/english-language-requirements/>