

1. Application guidelines

Before completing the application form, please

read <http://www.dur.ac.uk/international/studyabroad/exchange/incoming/howtoapply/>

2. Complete the application form:

Transcript of Records:

Please attach the latest record of your results from your home university.

Evidence of Language Proficiency

If you are a non EU citizen and are coming to the UK for more than 6 months, you will need a Tier 4 visa. In order to start the process, we require evidence of your English language ability. This is non-negotiable.

Accommodation:

We cannot guarantee accommodation within a specific college. You should indicate if you require accommodation for your time in Durham and once this has been allocated, the Study Abroad and Exchange team will be in touch to confirm.

Passport Copy

Immigration regulations for the UK have recently changed. To process your application we require a copy of the personal details page of your passport. Please include the copy with the application. The Exchanges & Study Abroad Team will provide you with further advice.

Example of written work

Please include an example of your written work in the main subject area you wish to study.

3. Signatures

Before submitting the form the application must be signed in the relevant places.

4. Module Choices Form: (Your application cannot be processed without this form completed)

Please complete the Module Choices Form and provide a list of modules you would like to take at Durham University. For a choice of modules please refer to the Faculty Handbooks that can be found here: <https://www.dur.ac.uk/faculty.handbook/>

YOU MAY CHOOSE MODULES FROM NO MORE THAN 3 DEPARTMENTS.

Send the applications and additional materials to incoming.exchange@durham.ac.uk

Exchanges and Study Abroad
International Office
Durham University
The Palatine Centre
Stockton Road
Durham
DH1 3LE, United Kingdom

Overseas Exchange Application Form 2015-16

THIS FORM SHOULD BE TYPED AND THEN EMAILED DIRECTLY TO incoming.exchange@durham.ac.uk

Please complete all of the application form in full. We will not be able to process your application otherwise. You must be nominated by your home university prior to submitting an application.

Closing Dates

30th May for Michelmas Start.

Checklist

- ☐ Please include a copy of the identity page of your passport.
- ☐ Please attach a personal statement to your application.
- ☐ If English is not your first language, you must include a certificate or evidence of proficiency in English language.
- ☐ Please ensure you have completed the Module Choice Form which states the modules you wish to study at Durham.
- ☐ Please include your most recent transcript of results. **Please enclose the originals if possible.**

Section 1. Personal Details

Family Name:	Forename(s):
Title:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth: DD/MM/YYYY:	Nationality:
Country of Residence:	Country of birth:
Permanent Address:	
Country:	Postcode:
Correspondence address (if different):	
Country:	Postcode:
Telephone No:	
Email Address: This should be the email address you check regularly as all email correspondence will be sent to this address.	

Emergency Contact Information

Full name:
Relationship (e.g. mother, sister):
Address:
Postcode:
Telephone:
Email:

Student Support Information	
Do you have any disability or special needs of which we should be aware? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide details and indicate any special requirements you may have. You can continue on a separate sheet if necessary. It is important to provide this information so we can ensure you receive the support you require.	
Criminal Convictions	
Do you have any criminal convictions? <input type="checkbox"/>	
If so, please provide additional details.	

Section 3: Period of Study	
Postgraduate Research students should apply using an alternative form available on the website.	
Full Academic Year	<input type="checkbox"/> (5 October 2015- 24 Jun 2016)
Other:	
If you will be doing project work, please state specific dates:	
Current level of study	Undergraduate <input type="checkbox"/> Postgraduate Taught (Master) <input type="checkbox"/>

Section 4: Accommodation	
Would you like to be considered for accommodation in a residential college? (http://www.dur.ac.uk/colleges/)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 4: Home University Details	
Home University:	
Home University Full Address:	
Current Diploma/Degree:	
Number of study years (university level) prior to departure:	
Contact Details:	
Exchange Coordinator at your home university:	
Contact Details:	

Section 5: Personal Statement

The personal statement should give insight into your reasons for studying abroad at Durham University and how you think you will benefit from the experience. You can also give further information about yourself e.g. positions of responsibility, general interests and achievements. Please enclose the Personal Statement with the application. Please do not exceed 1 A4 page (typed).

SECTION 7: CONFIRMATION

We will only accept applications from students who have been nominated by their home university. We will check this. If you have not been nominated, please do not submit an application.

STUDENT SIGNATURE

I confirm that I have completed this application form to the best of my knowledge and the information provided by me is correct on the date of the application. I will inform the Exchanges & Study Abroad Team of any changes immediately.

☐ **By ticking this box, you are acknowledging that all information provided in this form is true and correct. Durham University also reserves the right to contact your home university to clarify any information.**

Date:

PLEASE CONTINUE ON TO THE MODULE CHOICE FORM

Module Choice Form 2015-16

Family Name:	
First Name (s):	
Home University and Country:	
Field of study:	

STUDENT Proposed Study Programme/Learning Agreement

Durham Module Code	Module/Course Title	Module Credits	Please indicate (✓) if this module is required by your home university.
Alternative Modules			

DURHAM DEPARTMENT USE ONLY

COORDINATORS: Please use the boxes below to add in any amendments to the above module choices.

Durham Module Code	Module/Course Title	Added/Deleted	Reason for change (see notes below) ¹

Durham Department Approval	
We confirm that this proposed learning agreement is approved provisionally.	
Departmental Coordinator signature:	
Date:	

¹ **REASONS FOR AMENDMENTS CODES:** A1- Previous module selected not available, A2- Student does not have required pre-requisite, A3-Timetable conflict, A4- Module replaces previous selection, A5- Other (please specify)