

# Application for admission as a Visiting or Exchange Student 2018-19

**Please return this form to:**

Sussex Abroad Office  
Hastings Building  
University of Sussex  
Brighton BN1 9RJ  
United Kingdom

**Email:** sussexabroad@sussex.ac.uk

**University of Sussex use only**

**Application number**

## ***Do not use this form if you are applying under the Erasmus scheme***

**Please note:** to apply for the Junior Year Abroad English Plus, you need to download the application form from the following website:  
<http://www.sussex.ac.uk/study/international-students/junior-year-abroad-english>

**Before completing this form, you should read the notes on the accompanying sheet.  
Make sure you complete ALL sections of this form.**

### 1. Personal details

*(please write name and address clearly)*

<b>Surname / family name</b>		<b>Other or given names</b> (as they appear on your passport)			<b>Date of birth</b>					
					Day	Month	Year			
					<input type="text"/>	<input type="text"/>	<input type="text"/>			
<b>Male / Female</b>	<b>Country of permanent residence</b>		<b>Country of birth</b>							
<b>Citizenship / nationality</b>		<b>Passport – please include a copy of your passport with your application</b>								
<b>Permanent home address</b>			<b>Address for correspondence</b> (if different to home address)							
			<b>Valid dates</b>							
			from	Day	Month	Year	to	Day	Month	Year
				<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone (with area code)		Telephone (with area code)								
Mobile/cell phone		Mobile/cell phone								
Email		Email								

### 2. Period of study required

The academic year consists of two teaching terms (see dates below). Please tick (✓) the relevant box(es) below to indicate the period that you wish to study at Sussex. **If you are due to graduate in summer 2019, we recommend that you attend for the autumn term only as the grades for assessments taken in the summer term are not available until late July.**

- Autumn term (24 September – 14 December 2018)
  Full academic year (24 September 2018 – 14 June 2019)
- Spring/summer terms (04 February – 14 June 2019)

### 3. Teaching dates and assessment periods

**Teaching Autumn Term**

24 September to 14 December 2018

**Mid-year Assessment periods (all full year students must attend)**

11 January to 26 January 2019

If you are attending Sussex for autumn term only you are not required to attend the assessments in January.

You will be given the option to take alternative assessments and finish in December or stay for the January assessments.

**Teaching Spring Term**

4 February to 10 May 2019

**Year-end assessment period (all full year and spring/summer students must attend)**

16 May to 14 June 2019

### 4. Education and qualifications

University or colleges attended					
University or college at which currently registered (if you have attended previous colleges please list with dates)	Dates attended		Degree programme for which registered (e.g. BA or BSc)	Major subjects (if applicable)	Expected date of graduation
	From	To			
<b>Current GPA or equivalent:</b>					

**Academic record:** Applicants **must** submit a certified transcript in English of their academic record to date. Please tick as appropriate:

- My transcript is enclosed
- I have arranged for my transcript to be forwarded by my college authorities

Courses currently being taken		
Please give details of courses you are taking which are <b>not</b> shown on your transcript		
Course name and description	Department	Course credit

## English language

Students who are non-native English speakers must show evidence of their English language proficiency and provide results of any examinations taken. Please note that admission is conditional on a satisfactory English language qualification, such as IELTS, and you must attach a copy of the English language test result with your application form.

Please check further details on requirements on the following web page:

<http://www.sussex.ac.uk/study/international-students/visiting-exchange-erasmus-students/apply>

**Exceptions:** students who are non-native English speakers and have studied at a university in a majority English speaking country, such as the USA or Australia, for at least a year, are exempt from providing such evidence. If you are not sure whether you are exempt then please email Sussex Abroad on [sussexabroad@sussex.ac.uk](mailto:sussexabroad@sussex.ac.uk)

Examination title	Date	Score / grade	Other evidence

## Academic recommendation

Please arrange for an academic tutor from your home university/college with knowledge of your current academic ability and potential to provide in confidence his or her evaluation of your application for study abroad at the University of Sussex. The recommendation should be enclosed with the application form or sent direct to the University by the referee. Please note that recommendations from employers, high school tutors or friends are not acceptable.

Name and position of academic tutor	In what capacity do you know your academic tutor?

## 5. Finances

**Tuition fees:** Who will provide your fees to Sussex? (Tick (✓) appropriate box(es) below)

- Myself       Part of exchange agreement       Other (*please give details below*)

---

---

---

**Living expenses:** Who will provide your living expenses at Sussex? (Tick (✓) appropriate box(es) below)

- Myself       Part of exchange agreement       Other (*please give details below*)

---

---

---

## 6. Sussex module application

<b>Surname / family name <i>Do not leave this section blank</i></b>	<b>Other or given name (first name and middle initial)</b>

Please read the following carefully so you complete the module section correctly:

- List 6 modules for each term in order of preference; although you will not be taking all of these modules it may be that some modules may be withdrawn or may be full by the time you apply
- Read the section in the Study Abroad Guide 2018/19 on how to select modules **before** listing them, **we will allocate your modules from the ones you choose below so please give this careful consideration.**
- If a module has several options listed indicate your preferred option, e.g. in "Period of English Literature" option might be '1832-1914'
- Make sure that you list title, code and level of module
- If you select computing modules let us know if you have programming skills and in what language; use the special comments box.
- **It is important you select the correct modules for the term, please check the teaching terms in the module description.**

### Autumn term (*Please list 6 modules in order of preference*)

Autumn teaching means that the module is only taught in the autumn term, spring teaching means it is **only** taught in the spring term. Autumn & spring teaching means the module is taught over two terms, ie a full year. **It is not possible to take autumn only of a full year module or to join a full year module in the spring term.**

\* Level 3 = year 0 (sub-degree); Level 4 = year 1; level 5 = year 2; level 6 = year 3 (final year)

Title of module	Sussex Module code	Level*	Credits	Subject area as stated in Study Abroad Guide	Office use only
1.					
2.					
3.					
4.					
5.					
6.					

### Spring term (*Please list 6 modules in order of preference*)

Title of module	Sussex Module code	Level*	Credits	Subject area as stated in Study Abroad Guide	Office use only
1.					
2.					
3.					
4.					
5.					
6.					

### Special comments

(Please use this space if you have any special module requirements or combinations (e.g. selections 2 and 3 are alternatives))

---



---



---

## 7. Checklist for applicants

Please tick (✓) as appropriate

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Transcript enclosed</b> , or                          | <input type="checkbox"/> <b>Transcript to be forwarded</b>            |
| <input type="checkbox"/> <b>Recommendation enclosed</b> , or                      | <input type="checkbox"/> <b>Recommendation to be forwarded</b>        |
| <input type="checkbox"/> <b>Selection of courses given in order of preference</b> | <input type="checkbox"/> <b>English Language test result enclosed</b> |
| <input type="checkbox"/> <b>Module alternatives given</b>                         | <input type="checkbox"/> <b>Passport – copy attached</b>              |
| <input type="checkbox"/> <b>Monitoring form enclosed</b>                          |   |

**How did you first learn of the Sussex programme?** Please tick (✓) appropriate box(es) below.

- |   |  |
|---|--|
| <input type="checkbox"/> University website                   | <input type="checkbox"/> Student who has previously participated |
| <input type="checkbox"/> Presentation at home institution     | <input type="checkbox"/> Study Abroad Guide                      |
| <input type="checkbox"/> Study Abroad Office at my university | <input type="checkbox"/> Study Abroad fair                       |
| <input type="checkbox"/> Word of mouth / recommendation       | <input type="checkbox"/> Other ( <i>please state below</i> )     |
- 
- 

## 8. Student's declaration

8 a) I certify that the information given in this application is correct and complete; I understand that the University reserves the right to withdraw registration if this is not the case. I understand that entry to the University is selective and that completion of this form does not guarantee entry.

If admitted to Sussex, I agree that the University may inform my home institution in the event of serious academic problems (e.g., repeated and unexcused absences from classes or failure to do set work) or in the event of student disciplinary issues. I also accept that Sussex may routinely inform my home institution and/or funding body of my academic results during or at the completion of my programme.

If admitted to Sussex, I agree in the event of serious welfare emergencies, such as illness, physical or mental, accident, that the University of Sussex may inform my home university and/or parents/guardian.

8 b) I understand that the information provided by me on this form is to enable the University to consider my admission to the programme and set up a record for me, that it may be held in electronic or written form, and will be handled in compliance with UK data protection legislation and the University of Sussex's data protection policy. Please see the following web page for further information: <http://www.sussex.ac.uk/ogs/policies/information/dpa>

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## 9. Declaration by Study Abroad Adviser (for exchange students only)

### Credit load

Students are expected to take a full credit load at Sussex (120 Sussex credits for one year, 60 for one semester). A student may take a lower (minimum 45 Sussex credits) or higher (maximum 75) credit load per term with permission from their home institution.

Number of **Sussex credits** to be taken per semester \_\_\_\_\_

I certify that the student has been nominated by the home university for study abroad at the University of Sussex.

Name of adviser (block capitals): \_\_\_\_\_

Signature: \_\_\_\_\_

Email address: \_\_\_\_\_

**Institutional stamp** \_\_\_\_\_ **Date** \_\_\_\_\_



UNIVERSITY  
OF SUSSEX

# Monitoring form

***This section of the application form will be separated from the main form before the application is sent to the selector***

**Name of applicant:** \_\_\_\_\_

## Disability, special needs or medical condition

The University aims to create an environment which enables all students to participate fully in university life. To help us make any reasonable adjustments which may be necessary, please tick the box below to indicate your specific needs. If you indicate that you have a disability, special need or medical condition this information will be passed on to the Student Support Unit who may contact you for further details. Please note that consideration of how we can meet any special needs is separate to the assessment of your academic suitability.

- No disability
- You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder
- You are blind or have a serious visual impairment uncorrected by glasses
- You are deaf or have a serious hearing impairment
- You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- You have a disability, impairment or medical condition that is not listed above (please specify below)
- You have two or more impairments and/or disabling medical conditions (please specify below)

Please use this space to provide us with further details or with information regarding your disability that you would like us to take into consideration:

## Mental health problems

If you have a history of mental health problems you are encouraged to let us know so that we can put you into contact with the various support services available to help you. Studying abroad presents a whole series of new challenges, both academic and personal, and these can sometimes be exacerbated by the fact that you are far from home and the support mechanisms – such as family and friends – that you normally have. The University has a range of academic and student support services to help you cope with those challenges, and to ensure that you get the most out of your time at Sussex. For further details, please check the Study Abroad Guide. If you complete this section, you will be contacted by the University's Mental Health Co-ordinator, whose role includes providing practical and on-going support for students with mental health difficulties and guidance to prospective students. With your consent, the co-ordinator is able to liaise with your doctor or therapist, both prior to your arrival and during your stay at Sussex.

## Ethnic origin

Please note that this information will be used for statistical purposes only to enable the University to monitor its equal opportunities practices. The University's equal opportunities policy is to ensure that all applications are treated equally regardless of race, sex or disability, etc. Please tick the box below corresponding to the category you consider best describes your ethnic origin. Please note that ethnic origin is not about nationality, place of birth or citizenship.

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> 10 White         | <input type="checkbox"/> 31 Indian      | <input type="checkbox"/> 39 Other Asian               | <input type="checkbox"/> 49 Other mixed background  |
| <input type="checkbox"/> 21 Caribbean     | <input type="checkbox"/> 32 Pakistani   | <input type="checkbox"/> 41 White and Black Caribbean | <input type="checkbox"/> 50 Arab                    |
| <input type="checkbox"/> 22 African       | <input type="checkbox"/> 33 Bangladeshi | <input type="checkbox"/> 42 White and Black African   | <input type="checkbox"/> 80 Other ethnic background |
| <input type="checkbox"/> 29 Black – other | <input type="checkbox"/> 34 Chinese     | <input type="checkbox"/> 43 White and Asian           | <input type="checkbox"/> 98 Prefer not to disclose  |

## Criminal convictions

You are required to declare any criminal conviction which has not been spent under the terms of the Rehabilitation of Offenders Act 1974 (excluding motoring offences, for which a fine and/or three penalty points were imposed). If you have a criminal conviction you must declare this by putting a tick in the box below. If you put a tick in the box you may be required to provide details of any conviction(s). If you are convicted of a criminal offence after you have applied you are required to disclose this information during the application cycle (excluding motoring offences, as above).

**Do you have any criminal convictions?** (✓) Yes  No  (If Yes, please give details below)

## Notes to help you complete the application form

### General

- You must complete all sections of the form before we can process your application.
- Please type / use capital letters.
- Take a photocopy for your records.
- **Early application is strongly recommended. Completed forms should be returned no later than 1 May 2018 for courses commencing in September 2018, and 30 October 2018 for courses commencing in January 2019.**

### Visa information

Guidance about the visa application process can be found at [www.sussex.ac.uk/study/international-students/visas-immigration](http://www.sussex.ac.uk/study/international-students/visas-immigration)

### Financial requirements

You must ensure that you have sufficient funds to pay your fees to Sussex and to cover your living expenses. You should be aware that the University has no financial aid or scholarships to offer visiting or exchange students.

### Fees

- (i) Exchange students' fees are arranged under agreements between the University of Sussex and the student's home institution.
- (ii) Fees for the academic year 2018-19 are listed in the Study Abroad Guide which can also be seen on our website at [www.sussex.ac.uk](http://www.sussex.ac.uk).
- (iii) University regulations require that fees are paid in full at the beginning of the programme as part of the process of registration. If you withdraw before the end of the programme you will not automatically be eligible for a refund of fees. If approved, a refund will only be made for each paid, complete term of non-attendance. Refunds are not due if you attended part of a term.

### Living Expenses

We estimate that to cover the cost of accommodation and other living expenses, a single self-supporting student should budget for £200 – £286 per week of your programme, in addition to tuition fees. These figures are for guidance only and you may require more depending on your lifestyle. Please do not rely on employment in the UK for your normal living expenses.

### Sussex module application

**We base your allocation of modules on the modules you choose on the application form. It may not be always be possible for you to change modules on arrival due to small class sizes. Therefore you should give these choices careful consideration.**

After acceptance to study at Sussex, a Visiting and Exchange School Coordinator at Sussex will assemble a package from your choices depending on availability, meeting any pre-requisites, and ensure that you will be taking the correct credit load.

**The Sussex credit loads are:** autumn only – 60; spring term/summer terms only – 60; full year – 120 (150 credits is the maximum you can take in a full year although we recommend you take no more than 135). If you wish to take fewer than, or more than, 60 Sussex credits per term we require written approval from your home university. Please be aware that minimum credit load per term is 45 Sussex credits and maximum is 75 Sussex credits.

**Note:** Although all modules listed in the Study Abroad Guide 2017-2018 are expected to be offered in that year, the University may occasionally be obliged to cancel modules.

### Data protection

The University will use the information provided for the purposes of administering your application during the admissions cycle. If you are admitted to the University, this information will be carried forward to your formal student record which holds data in electronic and paper form on your personal details, academic and administrative history and on relevant financial transactions. Otherwise your application details will be archived and used only for internal statistical purposes.