

# Visiting and Exchange Application

**Surname**

**Given Name/s**

**Application N<sup>o</sup> (Office Use Only)**

Complete the form in full, sign digitally and return with supporting documents to [Inbound.SussexAbroad@sussex.ac.uk](mailto:Inbound.SussexAbroad@sussex.ac.uk)

## Home institution details

**Name of home institution**

**Subject area  
(Europe only)**

**Country**

## Period of intended study

**Autumn term**  
(September to December)

**Full year**  
(September to June)

**Spring/summer term**  
(January to June)

## Personal details

**Gender**

Male      Female      Other

**Date of birth**

**Country of permanent residence**

**Country of birth**

**Country of citizenship/nationality**

**Residential street number and name**

**Email address (primary)**

**Email address (secondary)**

**City/town**

**State/province**

**Country**

**Post/zip code**

## Education and Qualifications

University, college or school at which you are currently registered (if you have attended previous colleges please list with dates)	Months attended		Degree programme for which you are registered (e.g. BA or BSc)	Major subjects (if applicable)	Expected month / actual month of graduation
	From	To			

### Current GPA or equivalent:

You must enclose an official transcript when submitting your application

Courses and training (not shown on transcript)	Months attended		Department	Course credit
	From	To		

English language qualification	Months attended		Score/grade	Other evidence
	From	To		

**Exceptions:** Students who are non-native English speakers and have studied at a university in a majority English-speaking country, for at least a year, are exempt from providing such evidence. If you are not sure whether you are exempt then please refer to the [list of exempt countries](#) or contact [Inbound.SussexAbroad@sussex.ac.uk](mailto:Inbound.SussexAbroad@sussex.ac.uk).

Students who are non-native English speakers must show evidence of their English language proficiency. Please note that admission is conditional on a satisfactory English language qualification. Learn more about our [entry requirements](#).

## Academic Reference (Visiting students only - not required for Exchange students)

Independent candidates at a non-partner university are required to provide a reference from their current academic tutor/advisor. The reference must describe your academic skills and your ability to study abroad. Recommendations from employers, high school tutors or friends are not acceptable.

Name of academic tutor

Position/title of academic tutor

In what capacity do you know your academic tutor?

## Scheme type and financial information

### Under which scheme will you be studying at the University of Sussex?

**Exchange:** You are studying at a university with whom the University of Sussex *has* a student exchange agreement.

**Visiting:** You are studying at a university with whom the University of Sussex *does not have* a student exchange agreement.

### (VISITING ONLY)

If you selected 'Visiting' above, who will pay your University of Sussex tuition fees?

**Yourself**

**Your home university**

**Go Overseas code (if applicable)**

## Choosing your modules

**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 no longer be offered.
- Read the [advisory information](#) 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 period you intend to study at Sussex. Autumn teaching means that the module is only taught in the autumn semester; spring teaching means it is only taught in the spring semester. Autumn and spring teaching means the module is taught over two semesters, i.e. 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 semester.
- **Level 3 = year 0 (sub-degree); Level 4 = year 1; Level 5 = year 2; Level 6 = year 3 (final year)**
- You are generally expected to take 60 credits per semester and 120 credits for the full year (minimum of 90 and maximum of 150). A minimum of 45 credits and a maximum of 75 credits may be taken in one semester.

**Autumn semester at Sussex (enter Autumn modules)**

List 6 modules in order of preference

Title of module	Module code	Level (4,5,6)	Credit	Subject area as per Study Abroad site	Office Use Only
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**Spring semester at Sussex (enter Spring modules)**

List 6 modules in order of preference

Title of module	Module code	Level (4,5,6)	Credit	Subject area as per Study Abroad site	Office Use Only
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**Special comments**

Please use this space if you have any special module requirements or combinations and how you meet pre-requisites.

**Are you a 'Gap' semester or IISMA applicant?**

'Gap' semester

IISMA

Neither

**Office Use Only - Academic Advisor Decision**

Unconditional Offer

Conditional Offer

Unsuccessful

Conditions (as applicable)

## Document enclosure checklist

Transcript enclosed

Transcript to be provided

English language test certificate enclosed

English language test certificate to be provided

Passport enclosed

Passport to be provided

Reference enclosed  
(visiting students only)

## Home university advisor contact details

Please provide details below of the person/s at your home university who is the primary contact for your study abroad experience.

Study Abroad Office contact name

Study Abroad Office contact email

Academic advisor contact name

Academic advisor contact email

## Student declaration

I certify that the information given in this application is correct and completed; 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.

I understand that I am expected to take a full credit load at the University (120 Sussex credits for one year, 60 for one semester), and may take a lower (minimum 45 Sussex credits) or higher (maximum 75) credit load per terms with permission from my home university.

I understand that my personal data will be processed by the University in accordance with Data Protection legislation and the University's Data Protection Policy, and that my personal data may be processed and shared for the following purposes:

- The information I provide on this application form will be used by the University to consider my admission to the programme and to set up a record for me, which may be in electronic or written form;
- Details of my application, any academic reference and the University's decision about my application may be shared with my home institution;
- If admitted to the University, details relating to my academic progress will be provided to my home institution and / or funding body including my academic results during and at the completion of my programme, as well as any award;
- Any serious academic or behavioural issues may be notified to my home institution and / or funding body. This could include academic problems such as repeated non-attendance, failure to submit assessments or academic misconduct, as well as any student disciplinary matters;
- In the event of a serious welfare emergency, such as physical or mental illness, or an accident, the University may inform my home institution and / or any emergency contacts such as my parents or guardians.

Further information about the University's processing of personal data is set out in our [Privacy Notice](#).

## Signature (digital) and date

# Support for disability, impairment or other medical conditions

## Support for disability, impairment or other medical conditions

The University has a team of specialist advisors who work with students who require support due to their disability, ongoing medical condition, ongoing mental health condition, Autism Spectrum Conditions and specific learning differences (e.g. Dyslexia, Dyspraxia, AD(H)D).

If you are a student with one or more of these long term conditions, you can directly contact us for advice and information. We may be able to arrange reasonable adjustments to support you while you are at university.

You can find out more at:

[www.sussex.ac.uk/disability](http://www.sussex.ac.uk/disability) or by emailing [disabilitysupport@sussex.ac.uk](mailto:disabilitysupport@sussex.ac.uk)

Information about the University's processing of personal data is set out in our [Privacy Notice](#).