

## Summer 2019 at Regent's Application Guide Study Abroad/ Exchange students



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Dear Student,

Thank you for choosing Regent's University London for your study abroad experience.

The International Partnerships Office (IPO) is the main point of contact of all aspects of Study Abroad at Regent's. The Inbound team are the members of the IPO who assist with the incoming Study Abroad students from across the globe, and will be managing your applications.

At Regent's, we take a personal approach to our students and are dedicated to making your stay with us a memorable one. If you have any questions or concerns, you can always count on us to support you and help you with your queries, as we have a wealth of experience in making your study abroad experience enjoyable.

To confirm your place on the programme, please send the required application documentation electronically to [ipo@regents.ac.uk](mailto:ipo@regents.ac.uk) by the following deadline:

**8<sup>th</sup> March 2019**

This guide will help you to complete your application to the Regent's University London Inbound study abroad programme. Please read through this guide thoroughly.

It also explains the process once your application is received by the IPO team.

It is essential that your application reaches us by the deadline specified above. This allows sufficient time for you to make necessary arrangements and for your documents to be processed.

If you have any questions regarding your application or require further information, please visit [regents.ac.uk/inbound](http://regents.ac.uk/inbound) or email us at [ipo@regents.ac.uk](mailto:ipo@regents.ac.uk)

We look forward to welcoming you to Regent's University London!

Kind regards,

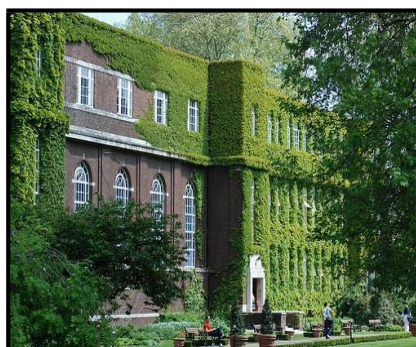
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## 1. APPLICATION DEADLINES AND CHECKLISTS

### Deadlines

- 8<sup>th</sup> March 2019

### Application Checklist

-  Online Application form including Module Choice form
-  A copy of your official academic university transcript
-  A clear JPEG portrait photo for your student ID card
-  A copy of your passport (where your personal details and photo appear) and/or your EU/EEA National Identity Card

The supporting documents must be uploaded to your online application form – or can be emailed to [ipo@regents.ac.uk](mailto:ipo@regents.ac.uk)

You must send all required documents listed below. Your application will not be processed if your application pack is incomplete.

## 2. APPLICATION INSTRUCTION

### ***Application form***

This document requests your personal details. It can be downloaded from our [website](#).

You can start filling in the form and return to it at a later stage, provided you use exactly the same computer. Remember that you will also need to attach the supporting documents to the form.

### ***Important notes for the application form:***

- Give your full name as it appears on your passport/national ID card
- Provide a valid email address which you use regularly, and which you will have access to during holidays and after arrival in London. We mainly communicate to you via email and it is important that we can reach you
- **Indicate if you require a visa and the type you wish to apply for. Visa information can be found in the Visa Information for Non-EU/EEA Nationals section of this guide. It is YOUR responsibility that you comply with immigration regulations**
- Disclose any disabilities that you may have. You will be contacted by the disability officer to put in place any requirements you may have during your stay at the University. Further information is available here: [www.regents.ac.uk/disability](http://www.regents.ac.uk/disability)
- The application form also includes the module choice form – please ensure that this is completed with your final approved module choices.



### ***JPEG photo***

This photo will be used to produce your Regent's identity card. As your ID card will be part of your identification while in London, it is important that the photo:

- Shows your portrait and you facing the camera
- Is in high resolution and clear
- Is saved in JPEG format

### ***Transcript/Record of Achievement***

Send us your most recent transcript/ record of achievement detailing the modules and results you have taken at your home institution. You will be able to get this from your registry, or ask your International Office for advice. Send us a scanned copy only; we do not need originals by post.

### ***Copy of your passport/national ID card***

Provide a scan of your passport (photo page, personal details like name, date of birth etc.) or your national ID card (if you are an EU/EEA citizen). If you currently do not have a valid document or it is going to become invalid within the next year, indicate this accordingly on your application form.

## **3. CHOOSING MODULES**

### **Module choices (included in the online application form)**

It is necessary to select the modules you intend to study at Regent's before your arrival. You select the courses from a list on the online [application form](#).

Before you choose your modules and submit the online application form:

- Read the module description/syllabus carefully (available on the module catalogues)
- Check if you meet the pre-requisites for the course (if applicable)
- Check with your home institution (academic advisor and/or international office) if you will be given credit for the course
- Your choices must be approved by an academic advisor or the international office at your home institution. You are responsible for ensuring your classes are approved.

**You may register for a maximum of 2 modules during the Summer period.**

The choices indicated on the application form are considered your final choices. No further amendments will be accepted (unless there is an exceptional academic reason)

You are likely to receive your individual class timetable during the Induction Day, and that timetables will not be available in advance.

#### 4. VISA INFORMATION

All non-EU/EEA students will need entry clearance in order to study in the UK. The information below gives you some understanding of current rules and Regent's administrative processes to help you obtain a visa.

For information on applying for a visa, please see the [UKVI](#) website. If you are unable to find the information you need, email us at [ipo@regents.ac.uk](mailto:ipo@regents.ac.uk) and we will try to assist you.

**As a student, you are responsible for ensuring that you apply for the correct visa and that you comply with the latest rules and regulations. It is your responsibility to inform yourself in good time about necessary documents and steps needed to undertake for the application.**

If you are not a UK, EU or EEA citizen, you will require a visa to study in the UK. If you are unsure whether or not you need a visa, please check here: <https://www.gov.uk/check-uk-visa>.

A wealth of information about visas and immigration can be found on the [UK Home Office website](#), please take some time to familiarise yourself with what will be required for you to study in the UK.

##### Short-term study visa

This is the visa the vast majority of incoming study abroad/exchange students use for attending the Summer programmes at Regent's. [Short-term study visas](#) give you the permission to enter the UK for a maximum of six months. You will not be able to extend your stay in the UK and it will not be possible for you to change from Short-term study visa to "Tier 4 (General) Student" while in the UK. You will not be allowed to do any work (paid nor unpaid).

To enter the UK with a Short-term study visa, all you require from Regent's is your acceptance letter. You may be asked to present additional supporting documentation, for example, a bank statement. However, visa regulations change frequently and it is your responsibility to check you have the required documentation. Please check details on the website for [Short-term study visas](#) before applying.

Visa-nationals will need to apply in advance for their Short-term study visa before entering the UK. If you are unsure whether or not you need a visa, ensure to check [here](#).

**\*\*Non-EU students participating in the Fashion Programme with Internship will need to apply for a Tier 4 visa. Please note that if you enter the UK on a short-term study visa you will not be entitled to undertake this programme.**

##### Important

Please note that this information is correct at the time of publication and are guidelines only. Direct any immigration related enquiries to the Home Office website. If you are unable to find the information you need, email us on [ipo@regents.ac.uk](mailto:ipo@regents.ac.uk) and we will endeavor to assist you.

## 5. ENGLISH LANGUAGE REQUIREMENTS

Students are admitted to Regent's on the assumption that they have an adequate level of English. Ask your home institution if they require you to take an English test as part of the study abroad/exchange/Erasmus selection process.

You should feel comfortable communicating in English in order to study successfully and to fully enjoy your stay abroad. Experience has shown that students' English level should be at least that of B2 in the Common European Framework of Reference for Languages (CEFR) which equals IELTS 6.5.

As mentioned in the Visa section, students who need a TIER 4 visa to study in the UK must also meet the strict requirements set by the Home Office. Please visit the Home Office website for information on TIER 4 visas: [www.gov.uk/tier-4-general-visa](http://www.gov.uk/tier-4-general-visa). You will need to send us proof of your proficiency before we can issue a CAS for the TIER 4 visa application.

## 6. CONFIRMATION OF ACCEPTANCE

### Acceptance

- Once the Inbound team has received your complete application pack, you will receive, electronically, an official acceptance letter and a pre-arrival guide.
- Please note this will be emailed approximately two weeks after the application deadline
- Please reply to the acceptance letter email, confirming if you will be accepting your place at Regents
- The acceptance letter will include your Regent's Student ID number – please include this in correspondence with the University
- Approximately one month before arrival, you will receive an email requiring you to complete online enrolment, which must be done before your arrival at Regent's.
- All you require from Regent's is the emailed acceptance letter. **Please print this letter and bring it with you when you travel as you may be asked to show it to border officials.**

## 7. FEES

### 6 WEEKS SUMMER PROGRAMME

Fee per course: £1,700\*

Students are permitted to take a maximum of two courses during the Summer.

There is an advance deposit of £500 for all applicants which is non-refundable but deductible from the fee stated above.

## FASHION PROGRAMME WITH INTERNSHIP

Programme Fee: £7200\*

For further information please visit our [website](#).

*Discounts are available for students applying from within our partnership network. Please contact the [Inbound Team](#) for further information.*

\*Please note that each fashion course will incur an additional charge of £150 to cover mandatory resources i.e. fashion exhibitions, fashion events, photography shoots, and course materials.

### Accommodation fees

Regent's University London offers limited availability in on-campus housing. When capacity is exceeded, students will be housed off-campus at applicable rates. The quoted prices are for the duration of the summer programme.

Single room on campus	£2,200
Twin room on campus (sharing)	£1,800
Triple room on campus (sharing)	£1,600

## 8. ACCOMMODATION



All students on the Summer 2019 at Regent's are likely to be staying in Reid Hall, the student residence hall on campus. Full details of types of rooms and services offered can be found on our website:

[www.regents.ac.uk/accommodation](http://www.regents.ac.uk/accommodation)



Ensure you fill in the “Housing Application” section as part of the online application form. The information provided here is given to the Accommodation Officer who will allocate a room for you. In case you cancel your attendance to the summer programme, please note that the full housing fees remain liable until and unless the space is re-sold. The later a cancellation is made the less likely you are to receive a refund.

Housing is available on-campus in [Reid Hall](#) on a first come first served basis. The number of rooms available is limited.

You may be offered off-campus housing at different rates in case there is no more availability on-campus. We will endeavor to house you on-campus or centrally in London but please note that we may not be able to do so. If this is the case we will let you know as soon as possible so that you can arrange for accommodation privately.



## Meal credit

If you live on-campus, your accommodation fee will include a specific amount for meals and drinks (not including alcohol). The amount is held by Regent's and accessed by you using your Regent's ID card. For any purchases from Regent's food outlets, the value is deducted from the card. When you have used up the allocated amount, your "meal allowance" will have finished. You can go as fast or as slowly as you like. We issue it in instalments so we can warn you if you are going too fast but it is up to you to budget and make sure the allowance lasts you the term. Any unused meal allowance is not refundable or carried over to the next term.

Note that cash and/or credit/debit cards can be used for food/drinks in Regent's outlets in the event that you do run out or if you live off campus. The Refectory is open for breakfast, lunch and dinner, Monday to Friday, and all day for coffee, snacks etc. On the weekend it is opened for a limited service and may be closed for public holidays.

## 9. ACADEMIC CALENDAR

### Summer programme: 6 weeks

Suggested Arrival Date (Check-in day for students staying in Reid Hall)	Sunday 19 <sup>th</sup> May
Orientation Day (attendance is compulsory from 9.00)	Monday 20 <sup>th</sup> May
First day of classes	Tuesday 21 <sup>st</sup> May
Last day of classes	Friday 28 <sup>th</sup> June
Check-out day for students staying in university-managed housing	Saturday 29 <sup>th</sup> June

### Fashion with Internship programme: 12 weeks

Suggested Arrival Date (Check-in day for students staying in Reid Hall)	Sunday 19 <sup>th</sup> May
Orientation Day (attendance is compulsory from 9.00)	Monday 20 <sup>th</sup> May
First day of classes	Tuesday 21 <sup>st</sup> May
Last day of classes	Friday 09 <sup>th</sup> August
Check-out day for students staying in university-managed housing	Saturday 10 <sup>th</sup> August

## 10. LOCATION

Our main campus in Regent's Park and our specialist facilities in Marylebone (Paddington St and Garbutt Place) are a short 10-minute walk from each other. Both are located in Zone 1 in central London and are well placed for travel around London, as well as nationally and internationally. Visit our [website](#) to see exactly where we are located. The International Partnerships Office (IPO) is located on the Regent's Park campus.

## 11. CONTACT INFORMATION

If you have any questions regarding your application or study period abroad at Regent's, please contact the Inbound Team:

### Contact Details

Inbound Team  
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T +44 (0)20 7487 7727  
+44 (0)20 3075 6245

E [ipo@regents.ac.uk](mailto:ipo@regents.ac.uk)

**We're looking forward to welcoming you to Regent's!**

