



Study Abroad and Exchange
Programme

Application Guide

2020-21



Future Students & Partnerships, Regent's University London

Inner Circle, Regent's Park, London NW1 4NS, UK

Tel: +44 (0)20 7487 7727/ +44 (0)20 3075 6245

Email: studyabroad@regents.ac.uk

CONTENTS

Application timeline	<u>3</u>
Application instructions:	<u>4-15</u>
• Login or Create a New Account	<u>4</u>
• Online application checklist	<u>5</u>
• Personal details	<u>6</u>
• Contact details	<u>7</u>
• Agent details	<u>8</u>
• Home institution	<u>9</u>
• Qualifications and Experience	<u>10</u>
• Residency & Nationality	<u>11</u>
• Modules selection	<u>12-13</u>
• Accommodation	<u>14</u>
• Submission and Print preview	<u>15</u>
Contact Information	<u>16</u>

APPLICATION TIMELINE

BEFORE YOUR APPLICATION

- Speak with your study abroad advisor/ international office about gaining approval to apply for study abroad
- Your home university or agent must formally nominate you to study abroad at Regent's. If you are an independent free-mover, this step is not required
- Once we approve your nomination, you will receive an email with the link to submit your application online

SUBMIT YOUR APPLICATION

- Create your online profile and submit your online application
- You will receive your offer letter electronically within 4 weeks of submitting your application, provided all documents have been received by the deadline
- You should accept your offer by the deadline indicated in your offer letter. To accept an unconditional offer, you must check that all information is correct, read and accept the Terms and Conditions in the [IPO Privacy notice](#) and agree to comply with the University's Academic Regulations. If your home university is not paying on your behalf, you may also be required to pay a £1000 non-refundable deposit
- After you've accepted your offer, you will receive a copy of your Acceptance letter electronically. This can be used to apply for a short-term visa or to show at the UK border to obtain a short-visa stamp in your passport
- Tier 4 visa students only (non-EU/EEA students studying for more than 6 months) – we will be in touch to request the [necessary documents](#) in order to issue your CAS letter

SUBMIT YOUR HOUSING APPLICATION

- Submit your housing application. More information is available in the [accommodation page](#)

BEFORE YOUR ARRIVAL

- You will receive an email requesting a JPEG headshot of yourself so we can create your ID card
- Approximately 6 weeks before the start of term, you will receive an email asking you to complete your online enrolment
- Approximately 2 weeks before the start of term, your home university will receive a copy of your provisional timetable
- Approximately 2 weeks before the start of term, you will receive the orientation week timetable
- You should be in London to attend Regent's Induction week. More information about dates can be found in our [academic calendar](#)

APPLICATION INSTRUCTIONS

LOG IN or CREATE NEW ACCOUNT

Logged In:

Please log in using your email address and password below. If you have not applied to us using the online application form before please select New account.

Log in

Email address

Password

[Forgot your password?](#) [Login](#)

Create an account

[New account](#)

You will need to create a new account if you have never created one before.

New User Details

Title

Given names as in passport

Surname/Family name as per passport*

Date of Birth

Login Details

* Email address

* Confirm email address

Password*

Confirm password*

[Cancel](#) [Proceed](#)

PLEASE NOTE:

Given names – Only enter your first and middle names (no Surnames)

Surname/ Family name – Only enter your surnames

COMPLETE YOUR APPLICATION

Your Application

Print / Preview 

Icon Guide

Please complete as many fields as possible to assist with processing your application



This page has not been started



Outstanding information required for mandatory fields



All mandatory information has been provided

*Denotes a mandatory field

Checklist

Below are the sections of the form that you will be required to complete. Click any section heading to go directly there or click the button below.

[Start Application](#)



Personal Details



Contact Details



Agent Details



Home Institution



Qualifications



Experience



Residency and Nationality



Module Selection



Accommodation



Submission

- Please type all details into the fields
- Fields marked with an asterisk (*) are required and the form cannot be submitted until these have been completed
- You may save the online application at any time and return to it by simply logging back into your account.
- If any sections are not completed, you will notice a red 'x' on the left side of the menu; if completed, the sections will appear as a green tick mark



Outstanding
information



All
mandatory
information has
been provided

PERSONAL DETAILS

Personal Details

Please enter your personal details.

Title *	<input type="text"/>	<input type="button" value="v"/>
Given names as in passport	<input type="text"/>	<input data-bbox="1007 741 1023 763" type="button" value="?"/>
Second forename	<input type="text"/>	
Third forename	<input type="text"/>	
Surname/Family name as per passport *	<input type="text"/>	<input data-bbox="1007 999 1023 1021" type="button" value="?"/>
Date of birth *	<input type="text"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/> <input type="text"/> <input type="button" value="v"/>	
Known as	<input type="text"/>	<input data-bbox="1007 1211 1023 1234" type="button" value="?"/>
Previous surname	<input type="text"/>	<input data-bbox="1007 1290 1023 1312" type="button" value="?"/>
Gender *	<input type="text" value="— Please select an option —"/>	<input type="button" value="v"/>
Have you previously applied to or studied with us?	<input type="text" value="— Please select an option —"/>	<input type="button" value="v"/> <input data-bbox="1007 1447 1023 1469" type="button" value="?"/>

Protected Details

We are asking you to tell us more about your personal details. It will not affect Regent's view of your application.

Ethnic background *	<input type="text" value="— Please select an option —"/>	<input type="button" value="v"/>	<input data-bbox="1007 1749 1023 1771" type="button" value="?"/>
Please confirm if you have a disability *	<input type="text" value="— Please select an option —"/>	<input type="button" value="v"/>	<input data-bbox="1007 1827 1023 1850" type="button" value="?"/>

If you have a disability, please make sure you indicate this in the application form. You should also [contact our disability officer](#) who will assist you prior to your arrival at Regent's.

CONTACT DETAILS

Email Correspondence

It is important we have correct email address contacts for your application. If you would like to add an email address other than your personal email address please do so below. Please note that if you are using an agent the details of your agent should be added in the "Agent Details" tab.

Personal email address (not editable)	<input type="text"/>
Add contact email address? *	<div>--- Please select an option --- <input type="checkbox"/></div>

Friend/Family Permissions

If you would like to name a friend or family member as someone who can contact the University admissions team on your behalf to obtain an update on your application, please indicate this below.

Friend/Family Permission? *	<div>--- Please select an option --- <input type="checkbox"/></div>
------------------------------------	---

Home Address

Please provide your permanent residential address. **This must not be a temporary address** such as school housing. If you have another address and would prefer for us to contact you at that address as well, you have the opportunity to add a correspondence address in the next section.

Country *	<div>--- Please select an option --- <input type="checkbox"/></div>
Postcode *	<div><input type="text"/><input type="button" value="Lookup"/></div>
Address Line 1 *	<input type="text"/>
Address Line 2	<input type="text"/>
City *	<input type="text"/>
County / State / Province	<input type="text"/>
Telephone *	<input type="text"/>
Mobile	<input type="text"/>

Correspondence Address

If you have another address and would prefer for us to contact you at that address as well, please enter it below. For example, your address while studying in school or university.

Do you want to add a correspondence address?	<div>--- Please select an option --- <input type="checkbox"/></div>
---	---

X015wRJA5ddk5QcrFhLXMo...

AGENT DETAILS

- If you applied via a partner institution or independently, click 'No'.

Agent Details

Please indicate if you are being represented by an agent or if you are an agent applying on behalf of a student.

**Are you represented
by an Agent? ***

No



- If you applied via an agent, click 'Yes'.

You will also need to indicate the name of your agent by using the drop-down menu. If your agent is not listed, please select 'Other agent not listed' and manually enter the Agent's details.

Agent Details

Please indicate if you are being represented by an agent or if you are an agent applying on behalf of a student.

**Are you represented
by an Agent? ***

Yes



Please select your agent using the dropdown below. **If your Agent/Agency is not listed, please select "Other" and fill in the additional details.** This will ensure that your application is linked to the correct agent, and that all email correspondence is sent to the agent email as well as the applicant's personal email address.

Please note that by naming a designated agent you will be giving them full access to all data relating to your application including the ability to provide or amend information on your behalf.

**Do you consent to
the below agent
having access to your
personal data and
other information? ***

— Please select an option —



Agent *

— Please select an option —



HOME INSTITUTION

- If you are applying via one of [Regent's partner institutions](#), please select the name of your home institution from the drop-down menu.
- If you are applying as an independent free-mover and your home institution is not listed, please select 'Other not listed' and manually enter your home university's details. If you are not enrolled in a university course, please indicate the name of your latest institution (university, high school, etc.).

Home Institution Study Details

Please enter the details relating to your current degree.

If your home institution is not listed, please select "Other" and fill in the additional details

Home institution *

Select an Option ▼

**Title of Home
Degree/Major ***

**Which term/year of
your studies will you
spend at Regent's
University London? ***

--- Please select an option --- ▼

**Do you consent to
your home
institution having
access to your
personal data and
other information? ***

--- Please select an option --- ▼

QUALIFICATIONS

- Upload a copy of your official academic transcript/s* using the 'Upload Transcript' button. For documents not issued in English we will require both the original and an official English translation. **You can only upload one document so please make sure you create one unique file including all transcripts.**

* We do not need original copies to be sent by post. If you are currently not enrolled in any degree, please upload copies of your high school transcript and diploma; if you are applying for our Postgraduate program, we will require your undergraduate transcript and bachelor certificate as well as your current Master's transcript (if applicable).

- If English is not your first language, you will be asked to upload a copy of your English Language Certificate. If you are staying for 1 term only, you can skip this step.

Home Institution Transcript

Please upload your most recent transcript from your home institution.

Documents

Please upload your transcript *

Upload Transcript

English Language Qualifications

There are no strict requirements for English language proficiency for study abroad students at Regent's, but 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 equates to an IELTS 6.5 score.

However, there is a very strict requirement for students who need a Tier 4 visa to study in the UK, set up by the UK Home Office. Please visit the Home Office website for information on Tier 4 visas: www.gov.uk/tier-4-general-visa. You will need to send us proof of your proficiency before we can issue a CAS for your Tier 4 visa application.

Is English your first language? *

--- Please select an option ---

Have you completed an English Language qualification? *

--- Please select an option ---

EXPERIENCE

You will be required to complete this step only if you are a free-mover applying independently or via an agent.

Personal Statement

Please submit a 500-700 word personal statement outlining the reasons for applying to your chosen course at Regent's and how you feel you will benefit from the course of study. Questions that may help you write a satisfactory statement include:

- Why do you want to study your chosen programme?
- Why do you want to study here at Regent's University London?
- How will it benefit you and your future goals?
- What contributions do you feel you can make to campus life?

Do you have a personal statement to upload?*

--- Please select an option ---

RESIDENCY AND NATIONALITY

- If you don't have a passport yet, please upload a copy of a valid proof of ID. You can send us a copy of your passport at a later stage.
- Please note that we can only issue a CAS number to apply for a Tier-4 visa to students staying for 2 terms (more than 6 months). If you are staying for 1 term only, you should indicate 'No' in the last question "Do you require a Tier 4 visa to study in the UK?".

Nationality

Legal nationality*

Dual nationality

Please upload the
photo ID page of
your passport *

Residency

Please select your country of permanent residence. This may be different from your current correspondence address. It should reflect the country in which you are ordinarily resident, not a country you are living in for temporary purposes, such as work or study

Country of residence*

Country of birth*

UK Immigration

There are two types of student visa:

- The **Short-term study visa** is for students on a full-time course lasting for a maximum of 6 months
- The **Tier 4 (General) student visa** is for students on a full-time course lasting longer than 6 months

To check what kind of visa you need, please visit the **UKVI website**.

Before you can make your Tier 4 visa application, you must have a **Confirmation of Acceptance of Studies** (CAS) statement from Regent's University London.

If you have been offered a place at the University, or you are already a student, you can contact our advisers on **CAS@regents.ac.uk**.

EU/EEA nationals do not require a visa to enter and study in the UK.

Non-visa national must not use e-Gates to enter the UK for Short-Term Study and must obtain the right short-term visa stamp in their passport.

Do you require a Tier 4 visa to study in the UK? *

MODULES SELECTION

- It is essential to select the modules you intend to study at Regent's before your arrival, as your application will not be processed without this information.
- To choose your modules, please refer to the module lists, as well as to the module syllabi via the Drop Box links at the bottom of each school page in the module lists.
- Your choices must be approved by an academic advisor or the international office at your home institution before making your selection. You are responsible for ensuring your classes are approved.
- Make sure that you meet the pre-requisites needed/ demonstrate prior knowledge for certain modules as stated in the syllabi.
- It is important that you select the correct number of ECTS required for your first term (maximum 30 ECTS). You should speak with your home university to check how many you are required to complete during your time abroad.

Regent's Credit points		
60 UK credits	30 ECTS	Suggested US credits: 15

- Use the drop-down menu to select the modules that you would like to take in order of preference.
- The choices indicated on the online application form are considered your final choices. No further amendments will be accepted unless requested in writing by your home university.
- Please note the level of the module you are choosing, which is indicated by the 4th character in the module code. For example, POL301 is Level 3, ENL403 is Level 4, ENT5A5 is Level 5 and BUS6A2 is Level 6.
- It is strongly recommended that you consider the level of the modules you are applying for and aim for your current academic level. For example, if you are a first-year student at your home institution, it would not be advisable to select Year 3 modules.

Level 3	Foundation
Level 4	Year 1
Level 5	Year 2
Level 6	Year 3

Avoiding timetable clashes:

- Due to the timetabling system at Regent's, some classes may clash (that means they run at the same time), while other classes are run according to demand. For this reason, it is **very** important that you give us alternative modules.
- The more modules you choose across programmes, subject areas and at different levels, **the more likely a clash becomes**. It is best to choose modules from one subject area or from the same level, e.g. level 4, Liberal Studies.
- You can choose core or elective modules. Core modules are likely to run every term, but elective modules only run subject to demand.
- Please choose up to ten modules in order of preference. We aim to allocate all students their first choices, up to the number of ECTS needed. Where this is not possible, we will allocate you to the remaining modules in order of preference.

Modules Selection Guidance

- You are required to review module descriptions with your home institution. All module choices, including alternative choices, must be pre-approved by your home institution. No changes to module choices are allowed once submitted.
- We advise to take no more than 20 or 25 ECTS per term. The maximum credit load for 1 term is 30 ECTS. Your home institution will determine the required number of ECTS for your study abroad programme at Regent's. 6 ECTS = 12 Regent's credits.
- We are unable to confirm which modules you will be taking until your arrival at Regent's during the Orientation period.
- Please note modules are subject to change and / or cancellation.
- Please note the level of the module you are choosing, which is indicated by the 4th character in a module code. For example, ENL403 is Level 4, ENT5A5 is level 5, and BUS6A2 is Level 6. Level 3 is equivalent to Foundation, or Year 0 (for US - Freshmen); Level 4 is equivalent to Year 1 (for US - Freshmen/Sophomore); Level 5 - Year 2 (for US - Sophomore/Junior; Level 6 - Year 3 (final year) (US - Senior); Level 7 modules are for postgraduate students (Master's level).
- Is it strongly recommended that you aim for your current academic level when choosing your modules at Regent's. For example, if you are a Year 1 student at your home institution, we would strongly advise to select level 5 modules at Regent's.
- Please choose up to 10 choice modules, listed in order of preference. We aim to allocate all students their first choice modules, up to the number of ECTS required. Where this is not possible, we will allocate you to the remaining modules in order of preference.

To make your choices, please see the list of **postgraduate Study Abroad modules** available on our website.

**Number of ECTS
required for your
first term ***

--- Please select an option --- 

Preferred modules

Select module

Select an Option 

Add Module

Modules Selection Acknowledgements

- I have reviewed the content of each selected module and confirmed that I meet the pre-requisites (if necessary).
- I am aware that once my Module Choice selection has been submitted to Regent's University London, I cannot make any changes to my module choices.
- I have checked with my home institution that I am taking required number of modules / credits while abroad.
- All my selected modules have been pre-approved by my home institution.
- I am aware that it is my home institution and not Regent's University London which decides how academic credits earned at Regent's are transferred back to my programme at my home institution.
- I understand that modules run subject to demand and that the course offering in any given term may change. In very few instances it may be possible that a module is canceled at the last minute.

**I accept the above
conditions to my
module selections ***

--- Please select an option --- 

05wRIA5ddk5QcrFhLXMo...

ACCOMMODATION

Accommodation Details

Please use this section to indicate if you would be interested in staying in accommodation provided by Regent's University London or our partners

Interested in
accommodation
provided by
Regent's? *

--- Please select an option ---



Regent's offers on-campus accommodation in Reid Hall residence. You can choose your preferred room type (single, twin, triple) when submitting your housing application. Housing applications can only be submitted after you receive your unique student ID number in your offer letter.

Please note that single room availability is limited: if you want to stay in a single room, you are highly encouraged to submit your application or [contact the accommodation office](#) as soon as possible.


If you are staying in on-campus accommodation, a meal allowance is included in the accommodation cost, and is issued on your student ID card. This provides a fixed level of credit that can be used to buy any item of food or non-alcoholic drink from the food outlets on campus on a declining debit system. You can top credit up at your own cost.

The meal plan does not guarantee three meals a day: it is your responsibility to make the budget last. Unspent amounts cannot be carried over to the next term and cannot be refunded.

Detailed information is available on the [accommodation website](#). For any questions, you can contact our accommodation team on accommodation@regents.ac.uk



SUBMISSION

Once all fields are complete and marked with a green tick mark  , you can submit your application.

Marketing Data

How did you find out about the course? *

--- Please select an option ---



Your Uploaded Documents

You have not uploaded any documents

Declaration and Data Protection

In order to proceed, you must read and accept the Data Protection and Declaration Statements.

To find out how we use your data, click [here](#) for the IPO privacy notice.

[Read Agreements](#)

☐ I have read, understood and agree to the above statements*

Finally

You will not be able to change your application once you have submitted it. You will receive an auto-acknowledgement email confirming the submission of your application.

If you have issues with submitting this form please contact studyabroad@regents.ac.uk for assistance.

[Submit](#)

PRINT/PREVIEW

You can use this to review your information and to print/save a copy of your application.

[Print / Preview](#)



CONTACT INFORMATION

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

Study Abroad and Exchange Team (Inbound)
Future Students & Partnerships
Regent's University London
Inner Circle, Regent's Park London NW1 4NS
United Kingdom
T +44 (0)20 7487 7727
E: studyabroad@regents.ac.uk

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

