



Application Overview

Study Abroad/Exchange/Erasmus Applicants

1. Steps to completing the online application to the University of Leeds

Step 1.1	<p>Approval</p> <ul style="list-style-type: none"> ○ Obtain approval from your home university to study at Leeds via the Study Abroad/ Exchange programme. ○ If you are applying from one of our partner institutions you will need to ensure that you have been awarded one of your home university's reserved exchange places.
Step 1.2	<p>Language Requirements</p> <ul style="list-style-type: none"> ○ Check whether you meet the English Language requirements or whether you will need to apply to a Pre-Sessional English Language course. ○ A document outlining the language requirements can be downloaded from: http://www.leeds.ac.uk/studyabroad/incomers/downloads.htm
Step 1.3	<p>Module Selection (www.leeds.ac.uk/qmeu/studyabroad.htm)</p> <ul style="list-style-type: none"> ○ Study Abroad & Exchange students applying to Leeds must select a programme of study (i.e. modules/ classes) during the online application process. ○ Before you start the online application process it is advisable that you have read the 'Module Availability Guidance Notes' and have looked at the module catalogue in some detail so you know which semester modules are taught in and at what level. ○ Students at the University of Leeds study 60 credits per semester and you may choose modules taught by more than one school if you wish, although you may not choose modules from more than four different schools. ○ Erasmus students are required to take the majority of their modules within their parent school (this is the school your home university has its Erasmus link with). ○ The more schools you take modules in, the more chance there will be of timetable clashes.
Step 1.4	<p>Complete and submit the online application form available from:</p> <ul style="list-style-type: none"> ○ www.leeds.ac.uk/studyabroad/incomers/apply.htm

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	<ul style="list-style-type: none">○ Full guidance notes are available at: www.leeds.ac.uk/incomers/downloads.htm○ After you have submitted your application you will receive an email notification.
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2. Send supporting documentation to the University of Leeds

Step 2.1	What's Next? <ul style="list-style-type: none">○ Refer to the 'What's Next' page which is shown as soon as the application form has been submitted
Step 2.2	Supporting Documents Required <ol style="list-style-type: none">1. The signed application summary (available to print from the 'What's Next' web page) – this must be signed by both you and a representative from your home institution.2. An official transcript of records from your home University, including translations to English if necessary.3. A copy of any English Language certificates indicated by you on the online application form (if relevant).4. Students applying to music (performance modules), studio art studio design modules are required to submit an additional portfolio on CD. This should include several pieces of recent work which will enable the academic staff at the University of Leeds do enroll you on your chosen modules or advise more suitable modules for you to take.
Step 2.3	Send <u>all</u> supporting documents to: The Study Abroad Office University of Leeds Woodhouse Lane Leeds LS2 9JT UK Scanned copies can be sent to: studyabroad@leeds.ac.uk . Originals should be sent to the above address.

3. Tracking your application to the University of Leeds

Step 3.1	<ul style="list-style-type: none">○ You are able to track your application status by logging in to the application system with the details provided to you on the email notification.○ Login to the application system at: www.leeds.ac.uk/studyabroad/incomers/apply.htm○ Further information about tracking your application can be downloaded at: www.leeds.ac.uk/studyabroad/incomers/downloads.htm
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4. Confirmation of your acceptance to the University of Leeds & Application for Accommodation

Step 4.1	Acceptance to the Study Abroad Programme <ul style="list-style-type: none">○ Applicants who meet our basic criteria (e.g. academic and language requirements) will be sent an offer letter accepting you to the Study Abroad Programme at the University of Leeds. This initial offer letter is normally suitable for VISA purposes (if necessary).
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	<ul style="list-style-type: none">○ This letter is sent to you within two weeks of the Study Abroad Office receiving your supporting documents. An email will also be sent to you on the same day. This acceptance does not guarantee that you have been accepted on to your chosen modules.○ Offer letters are sent together with a pre-arrival guide, your accommodation guide, term dates and a schools & departments contact list○ If you have applied to; take music or studio based modules (i.e. you have submitted a portfolio), undertake research or a clinical placement your application will be sent to the relevant academic school or department for approval before you are sent an offer letter.
Step 4.2	<p>Applying for Accommodation</p> <ul style="list-style-type: none">○ The offer letter and email (referred to in step 4.1) will include your University of Leeds ID number. This number (and your date of birth) will give you access to the online Accommodation application form.○ The Accommodation Office website can be accessed at: http://www.leeds.ac.uk/accommodation/○ The online application for university accommodation can be accessed at: www.leeds.ac.uk/accommodation/apply.html

5. Confirmation of your Programme of Study

Step 5.1	<ul style="list-style-type: none">○ Shortly after your supporting documents have been received by the Study Abroad Office your complete application will be sent to the academic schools and departments where you have chosen modules, research or a clinical placement.○ As soon as schools have made a decision on all modules the Study Abroad Office will confirm your Programme of Study by email. If you are required to select additional or drop modules you will be notified at this stage. Please be patient as module confirmation can take a number of weeks.○ Students who apply to Leeds before May (for September start) won't have their programme of study confirmed until a few weeks after the Module Catalogue is available for the following year (normally early May). If you are required to amend your module choices due to modules being changed from year to year you will be contacted by email in early May.
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6. Instructions about how to register as a University of Leeds student

Step 6.1	<p>Welcome and Online Registration Pack</p> <ul style="list-style-type: none">● Study Abroad and exchange students are expected to register online prior to arrival. This process will enable you to start using the online facilities available to Leeds students and you will also be able to collect your student card as soon as you arrive in Leeds.● Before you arrive at Leeds you will be sent a Welcome and Registration Pack with further information about your arrival and how to register online. Registration packs are sent to students in early August for September start and November for January start.
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