

# Admissions Process for Incoming Study Abroad and Exchange Students

## 1. Receipt of Applications

- The Study Abroad Office receives an online application and supporting documents from prospective study abroad and exchange students.
- The Study Abroad Office checks through each student's supporting documents, ensuring they meet our standard entry criteria and language requirements, and that they have the support of their home university.

## 2. Initial Acceptance

- An initial acceptance letter is sent out to students who meet our general requirements.
- This letter accepts the student onto the University of Leeds Study Abroad Programme but **does not** accept them onto any particular modules.
- The acceptance pack includes a letter and certificate of acceptance, which can be used for immigration purposes, and also an accommodation brochure, Life at Leeds brochure, Pre-Departure Handbook, Important Dates flier, and also a list of departmental study abroad contacts, to be used for specific academic enquiries.

## 3. Programme of Study Confirmation

### I. Applications are Sent to Schools

- Students' applications are scanned and sent by email to the relevant study abroad contacts in departments. An application will be sent as a single PDF file and includes a Departmental Decision Sheet, a Transcript, and possibly an English Language Certificate.
- We suggest that school coordinators save these files into a specified folder straight away, in order to be able to delete the large file from their outlook inbox.
- The Study Abroad Coordinator should then check through the applicant's supporting documents, and consider whether they can be accepted for the modules they have applied for in their department.
- The Study Abroad Coordinator should print the Departmental Decision Sheet and mark on whether a student has been accepted or rejected for each module based in their department. If the student has been rejected, please include a comment explaining why. If a module is unavailable but there is a suitable alternative, note this on the sheet.
- A copy of the decision sheet should then be passed to the module enrolment contact, if this is a different person to the incoming admissions contact. See below for module enrolment details.

### II. Returning Applications to the Study Abroad Office

- Send a copy of the decision sheet to the Study Abroad Office. This can be done either by scanning and emailing to [saoadmissions@leeds.ac.uk](mailto:saoadmissions@leeds.ac.uk), or by internal mail.

- The Study Abroad Office will wait for decisions from all schools that a student has applied to before confirming the full programme of study with the student, so it is important that applications are returned as quickly as possible.
- When the Study Abroad Office has decision sheets back from all schools, they will check the number of credits the student has been accepted for:
  - **60 credits per semester** – we will confirm the programme of study with the student by email.
  - **More than 60 credits per semester** – we will confirm with the student which modules they have been accepted for, and ask them to drop as many credits as necessary. When they have responded, we will inform the relevant school which module they have decided to drop, and this can be deleted from their banner record.
  - **Less than 60 credits per semester** – we will confirm with the student which modules they have been accepted for (if any) and ask them to select new modules, bearing in mind any comments on their decision sheets. When the student replies with new modules, we will send these to schools as above, and the process will begin again.

#### 4. Module Enrolment

- If the Study Abroad Coordinator who makes the decision on the student's acceptance is not the same person that deals with module enrolment, then a copy of the decision sheet must be passed on to the school's module enrolment contact.
- We receive quite a few student applications for September start before it is possible to enrol students in modules for the next academic year. If the module enrolment contact receives decision sheets before it is possible to enrol students, the best process is to file all the decision sheets together, and set a reminder in their outlook calendar to enrol these students in May, or whenever enrolment becomes possible.
- If at all possible, students should be enrolled on modules as soon as the decision sheet is completed to ensure space is available.
- At the latest, students should be enrolled on any modules they have been accepted for by the time online registration becomes available to them (usually beginning of August or December). This will save a lot of work, as students are advised not to complete registration until all their accepted modules show on their student portal record. If all their modules do not show at this point, students are advised to contact schools directly to resolve the situation.
- For more information on the Banner processes involved, see the 'Module Enrolment and registration' download available on the staff pages of the study abroad website:  
<http://www.leeds.ac.uk/studyabroad/staff.htm>