

APPLICATION FORM

Incoming Study Abroad / Exchange



Welcome to the Study Abroad and Exchange Programme at the University of Stirling! Please ensure that you complete your application in as much detail as possible. While completing, please refer to the Guide/Instructions provided below. If you have any problems completing the application please do not hesitate to contact the Study Abroad Team at study-abroad@stir.ac.uk or +44 1786 467224 (from outside the UK) or contact our U.S. partner CCIS at studyabroad@brookdalecc.edu or 732-224-2799 and it will be a pleasure to assist you.

1. Identification Details

Please complete this section in BLOCK CAPITALS and refer to the Guide/Instructions provided below

Surname/Family name (As appears on passport)		Title (Mr/Mrs/Miss/Ms/Mx)	
Forenames (As appears on passport)			
Known as		Sex (male/female)	
Date of birth (DD/MM/YYYY)		Gender	
Nationality (Country that issued passport)		*Ethnicity (please refer to section 1 of Guide below)	
Passport Number	Issue Date (DD/MM/YYYY)	Expiry Date (DD/MM/YYYY)	
Second Nationality (if applicable)			
Permanent Home Address		Address for correspondence <u>or</u> name and address of agent/study abroad provider	
		College Consortium for International Studies c/o International Education Center Brookdale Community College 765 Newman Springs Road, MAC 114 Lincroft, New Jersey	
Postcode		Postcode 07738 - USA	
*Email		*Email studyabroad@brookdalecc.edu	
Telephone:		Telephone: 732-224-2799	
Dates at corresponding address	From: N/A	To: N/A	

2. Education

Home university/college/school

Current year/level of study at the start of the 2018 academic year (eg 2nd year / sophomore)

Your degree programme/major at your home university/college/school

3. Further Information

*(Please see Guide/Instructions below)

*Disabilities/Additional Support Needs

Please indicate any disabilities, special needs, arrangements or facilities you may require during your studies at the University of Stirling, using codes where possible.

Code

Other

*Criminal Convictions

Do you have any criminal convictions?

Yes ☐ No ☐

If 'Yes' please detail:

4. English Language Proficiency

*(Please see Guide/Instructions below)

Is English your first language?

Yes ☐ No ☐

If 'No', please give details of English language qualifications you hold or intend to take below:

Name of test (eg IELTS):

Grade/result:

Date awarded/to be awarded:

Other evidence of proficiency (eg prior study in English):

5. Module Selection

Please indicate which modules from the Study Abroad Course Catalogue you would like to take.

- A full time course load is three modules per semester. You must study three full modules every semester (60 SCQF credits, equivalent to 30 ECTS credits).
- Students who are not in their first/freshman year are only permitted to take one semester 1 module in the autumn semester. (eg HISU9S1; FMSU9M1; MGTU9S1)
- As availability can be limited in certain modules, students should select three preferred and three reserve modules
- Students will automatically be assigned reserve modules if their preferred modules are not available or are fully subscribed
- The more information you can provide about prior study, the better our academic advisers can match you to appropriate modules.

The Study Abroad Course Catalogue is available online at: <https://www.stir.ac.uk/study-abroad-exchanges/module-information/>

AUTUMN SEMESTER (SEPT-DEC) MODULE CODE <i>Example: HISU9S1</i>	MODULE TITLE <i>Scotland in Pre-Modern Europe</i>	LEVEL 8
1		
2		
3		
Reserve 1		
Reserve 2		
Reserve 3		
SPRING SEMESTER (JAN-MAY) MODULE CODE	MODULE TITLE	LEVEL
1		
2		
3		
Reserve 1		
Reserve 2		
Reserve 3		

6. Academic Transcript

Please include the appropriate contact name and additional information required for your academic transcripts to be posted once your study abroad period is completed.

Contact: Janice M. Thomas

Address:
International Education Center
Brookdale Community College
765 Newman Springs Road, MAC 114
Lincroft, New Jersey

Postcode: 07738 - USA

Email: studyabroad@brookdalecc.edu

Telephone: 732-224-2799

7. Applicant's Signature

Please sign and date below:

Applicant's Signature: _____

Date: _____

8. Application Checklist (Please see Guide/Instructions below)

Please ensure that before you submit your application pack it includes the following:

- ☐ Completed Application Form, including module choices
- ☐ Copy of your academic transcript, which must be in English. Students applying as first semester freshmen should include their SAT/ACT scores and a copy of their high school transcript.
- ☐ A suitable academic reference or recommendation that attests to your ability to study and participate in an international learning environment.
- ☐ (non-native English speakers only) printed evidence of English language competence
- ☐ Copy of your current passport photo page, showing your passport number

9. Submitting Your Application

1. Please send the completed application and required supporting documents by email to studyabroad@brookdalecc.edu. The deadlines for applications to be received by CCIS/Brookdale are March 15 for autumn and full year students, and October 1 for spring students. Late applications may be considered, but please check with studyabroad@brookdalecc.edu before submitting a late application.

2. When we receive your completed set of application materials, we will ask academic advisers to approve your module choices.
3. Following this review, we will send you a decision letter. If you are offered admission you will receive an Offer Letter, which includes a listing of modules for which you have been pre-approved, and an Acceptance Form, which should be signed and returned to the Study Abroad Office by email. Please note that if you have applied through a study abroad provider or agent, you may be asked to return your Acceptance Form to the provider instead of directly to the University of Stirling.
4. Your admission will not be confirmed until the Study Abroad Office has received your signed Acceptance Form.
5. Further details about accommodation will be emailed to students following their acceptance.

10. Academic Conditions for Admission

Applicants from universities in the USA and Canada should have a GPA of 3.0 or above. Special circumstances may be taken into consideration if your GPA is slightly below this. Applicants from other countries should have good pass grades equivalent to ECTS level 'B' or top 35% for courses taken, particularly in degree subjects.

Applicants should note that all students, at the time of their admission to the University, are required to be sufficiently fluent in the English Language to be able to derive maximum benefit from course modules taught in that language.

11. Information for Students – Room and Board

Room and Board Costs 2018/9

Please visit www.stir.ac.uk/campus-life/accommodation/visitingstudents/ for the most up to date information. Study Abroad and exchange students usually have a choice of two on campus and one off campus residence when applying for university housing. Students apply for accommodation online and instructions about how to go this will be sent to students in our Study Abroad Handbook after they have been offered admission to the University and returned acceptance of that offer.

Accommodation options and room and board costs are normally confirmed on the website in March each year.

We make our best efforts to reserve university housing for all incoming study abroad and exchange students who apply by the published deadline (mid-August for autumn/year students; mid-December for spring students). However we are unable to guarantee on campus accommodation. Off campus university operated accommodation is a short bus ride from the university campus, and students receive discounted bus tickets.

We recommend that you apply for accommodation at the earliest possible opportunity.

Standard Length of Accommodation Rental Agreements

Students studying at the University of Stirling for the full academic year will receive a 38-week accommodation rental agreement (September – June).

Students studying for the autumn semester only will receive an 18-week accommodation rental agreement (September – January).

Students studying for the spring semester only will receive a 20-week accommodation rental agreement (January – June).

Exact dates are updated in March each year and will be confirmed on the accommodation website.

Non-university accommodation – payment of council tax

Students may either choose to live in non-university accommodation or may be unable to secure university accommodation because of space limitations or late applications. In these cases it is important to note that students on one semester programmes will be liable to pay council tax to the local authority. Students who are studying at the University of Stirling for the full year will qualify for a council tax exemption. The amount of council tax is determined by the type of property and the others residing in that property. For more information, please refer to this website: <https://www.stir.ac.uk/campus-life/accommodation/renting-privately/>

Board

All university accommodation is self-catering, but a range of catering options are available which provide choices for students who may wish to use campus catering almost all of the time, or for those who may use catering services to a more limited extent. Students who are on year-long programmes should note that their accommodation contracts will cover the winter break period, but foot and other estimates are not intended to cover vacation breaks.

Estimated food costs assuming self-catering	Full year	Semester
	£1,700	£850

Information for Students – Important Visa Information

If you are coming to the University of Stirling for more than six months and you hold citizenship from a country outside of the European Economic Area or Switzerland, you will need to apply for a Tier 4 (General) Student Visa. If your application for study abroad is successful and you accept our offer of admission, our admissions office will issue you with a CAS (Confirmation of Acceptance for Studies). You will need a CAS in order to apply for your Tier 4 (General) Student Visa.

The University of Stirling will not normally issue a CAS for students who are coming for less than six months (ie students studying for one semester only). These students are advised to enter the UK as a 'Student Visitor'. Depending on your nationality, you may need to apply for entry clearance from your nearest British Embassy before travelling to the UK. Please read more about this here:

<https://www.stir.ac.uk/welcome/international/visa-information/studyingforlessthansixmonths/>
<https://www.gov.uk/study-visit-visa>

Information for Students – Semester Dates and Examinations

Semester dates

Please refer to the University of Stirling website at <https://www.stir.ac.uk/registry/studentinformation/semesterdates/> for current and future semester dates.

There is a mid-semester reading week in both the autumn and spring semesters when there is no teaching. Students are not required to move out of their university accommodation during these breaks.

Study abroad students can move into their accommodation on the Saturday prior to the start date of each semester. This is the recommended arrival date. Orientation activities for new students begin on the Sunday prior to the start date of each semester. A first week schedule is finalised and provided to students nearer to the start of the semester <https://www.stir.ac.uk/welcome/>.

Examinations

It is likely that one or all of your modules will have a final exam. The exam timetable is not finalised until after the mid-semester reading week each semester. For this reason, we recommend that students book their return flight on or after the final date of the semester. Final exams cannot be rescheduled to accommodate students' travel plans and no special arrangements can be made for study abroad and exchange students.

Application Guide/Instructions

The Data Protection Act 1998 and your privacy

The University processes for educational purposes the personal information which you provide on your application form. By giving this information you consent to all such personal information being made available for official purposes to academic and support staff of the University. Except where disclosure is required by law, or where you have separately agreed to disclosure to organisations providing you with financial support, such information will be kept confidential within the University. You will be asked to sign a statement to this effect as and when you enrol at the University.

Section 1. *Ethnicity

Please insert the applicable code from the table below onto the Application Form. Please note that the University uses this information to monitor application rates and equal opportunities only, not for admission purposes. It is confidential and protected from misuse.

White		Mixed		Black or Black British		Asian or Asian British	
British	11	White & Black Caribbean	41	Caribbean	21	Indian	31
Irish	12	White & Black African	42	African	22	Pakistani	32
Other White	19	White & Asian	43	Other Black	29	Bangladeshi	33
		Other Mixed Background	49			Chinese	34
		Other Ethnic	80			Other Asian	39
		Information Refused	98				

***Email address**

Please ensure that you provide a valid email address as we rely heavily on email to communicate with students throughout the application process.

Section 3. *Disabilities/Additional Support Needs

The University of Stirling actively provides support for a range of disabilities through our Accessibility and Inclusion Service: <http://www.stir.ac.uk/student-support/accessibility-&-inclusion-service>

Please insert the application code from the table below onto the Application Form and provide further information on Section 3 of the Application Form. By completing this section you will be put in contact with our Accessibility and Inclusion Service to establish the support required to enable you to study effectively at the University of Stirling.

Dyslexia	G	Mental health difficulties	F
Blind/partially sighted	C	Unseen disability (eg diabetes, epilepsy)	E

Deaf/hearing impairment	D	Multiple disabilities	J
Wheelchair user/mobility difficulties	H	Other disability	I
Social/communication impairment	B	No disability	A

*Criminal Convictions

Please note that you must check the 'Yes' box if you have a conviction, not including:

- A motoring offence that you received a fine or similar penalty for; or
- A spent sentence (as defined by the UK Rehabilitation of Offenders Act 1974), except for certain courses (please contact the Study Abroad Office for more details)

If you have not been convicted of a criminal offence, you must check the 'No' box.

If you check the 'Yes' box, we will ask you to send more details.

If you are not sure whether to tell us about a previous conviction, you should get more advice from your local Citizens Advice Bureau or probation service, or from NACRO (National Association for the Care and Settlement of Offenders). You can also contact a solicitor, but may have to pay for legal advice.

Please note that we will not be able to process this form unless either the 'Yes' or 'No' box is checked and that this may delay your application. If you are convicted of a criminal offence after you have applied you must inform the University.

Section 4. English Language Proficiency

Please note that it is necessary, for students whose first language is not English, to demonstrate a measure of English-language ability by having passed one of a list of recognised tests and examinations. One of the following qualifications will be acceptable. For students on certain recognised exchange programmes, there may be an inter-university agreement for the recognition of a student's English language ability which may mean that admission is possible without the student having to sit or hold one of the following tests. In this case, a student's academic reference would have to attest to their ability to attend classes and complete assignments in English. Students should check with their study abroad co-ordinator, where applicable.

Please refer to the table below for a list of the most commonly accepted examinations and our minimum pass levels:

EXAMINATION	MINIMUM PASS LEVEL
IELTS (Academic & General Training)	A minimum overall IELTS score of 6.0 (with at least 5.5 in each skill)
TOEFL	A minimum overall TOEFL score of 80 (with at least 17 in each skill)
Cambridge Certificate in Advanced English	Grade C

For a full list of English Language Examinations:

<http://www.stir.ac.uk/study-in-the-uk/entry-requirements/english/>

Study Abroad admission would normally fall under 'Undergraduate Courses'.