INSTRUCTIONS FOR COMPLETING HOST UNIVERSITY APPLICATIONS

United Kingdom

UCEAP cannot guarantee placement at any one university. Our ability to honor your preferences is limited by appropriateness of academic program, space availability, student demand, impacted major departments, etc.

Read these instructions before completing host university application forms:

1. Complete the host university application forms noted below for:

   Your **top choice** of U.K. host university (except Imperial College London, University of Bristol, University of Glasgow, University of Edinburgh, University of Leeds, University of Manchester, and University of York).

   The exceptions noted above are online applications. You will be notified if you need to submit an online application.

2. Look over the Sample Forms before completing the applications. Many fields are difficult to understand or complete without referring to the Sample Forms.

3. You will submit the application forms and supplemental materials to your Campus EAP Office along with your UCEAP application. Do not mail items to the host university.

4. Course choices must be made from the host university's course listing or catalog, and/or from the MyEAP Course Catalog. Before you select your courses, visit the EAP Course Opportunities page to review the host university's current online catalog or course listing and also see which courses are restricted for international students. Not all courses are offered every term. Do not choose courses from a University of California catalog. The word "module" means the same as "course" and "class." The word "unit" means the same as "credit."

5. Do not write the names of your other host university choices if the form has a field for this information. Your UCEAP application is sent to only one university at a time.

6. Forms are updated as they become available. Use whatever version appears here.

7. Do not staple anything. Documents will be rearranged and photocopies may be made.

8. **Application Fee:** Do not submit an application fee.

9. **Transcripts:** Already included with your UCEAP application.

10. **Statement of Purpose:** Already included with your UCEAP application.

11. **Letters of Recommendation:** Already included with your UCEAP application. You do not need to submit three letters, even if it is listed as a requirement.

12. **Art Studio Applicants:** Submit a vinyl sleeve of approximately one dozen slides of your art work or other type of portfolio (such as a CD).

13. **Online Applications:** Some universities are moving towards 100% electronic student files and are requiring online applications plus uploaded supplemental materials. Be sure to keep a copy of your official transcript(s), personal statement, letters of recommendation, and passport in case you will need to upload the copies.
England

Imperial College London

- Do not complete the online Imperial College Application Form until you have been notified by EAP that your application will be referred to Imperial College.

- After you have been notified to complete an online application:
  - See the Online Application Instructions for detailed instructions on how to fill out the form. You do not need to upload the “Nomination” form because you are already nominated by UCEAP. Instead, see #13 above. You do need to upload a “learning agreement” and a “course/projects” but there are not any forms for these two items. Create two separate Word documents: (1) on the “learning agreement” sheet list the courses you plan to take at Imperial College and (2) on the “course/projects” sheet list the courses you are currently taking at UC and the courses you plan to take at UC after your return. EAP students MAY enroll in Year 1 courses regardless of any conflicting instructions for the application form.

University of Bristol

(A full load is 120 credits for the year and 60 credits for the semester)

- Do not complete the Bristol online Application until you have been notified by EAP that your application will be referred to Bristol.

- After you have been notified to complete an online application:
  - Complete the form and submit it electronically to Bristol. After the electronic submission, a confirmation will appear. Regardless of the instructions on the confirmation, the only signature required is your own. Print, sign, and submit the confirmation to the UCEAP Systemwide Office.
  - Sample Form
  - See the Study Abroad Application Checklist for additional items you need to complete and submit
  - Visa Request Form (ONLY required for short-term students)
  - Sample Visa Request Form

University of East Anglia

(A full load is 120 credits for the year and 60 credits for the semester)

- Application Form: Semester applicants write their semester and year in the “Intended Period” field.

- Sample Form

- Guidance Notes for Study Abroad Applicants

University of Kent

(A full load is 120 credits for the year and 60 credits for the semester)

- Application Form: Semester applicants write their semester and year in the “Period of Study” field. Choose your courses carefully; it may not be possible to change them at a later time. For specific inquiries, contact Hazel Lander at h.lander@kent.ac.uk

- Sample Form

King’s College London

(A full load is 32 credits)

- Application Form

- Sample Form

University of Leeds

(A full load is 120 credits for the year and 60 credits for the semester)

- Do not complete the Leeds Online Application Form until you have been notified by EAP that your application will be referred to Leeds.

- After you have been notified to complete an online application:
  - Complete the form and submit it electronically to Leeds. For any applicable fields, remember you are a NON-fee paying study abroad/exchange student. See here for Leeds’ detailed instructions.
  - You must upload a copy of your passport information page and a scan of your college/university transcripts (official or unofficial with campus registrar stamp). Leeds must have at minimum an electronic file for you with these three items: application, passport, transcript. NO letters of recommendation and NO personal statement in the electronic file.

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- Students applying for art classes should upload a portfolio if possible – otherwise, submit a CD or similar portfolio with your EAP application.
- Students applying to foreign language courses must upload the “Foreign Language Questionnaire.”
- Disregard the “Description of the grading system at your home university.”
- After the electronic submission, a confirmation will appear. Regardless of the instructions on the confirmation, the only signature required is your own. Print, sign, and submit the confirmation to the UCEAP Systemwide Office.

**Sample Online Form**

University of London, Queen Mary
*(A full load is 8 credits)*
- Application Form
- Sample Form

University of Manchester
*(A full load is 120 credits for the year and 60 credits for the semester)*
- Do not complete the online University of Manchester Application Form until you have been notified by EAP that your application will be referred to the University of Manchester.
- Engineering and life sciences majors must email Sarah.E.Bloor@manchester.ac.uk for course listings in those departments that are open to EAP students.
- After you have been notified to complete an online application, refer to the following links to complete an application:
  - Online Application Form (Following this link will take you to a screen titled “Postgraduate Applicant Sign On.” You will subsequently see frequent reference to ‘postgraduates’ throughout the online form. PLEASE DO NOT WORRY, THIS IS THE CORRECT FORM.)
  - "How to Apply Online" guidance notes.
  - Sample Online Application Form
  - As part of the online application you must complete and upload the required supporting documentation:
    1. A Proposed Study Plan
    2. A Fall Assessment Approval Form: Only for fall semester students; note that early assessment is not always available for all courses.
    3. A photocopy of the ID page from your passport
    4. A passport-style photograph
    5. An official transcript (since you will submit this as an attachment, a copy of an official transcript is also acceptable)
    6. A Personal Statement (you can paste your EAP statement of purpose into the Manchester form and edit it to the 500 word maximum if necessary)

University of Sussex
*(A full load is 120 credits for the year and 60 credits for the semester.)*
- Application Form
- Sample Form

University of Warwick
*(A full load is 120 credits for the year; fall quarter students will receive approximately 40% of the credit listed for the full year, and spring two-quarter students will receive approximately 60% of the credit listed for the full year. All Year and Spring two-quarter students MUST choose courses that will go through to the end of the PROGRAM CALENDAR, i.e., courses plus papers/exams/etc., for the full two-quarter period called “Spring and Summer” terms.)*
- Application Form: Fall quarter students select the “Autumn Term” box only, and spring two-quarter students select the “Spring & Summer Terms” box only. Year students can look at courses in the MyEAP Course Catalog, but fall and spring students cannot use the MyEAP Course Catalog. Instead, fall and spring students MUST CHECK the Availability of Departments chart before selecting courses.
- Sample Form

University of York
*(A full load is 120 credits for the year; spring two-quarter students will receive approximately 60% of the credit listed for the full year.)*

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year. All Year and Spring two-quarter students MUST choose courses that will go through to the end of the PROGRAM CALENDAR, i.e., courses plus papers/exams/etc., for the full two-quarter period called “Spring and Summer” terms.

- Do not complete the online University of York Application Form until you have been notified by EAP that your application will be referred to the University of York.

- After you have been notified to complete an online application:
  - Online Application Form. Read the instructions and scroll down to the bottom to start the online application form. Note: You MUST select the appropriate term before you begin your application.
  - Sample Form. Print out the sample (approximately 22 screens) and refer to it as you complete the online application.
  - Do not complete the online Accommodation request until you have been notified by York that you have been accepted and have been e-mailed a York university ID and password. At that time, complete and submit the form electronically to York (only if you want to reserve on-campus housing).

Scotland

University of Edinburgh
(A full load is 120 credits for the year and 60 credits for the semester)

- Do not complete the online Edinburgh Online Application Form until you have been notified by EAP that your application will be referred to Edinburgh.

- After you have been notified to complete an online application:
  - Complete the form and submit it electronically to Edinburgh.
  - When completing the “Course Selection” section, note that some courses have two codes: S V or V V. Choose S V for year courses and V V for semester courses. Do not worry if you choose the wrong codes. You will be able to correct them during registration after arrival.
  - Regardless of Edinburgh’s online instructions, you do not need to upload copies of your supporting information (an official transcript, an academic reference, or personal statement). Instead, see #13 above.
  - Science and Engineering students must enroll in a minimum of 40 Edinburgh credits, which is 16 UC units, of courses from the College of Science and Engineering. If you wish to take courses from another college (e.g., Humanities and Social Sciences), you must do this as units above the required 40 credits in the College of Science and Engineering.

- Do not complete the Edinburgh online Accommodation Form until you have been notified by EAP that your application will be referred to Edinburgh. At that time, complete and submit the form electronically to Edinburgh (only if you want to reserve on-campus housing).

University of Glasgow
(A full load is 120 credits for the year and 60 credits for the semester)

- Do not complete the Glasgow online application form until you have been notified by EAP that your application will be referred to Glasgow.

  Application Form (not available until September): Fall semester students select the “Semester 1” box. If you are interested in honors-level courses in English literature, film and television, theater, or politics, you must indicate this interest on your application. If you are interested in the Glasgow School of Art Program see link below, and then indicate this interest on your application.

  The Glasgow School of Art Studio Art Program for Study Abroad Students (SASAP): Use this link to see the studio art course offerings that are available to EAP students (Photography, Life Drawing & Painting, and Figurative Sculpture). Note that the 250 GBP per course is a LAB FEE which you are responsible to pay directly to the Glasgow School of Art after arrival. For EAP purposes, the courses will be processed exactly the same as your other courses on EAP.

  Bagpipes: History & Repertoire At the National Piping Center: Use this link to see the bagpiping course offerings that are available to EAP students. Note that any fees resulting from participation in the piping classes would be separate from your EAP fees. For EAP purposes, the courses will be processed exactly the same as your other courses on EAP.

University of St. Andrews
(A full load is 120 credits for the year and 60 credits for the semester)

- Application Form
- Sample Form