INSTRUCTIONS FOR COMPLETING HOST UNIVERSITY APPLICATIONS

England

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.

► You may or may not need to add a host university application plus supplemental materials to your UCEAP application. It depends upon (a) your first choice of host university and (b) whether or not that host university has an online or hard copy application.
► Read Section 1, then check the TABLE in Section 2. The TABLE shows which applications are online and which are hard copy, as well as what supplemental documents are required with each one.
► See Section 3 for host university application forms and sample application forms.

Section 1: Instructions

(1) Do NOT complete an online application until you are instructed to do so by UCEAP via email.

(2) Keep scanned copies of everything you submit to your campus EAP office. You may need to upload some of these documents in a host university online application later.

(3) Look over the appropriate Sample Form before completing an application. Many fields are difficult to understand or complete without referring to the Sample Form.

(4) Your nationality refers to the country issuing your passport (ex: United States) - it does not refer to your ethnicity.

(5) Course choices must be made from the host university’s own course listing or catalog. Do not choose courses from a University of California catalog. Before you select your courses:
   (a) Go to the UCEAP Programs page for the English Universities Program
   (b) Click on the Courses & Credit tab
   (c) Choose an individual host institution link
   (d) Choose the host institution online catalog link
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. The word “module” means the same as “course” and “class.” The word “unit” means the same as “credit.”

(6) 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.

(7) Forms are updated as they become available. Use whatever version appears here.

(8) Do not staple anything. Documents will be rearranged and photocopies may be made.

(9) Application Fee: Do not submit an application fee.

(10) Letter(s) of Recommendation: If required, letters must be academic references from professor or TA and should NOT mention the name of a host university or city. Letters should be on letterhead and have a signature.

(11) Personal Statement: If required, personal statement should NOT mention the name of a host university or city.

(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) Non-US Citizens: You may be required by the host university to submit an English Language Certificate (no more than 2 years old, showing your English language level of B2 or above). The UKBA is no longer accepting ETS tests (TOEFL) as evidence of English language ability. You should take a test with an alternative provider from this official list: https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests.

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Section 2: TABLE

<table>
<thead>
<tr>
<th>If your first choice is:</th>
<th>Host University Application</th>
<th>Official Transcript(s)</th>
<th>Personal Statement</th>
<th>Letter(s) of Recommendation</th>
<th>Passport Photocopy</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bristol</td>
<td>Online: Submit to host university when instructed by UCEAP</td>
<td>Submit with UCEAP application; do not submit with online host university application</td>
<td>Not required</td>
<td>One letter may be required later, if GPA is 2.85-3.2</td>
<td>Submit with UCEAP application, and with online host university application</td>
<td>If GPA is below 3.2, write explanation of GPA and submit with online host university application</td>
</tr>
<tr>
<td>East Anglia</td>
<td>Online: Submit to host university when instructed by UCEAP</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td>Submit with UCEAP application (300 words), and write in “Personal Statement” field in online host university application if required</td>
<td>Not required for UCEAP students</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td></td>
</tr>
<tr>
<td>Imperial</td>
<td>Online: Submit to host university when instructed by UCEAP</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td>Upload in online host university application</td>
<td>Upload one letter in online host university application</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td>You do not need to upload the Nomination form. Instead upload a piece of paper saying “UCEAP Student”</td>
</tr>
<tr>
<td>Kent</td>
<td>Online: Submit to host university when instructed by UCEAP</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td>Write in “Reasons for study” field in online host university application</td>
<td>If GPA is 2.95-2.99, submit one letter with UCEAP application, and upload in online host university application</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td></td>
</tr>
<tr>
<td>King's College</td>
<td>Online: Submit to host university when instructed by UCEAP</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td>Respond to prompts in the “Personal Statement” section of the online host university application</td>
<td>Upload one letter in online host university application</td>
<td>Submit with UCEAP application, and enter information in online host university application</td>
<td></td>
</tr>
<tr>
<td>London</td>
<td>Online: Submit to host university when instructed by UCEAP</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td>Write in “Personal Statement” field in online host university application</td>
<td>If GPA is 2.85-2.99, submit one letter with UCEAP application; do not upload in online host university application</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td></td>
</tr>
<tr>
<td>Manchester</td>
<td>Online: Submit to host university when instructed by UCEAP</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td>Write in “Personal Statement” form and upload in online host university application</td>
<td>Not required for UCEAP students</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td>ONLY UCB, UCI, UCR BUSINESS MAJORS See Section 3</td>
</tr>
<tr>
<td>Queen Mary</td>
<td>Hardcopy: Submit with UCEAP application</td>
<td>Submit with UCEAP application</td>
<td>Not required</td>
<td>Submit one letter with UCEAP application</td>
<td>Submit with UCEAP application</td>
<td></td>
</tr>
<tr>
<td>Royal Holloway</td>
<td>Online: Submit to host university when instructed by UCEAP</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td>Write in “Supporting Statement” field in online host university application</td>
<td>TBD</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td></td>
</tr>
<tr>
<td>Sussex</td>
<td>Hardcopy: Submit with UCEAP application</td>
<td>Submit with UCEAP application</td>
<td>Submit with UCEAP application</td>
<td>Submit one letter with UCEAP application</td>
<td>Submit with UCEAP application</td>
<td></td>
</tr>
<tr>
<td>University College</td>
<td>Hardcopy: Submit with UCEAP application</td>
<td>Submit with UCEAP application</td>
<td>Submit with UCEAP application</td>
<td>Submit one letter with UCEAP application</td>
<td>Submit with UCEAP application</td>
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</tbody>
</table>

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Section 3: Host University-Specific Instructions

(A full load is 120 credits for the year and 60 credits for the semester, with the exception of Imperial College London and Royal Holloway, University of London.)

Imperial College London

- Imperial College Application Form
- 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.
  - EAP will email you a nomination letter at the time you are instructed to complete the Imperial application. Upload this nomination letter in the appropriate section of the Imperial application.
  - You must 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

- University of Bristol Application Form
- 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.
  - See the [Sample Form](#) and the [Study Abroad Application Checklist](#) for additional items you need to complete and submit.

University of East Anglia

- University of East Anglia Application Form
  - See the [Online Application Guidance Notes](#) for an overview of the application.
  - Under the Fee Status section, select “You are studying outside Europe and applying through an exchange partner institution”
  - Under the Educational Representative Details section, enter Senior Program Officer Monika Kraska as your Educational Representative:
    - Monika Kraska
    - Senior Program Officer
    - EAP London Study Centre
    - +44 (0)20 7079 0562
    - mkraska@sc.eap.ucop.edu

University of Kent

- University of Kent Application Form
- EAP Application Guidance

King’s College London

- King’s College London Application Form
- After you have been notified to complete an online application:
  - UCEAP participants will apply as Study Abroad Exchange students.
  - See the [Sample Online Application Form](#) and the [King’s College London Application Guidance Notes](#)
- Level 4 modules are open to all, level 5 modules require some academic background (usually 3-4+ modules in that subject) and level 6 modules are open to students majoring in that subject only. Some departments do require more background for level 4 modules, such as Math, Informatics, Physics, and Music.

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University of Leeds
- University of Leeds Application Form
- Application Guidance for EAP Students

University of London, Queen Mary
- Queen Mary Application Form
- Sample Form

University of Manchester

**UCEAP Application:** UCB, UCI, UCR BUSINESS MAJORS: If you wish to take courses at the Manchester Business School, you must write “Manchester Business School” on the UCEAP application, under the Institution Preference tab in the first comment box.

The Manchester Business School is not open to UCEAP students from other campuses due to prior arrangements between business schools.

**University of Manchester application instructions:**
- University of Manchester Application Form
- Application Guidance for EAP Students
- After you have been notified to complete an online application:
  - Follow the above application form link. It 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.**
  - Be careful to complete the first section of the application correctly:
    - In the “Academic Career” field, you must select “Undergraduate,” NOT “Postgraduate Taught.”
    - In the “Program Description” field, you must select “University-Wide Exchange Student,” NOT “Study Abroad (fee-paying).”
  - Manchester’s “How to Apply Online” guidance notes
  - 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)
  - Engineering and life sciences majors must e-mail Sarah.E.Bloor@manchester.ac.uk for course listings in those departments that are open to EAP students.

**Royal Holloway, University of London** (for 2015-2016)
*A full load is 2.5 course units for the year and 1.5 course units for the semester.*
- Royal Holloway Application Form

**University of Sussex**
- University of Sussex Application Form
- Sample Form

**University College London**
- University College London Application Form
  - In question 12, you must write the UCL department to which you will apply; this will be your “base department.” You must select your base department from the below departments; you may not select a department not listed. See [here](#) for further information.
    - Archaeology, Anthropology, Economics, Geography, History, and “Arts and Sciences (BASc) program.”
  - You must take 50% of your units (usually two of four courses, per semester) in your base department.
    - Students choosing BASc as the base department must choose courses from BASc’s core and/or elective modules.
  - You may select the other 50% of your units from other departments. However, be aware that course access is only guaranteed in your base department.
  - If you must take courses in two of the base departments open to EAP students (e.g. geography and history), you should list both as base departments in question 12.
University of Warwick

(Fall quarter students will receive approximately 40% of the credit listed for the full year. All Year students MUST choose courses that will go through to the end of the UCEAP PROGRAM CALENDAR, i.e., courses plus papers/exams/etc., for the full Fall one-quarter plus Spring two-quarter period called “Spring and Summer.”)

- University of Warwick Application Form
  - All EAP participants are overseas exchange students; this is coded as both “EXo” and “D-UEOS.” EAP students are NOT Erasmus or visiting students.
  - Year students may refer to courses in the MyEAP Course Catalog; fall students should not use the MyEAP Course Catalog. Instead, fall students MUST CHECK the Availability of Departments chart before selecting courses.
  - Enter Senior Program Officer Monika Kraska as your home university coordinator.
    
    Monika Kraska
    Senior Program Officer
    EAP London Study Centre
    +44 (0)20 7079 0562
    mkraska@sc.eap.ucop.edu
  
  - Note that it is currently NOT possible to save your application; it must be completed at one time.