Application for admission as a Visiting or Exchange Student 2014-15

Do not use this form if you are applying under the Erasmus scheme

Please note: to apply for the Junior Year Abroad (for students from Japan), you need to download the application form from the JYA Japan website www.sussex.ac.uk/jyajapan

1. Personal details (please write name and address clearly)

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<tr>
<th>Surname / family name</th>
<th>Other or given names (as they appear on your passport)</th>
<th>Date of birth</th>
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<td>Day Month Year</td>
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Male / Female

Country of permanent residence

Country of birth

Citizenship / nationality

Passport
If you are a non-EU national you must submit a copy of your passport with the application form.

Permanent home address

Address for correspondence (if different to home address)

Valid dates from day month year to day month year

Telephone (with area code)

Telephone (with area code)

Mobile/cell phone

Mobile/cell phone

Email

Email

2. Period of study required

The academic year consists of two teaching terms (see dates below). Please tick (☑) the relevant box(es) below to indicate the period that you wish to study at Sussex. If you are due to graduate in summer 2015, we recommend that you attend for the autumn term only as the grades for assessments taken in the summer term are not available until late July.

☑ Autumn term (22 September – 12 December 2014) ☑ Full academic year (22 September 2014 – 12 June 2015)

☐ Spring/summer terms (19 January – 12 June 2015)
### 3. Teaching dates and assessment periods

**Teaching autumn term**
22 September to 12 December 2014
Please note that for students staying for autumn term only there may be an assessment period for a week after the end of the autumn term.

**Mid-year assessment period (all full year students must attend)**
5 January to 16 January 2015

**Teaching spring term**
19 January to 17 April 2015

**Year-end assessment period (all full year and spring/summer students must attend)**
11 May to 12 June 2015

### 4. Education and qualifications

<table>
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<tr>
<th>University or college attended</th>
<th>Dates attended</th>
<th>Degree programme for which registered e.g. BA or BSc</th>
<th>Major subject(s) (if applicable)</th>
<th>Expected date of graduation</th>
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**Current cumulative grade average or equivalent:**

**Academic record:** Applicants must submit a certified transcript in English of their academic record to date. Please tick as appropriate:

- [ ] My transcript is enclosed
- [ ] I have arranged for my transcript to be forwarded by my college authorities

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<th>Courses currently being taken</th>
<th>Department</th>
<th>Course credit</th>
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<td>Course name and description</td>
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Please give details of courses you are taking which are not shown on your transcript.
English language

Students who are non-native English speakers must show evidence of their English language proficiency and provide results of any examinations taken. Please note that admission is conditional on a satisfactory English language qualification, such as IELTS or TOEFL. Please check further details on requirements on the following web page: http://www.sussex.ac.uk/study/sabroad/guide/applying

A copy of your test results must be submitted with your application.

Exceptions: students who are non-native English speakers and have studied at a university in a majority English speaking country, such as the USA or Australia, for at least a year, are exempt from providing such evidence. If you are not sure whether you are exempt then please email Sussex Abroad on sussexabroad@sussex.ac.uk

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<tr>
<th>Examination title</th>
<th>Date</th>
<th>Score / grade</th>
<th>Other evidence</th>
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Academic reference: Please arrange for an academic tutor from your home university/college with knowledge of your academic ability and potential to provide in confidence his or her evaluation of your application for study abroad at the University of Sussex. The reference should be enclosed with the application form or sent direct to the University by the referee.

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<tr>
<th>Name and position of academic referee</th>
<th>In what capacity do you know this person?</th>
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5. Finances

Tuition fees: Who will provide your fees? (Tick (✓) appropriate box(es) below)

- Myself
- Part of exchange agreement
- Other (Please give details below)

Living expenses: Who will provide your living expenses? (Tick (✓) appropriate box(es) below)

- Myself
- Part of exchange agreement
- Other (Please give details below)
6. Sussex module application

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<th>Surname / family name (please complete this section)</th>
<th>Other or given name (first name and middle initial)</th>
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<th>Address for correspondence (from page 1) (please complete this section)</th>
<th>Home university / college</th>
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<th>Email address:</th>
<th>Name of person at Sussex (if any) with whom you have been in contact in connection with this application</th>
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Global Studies Programme for Junior Year Abroad for North American Students

This is a special programme for fee paying students from North American institutions only (this programme is not open to Exchange students) and can be taken for a whole academic year or for one term. Only modules offered in the School of Global Studies can be taken, it is not possible to take courses from other departments/schools.

Although our normal CGPA requirement is 3.0, for this programme a minimum CGPA of 3.3 is required.

Please tick box if you wish to apply for this programme

It is possible to undertake a research placement as part of the programme.

Tick here if you are interested in a research placement

Optional field trip to EITHER London, Brussels or Geneva at extra cost*

If you wish to attend and you require a visa to enter either Belgium or Switzerland, you may need to make arrangements to obtain a visa.

If you have any queries about this then please contact an immigration adviser by email: immigration@sussex.ac.uk

* Other field trips may also be available.

Please see the Study Abroad Guide 2014/15 for further details of the programme.
You must list 6 modules for each term in order of preference; although you will not be taking all of these modules it may be that some modules may be withdrawn or may be full by the time you apply. Read carefully the section in the Study Abroad Guide 2014/15 on how to select modules before choosing your modules and to ensure full credit loading per term. If a module has several options listed please indicate your preferred option, e.g. in “Period of English Literature” option might be ‘1832-1914’.

**Autumn term (Please list 6 modules in order of preference*)**

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<tr>
<th>Title of module</th>
<th>Module code at Sussex</th>
<th>Level*</th>
<th>Credits</th>
<th>Subject at Sussex under which listed in Study Abroad Guide</th>
<th>Office use only</th>
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**Spring term (Please list 6 modules in order of preference*)**

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<th>Title of module</th>
<th>Module code at Sussex</th>
<th>Level*</th>
<th>Credits</th>
<th>Subject at Sussex under which listed in Study Abroad Guide</th>
<th>Office use only</th>
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* Level 4 = year 1; level 5 = year 2; level 6 = year 3 (final year)

**Special comments**

(Please use this space if you have any special module requirements or combinations (e.g. selections 2 and 3 are alternatives)
7. Checklist for applicants

Please tick as appropriate

- Transcript enclosed, or
- Recommendation enclosed
- Selection of courses given in order of preference
- Course alternatives given
- Monitoring form enclosed
- Transcript to be forwarded
- Recommendation to be forwarded
- English Language test result enclosed

How did you first learn of the Sussex programme? Please tick (✓) appropriate box(es) below.

- University website
- Presentation at home institution
- Study Abroad Office at my university
- Word of mouth / recommendation
- Student who has previously participated
- Study Abroad Guide
- Study Abroad fair
- Other – please state

8. Student’s declaration

I certify that the information given in this application is correct and complete; I understand that the University reserves the right to withdraw registration if this is not the case. I understand that entry into the University is selective and that completion of this form does not guarantee entry.

I understand that the information provided by me on this form is to enable the University to consider my admission to the programme and set up a record for me, that it may be held in electronic or written form, and will be handled in compliance with UK data protection legislation.

If admitted to Sussex, I agree that the University may inform my home institution in the event of serious academic problems (e.g. repeated and unexcused absences from classes or failure to do set work) and I also accept that Sussex may routinely inform my home institution and/or funding body of my academic results during or at the completion of my programme.

Signature: ___________________________ Date: ___________________________
Monitoring form

This section of the application form will be separated from the main form before the application is sent to the selector

Name of applicant:

Disability, special needs or medical condition

The University aims to create an environment which enables all students to participate fully in university life. To help us make any reasonable adjustments which may be necessary, please tick the box below to indicate your specific needs. If you indicate that you have a disability, special need or medical condition this information will be passed on to the Student Support Unit who may contact you for further details. Please note that consideration of how we can meet any special needs is separate to the assessment of your academic suitability.

- No disability
- You have a social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder
- You are blind or have a serious visual impairment uncorrected by glasses
- You are deaf or have a serious hearing impairment
- You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy
- You have a mental health condition, such as depression, schizophrenia or anxiety disorder
- You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- You have a disability, impairment or medical condition that is not listed above (please specify below)
- You have two or more impairments and/or disabling medical conditions (please specify below)

Please use this space to provide us with further details or with information regarding your disability that you would like us to take into consideration:

_______________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________
_______________________________________________________________________________________________________________________

Mental health problems

If you have a history of mental health problems you are encouraged to let us know so that we can put you into contact with the various support services available to help you. Studying abroad presents a whole series of new challenges, both academic and personal, and these can sometimes be exacerbated by the fact that you are far from home and the support mechanisms – such as family and friends – that you normally have. The University has a range of academic and student support services to help you cope with those challenges, and to ensure that you get the most out of your time at Sussex. For further details, please check the Study Abroad Guide. If you complete this section, you will be contacted by the University’s Mental Health Co-ordinator, whose role includes providing practical and on-going support for students with mental health difficulties and guidance to prospective students. With your consent, the co-ordinator is able to liaise with your doctor or therapist, both prior to your arrival and during your stay at Sussex.

Ethnic origin

Please note that this information will be used for statistical purposes only to enable the University to monitor its equal opportunities practices. The University’s equal opportunities policy is to ensure that all applications are treated equally regardless of race, sex or disability, etc. Please tick the box below corresponding to the category you consider best describes your ethnic origin. Please note that ethnic origin is not about nationality, place of birth or citizenship.

- 10 White
- 21 Caribbean
- 22 African
- 29 Black - Other
- 31 Indian
- 32 Pakistani
- 33 Bangladeshi
- 34 Chinese
- 39 Other Asian
- 41 White & Black Caribbean
- 42 White and Black African
- 43 White and Asian
- 49 Other mixed background
- 80 Other ethnic background

Criminal convictions

You are required to declare any criminal conviction which has not been spent under the terms of the Rehabilitation of Offenders Act 1974 (excluding motoring offences, for which a fine and/or three penalty points were imposed). If you have a criminal conviction you must declare this by putting a tick in the box below. If you put a tick in the box you may be required to provide details of any conviction(s). If you are convicted of a criminal offence after you have applied you are required to disclose this information during the application cycle (excluding motoring offences, as above).

Do you have any criminal convictions? (✔) Yes ☐ No ☐ (If Yes, please give details below)
Notes to help you complete the application form

General

- You must complete all sections of the form before we can process your application.
- Please type / use capital letters.
- Take a photocopy for your records.
- Early application is strongly recommended. Completed forms should be returned no later than 1 May 2014 for courses commencing in September 2014, and 15 October 2014 for courses commencing in January 2015.

Visa information

Guidance about the visa application process can be found at http://www.sussex.ac.uk/International/admissions/immigration.shtml

Financial guarantee

The University must be assured that all students have adequate means of financial support to enable them to complete the programme for which they are admitted. The receipt by the University of a satisfactory guarantee of such support is therefore a condition of registration.

Fees

(i) Exchange students’ fees are arranged under agreements between the University of Sussex and the student’s home institution.
(ii) Fees for the academic year 2013-14 are listed in the Study Abroad Guide which can also be seen on our website at www.sussex.ac.uk. The fees for 2014-15 are likely to be higher but are not yet available.
(iii) University regulations require that fees are paid in full at the beginning of the programme as part of the process of registration. If you withdraw before the end of the programme you will not automatically be eligible for a refund of fees. If approved, a refund will only be made for each paid, complete term of non-attendance. Refunds are not due if you attended part of a term.

Living Expenses

We estimate that to cover the cost of accommodation and other living expenses, a single self-supporting student should budget for between £845 and £1,180 per month of your programme, in addition to tuition fees. These figures are for guidance only and you may require more depending on your lifestyle. Please do not rely on employment in the UK for your normal living expenses.

Sussex module application

You should select modules for the entire period you intend to be at Sussex. Please ensure that the total credits are as close as possible to the full credit loads for the appropriate period: autumn term only or spring/summer – 60; full year – 120 (150 credits is the maximum you can take in a full year although we recommend you take no more than 135). (Note: Although all modules listed in the Study Abroad Guide 2014-2015 are expected to be offered in that year, the University may occasionally be obliged to cancel modules).

Please note that we base your module allocation on the modules you choose on this form. It may not be possible for you to change modules upon arrival due to small class sizes. Therefore you should give these choices serious consideration.

How to choose your modules

You must list 6 modules for each term in order of preference. Read carefully the section “How to choose your modules” in the Study Abroad Guide 2014-2015 before choosing your modules and to ensure full credit loading per term. Your Visiting and Exchange Adviser at Sussex will assemble a package from your choices depending on availability.

Accommodation

Information on accommodation will be sent to students during the summer 2013. If you are attending Sussex for the full academic year then University managed housing is guaranteed if the application is submitted by the deadline, 1 August. If you are attending for part year then University managed housing is not guaranteed though rooms are usually available. If you are coming for part year then you should consider other options such as private housing or homestay. Please note that submission of the application form for housing does not guarantee you accommodation.

Assessment

You will be assessed on the modules you take at Sussex by the standard method for the particular module or by an alternative method, approved by the relevant School Teaching and Learning Committee, if you are registered for the autumn term only and an alternative assessment is appropriate.

Data protection

The University will use the information provided for the purposes of administering your application during the admissions cycle. If you are admitted to the University, this information will be carried forward to your formal student record which holds data in electronic and paper form on your personal details, academic and administrative history and on relevant financial transactions. Otherwise your application details will be archived and used only for internal statistical purposes.