

Semester 1 incoming Study Abroad Application Process

Study Abroad coordinators confirm module availability to International Officer and then the list is added to the website (March/April)



International Officer emails partners with the module list and requesting nominations with links to the application form and module list (ask for the correct number of credits, first choice and reserve modules and let them know about the issue with end dates)



Deadline for nominations = 15 May – sent to International Officer to check that we can allocate the number of applications – let the partner know when confirmed. Send the nominations to admissions so that they know who to expect applications from



Deadline for applications = 31 May - Sent to student admissions



Student admissions email applications to tutors to approve module choices and agree the development tutor



Offer letters sent to students by student admissions detailing approved modules, term dates etc.



Once the student has accepted the offer, the accommodation office send accommodation information to the student



Accommodation confirmed in June/July



Intro booklets and online registration details emailed to students by end of August



Students complete provisional registration online before arrival and upload photo for student card– this is completed when they take ID to Student Admin during orientation



Between International Officer, accommodation office and student support, find out student arrival dates, times and flight info.
If landing at Leeds Bradford, airport pick up organised by either resident mentors or International Officer



Development tutors to contact their tutees to introduce themselves and arrange a meeting in the first week at LTU



Students to arrive by 14 September (Friday before Fresher's week starts)



Orientation event on 14 September (Friday before Fresher's week starts)



Welcome event during Fresher's week for students to meet academic tutors, support staff and study abroad coordinators



Erasmus students will bring their Learning Agreement to International officer to be signed within the first few weeks of their arrival



Deadline for module amendments = end of first week of teaching



Christmas farewell before majority of students leave



Erasmus students will need their Certificate of Attendance signing by International Officer before they leave



Student records publish official transcripts on eVision by end of February

Semester 2 incoming Study Abroad Application Process

Study Abroad coordinators confirm module availability to International Officer and then the list is added to the website (March/April)



International Officer emails partners with the module list and requesting nominations with links to the application form and module list (ask for the correct number of credits, first choice and reserve modules and let them know about the issue with end dates)



Deadline for nominations = 15 October – sent to International Office to check that we can allocate the number of applications – let the partner know when confirmed. Send the nominations to admissions so that they know who to expect applications from



Deadline for applications = 31 October - Sent to student admissions



Student admissions email applications to tutors to approve module choices and agree the development tutor



Offer letters sent to students by student admissions detailing approved modules, term dates etc.



Once the student has accepted the offer, the accommodation officer send accommodation information to the student



Accommodation confirmed in November



Intro booklets and online registration details emailed to students by end of November



Students complete provisional registration online before arrival and upload photo for student card– this is completed when they take ID to Student Admin during orientation



Between International Officer, accommodation office and student support, find out student arrival dates, times and flight info.
If landing at Leeds Bradford, airport pick up organised by either resident mentors or International Officer



Development tutors to contact their tutees to introduce themselves and arrange a meeting in the first week at LTU



Students to arrive by the first Friday in the New Year



Orientation event on the first Friday in the New Year



Welcome event during ref-fresher's week for students to meet academic tutors, support staff and study abroad coordinators



Erasmus students will bring their Learning Agreement to International officer to be signed within the first few weeks of their arrival



Deadline for module amendments = end of first week of teaching



Easter farewell before majority of students leave



Erasmus students will need their Certificate of Attendance signing by International Officer before they leave



Student records publish official transcripts on e:Vision during the summer

