



Leeds Trinity
University

General Notes

Incoming Exchange Application

Guidance Notes

Incoming Exchange Application Form

If you can, please complete the 'Incoming Exchange Application Form' on your computer. You may need to download free software for reading PDF files. If you cannot complete the form online, please download, print off and complete in BLACK INK and BLOCK CAPITALS so that we can read it clearly. Please complete all sections of the application form, including the module selections and provide all supporting documents as indicated below. The form can be found at the Exchange Students section of the website.

SECTION 1 PERSONAL DETAILS

Please include your family name (surname) and forename (first names) as they are written in your passport or birth certificate. Do not use informal or nicknames on your application.

NEXT OF KIN

Whilst you are studying here (in case of an emergency) we ask you to provide details of your 'next of kin'. This person could be a spouse, civil partner, relative or legal guardian.

SECTION 2 EXCHANGE DETAILS

You need to specify, how long you want to study here. Term dates are published at: www.leedstrinity.ac.uk/term-dates. Level 4 is the first year of undergraduate study, Level 5 is the second year of undergraduate study and Level 6 is the final year of undergraduate study. Normally incoming exchange students select modules from level 4 or 5. Please note that most undergraduate students at Leeds Trinity University have to undertake a period of work placement as part of their programme therefore the academic teaching period in the second semester may be different to the first.

SECTION 3 ENGLISH LANGUAGE QUALIFICATIONS

If English is not your first language you may be required to provide evidence that you have the required level of English to study at Leeds Trinity. You may want to include copies of any formal English language tests you have completed. English proficiency level equal to B2 on Common European Framework of Reference for Languages (CEFR) or IELTS 6.0 is generally required, unless stated otherwise. Evidence of this is required if you need to apply for a *Student Visa* (for studies over 6 months). Please refer to the list of accepted language tests: <https://www.leedstrinity.ac.uk/undergraduate/apply/>

SECTION 4 CURRENT EDUCATIONAL DETAILS

We need to know what University or College you are currently studying at. This will enable us to check the exchange agreement with your institution (if you are coming here from one of our international exchange partners or from one of our Erasmus partners). We also need to know what programme you are currently studying on to assist us with directing your application to the most appropriate member of academic staff. If you are studying here as Erasmus exchange student, you will need to provide your institution's Erasmus code.

SECTION 5 PERSONAL STATEMENT

To further support your application, we will need a short personal statement stating why you wish to study here as an incoming Study Abroad student. The statement should be between 300 and 500 words in length. We request that the statement is typed and not handwritten. We recommend that you complete your statement as a word document to avoid losing any text that you may not have saved. You can attach the statement to your application as a separate document.

SECTION 6: ACCOMMODATION

Please indicate if you would like to live on-campus. We cannot guarantee accommodation on-campus if you do not apply by the deadlines given (refer to the application form). You will be asked to complete an online application for accommodation after you have accepted the offer. We may be able to assist with finding accommodation outside of the campus such as with private landlord or a homestay but cannot act as an intermediary.

SECTION 7: IMMIGRATION INFORMATION

Please read the information on the application form and follow the guidance. You can also check whether you need a visa on UK government website: <https://www.gov.uk/check-uk-visa>

SECTION 8 DISABILITIES/SPECIAL REQUIREMENTS

Please indicate any special support or facilities you may require owing to an impairment, disability or medical condition. If appropriate you may use a disability code from the list below:

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

You may, if you wish, contact the Dyslexia and Disability Support team via email disability@leedstrinity.ac.uk

SUPPORTING DOCUMENTS CHECKLIST

To assist you in the application process we have created the following checklist. Incomplete applications cannot be considered so please ensure that you forward us scanned copies of all the documents listed below:

| Tick | Scanned Document Required |
|------|---|
| | Transcripts from your home institution showing the progress you have made on your course of study |
| | A copy of your passport (generally the photo page showing your biometric information) |
| | An English Language Test certificate (eg IELTS) if applicable |

DEADLINES

If you include all of the information we require, we will be able to deal with your application quickly. We cannot guarantee that we will be able to deal with your application for September entry unless we receive your application form and all supporting documents by **31 May**. If you are requesting admission in the second semester, we request submission of your application form and all supporting documents by **31 October**.

VISA

If you need a Student Route visa to study in the UK, you will need a Confirmation of Acceptance for Studies (CAS) from the University. This will be issued when you meet all the conditions of your offer and accept your place. In order to allow time to apply for the Student Route visa, we need you to have met the conditions by **30 June**.

As soon as a CAS has been issued, our legal advisors will get in touch to assist with your Student Route visas application. To show you have enough funds to cover any course fees (if relevant), and your maintenance and living costs*, our legal advisors will request copies of the following documents for review:

- Documents (such as bank statements) to show that relevant funds have been held for 28 consecutive days either in your bank account or that of your partners / guardian and/or
- Official sponsorship letter, if applicable

*Living costs are £1,023 per month and must be shown to cover up to a total of 9 months (£9,207).

Our immigration advisor requires evidence of funds also from nationalities which do not need to show evidence when submitting the Student Route visa application.

You must inform Leeds Trinity University as soon as you receive notification of successful visa application.

Guidance Notes

Module Selection Form

What is module selection?

When you enrol at Leeds Trinity University as a student, you will be expected to register on units of study called *modules*. You will be asked to complete the module selection form after your initial application has been processed. Please make sure that the university offers suitable modules in your area of studies before applying. We endeavour to allocate modules which respond to the requirements set by your home university, however, please be aware that enrolment for specific modules cannot be guaranteed. admissions@leedstrinity.ac.uk.

How many credits should I take?

Modules at Leeds Trinity University are usually worth 20, 30 or 40 credits. One Leeds Trinity credit equates to 10 hours of work done by the student, including 7-8 hours of independent study. 1 LTU credit = 0,5 ECTS credits. Full-time study is 60 credits per semester. Students occasionally take 50 or 70 credits per semester if this has been agreed by the student's home university and Leeds Trinity.

When does teaching for modules take place?

Modules are available for study in either:

- Semester 1 (usually September to December)
- Semester 2 (usually January to April)
- Semesters 1 and 2 (September to April)

Please note that some modules in Semester 1 may have **exams in early January**. If you take one of these modules you should plan to be in Leeds for the exam week – the dates are published at www.leedstrinity.ac.uk/term-dates. Teaching in Semester 2 usually ends by Easter holidays. Depending on the modules you have chosen you may have exams after Easter.

Which modules can I study?

If you are coming here as an exchange student under an exchange agreement the modules you study here will be dependent upon the requirements of assessment at your home institution. That is why you must seek confirmation from the relevant members of academic staff at your home institution to clarify if the modules you wish to take here can be counted towards your existing studies. It is not always possible for you to study on your preferred choice of module (due to the composition of the programme, assessment framework, structure of the timetable etc.); that is why we suggest you select up to 3 reserve choice modules. If there are any modules that you *have* to take as part of your study abroad placement, please indicate this on the form and we will do our best to prioritise these modules in case of timetable clashes etc.

How do I know which modules are available to study?

Please consult the Module list which can be found on the Exchange Students section of the website and select you classes in the appropriate semester. It **may** be possible to take modules listed as running for the full year in either semester 1 or 2 for a reduced amount of credit. Please see the relevant column in the module list. If a full-year module is available, it will be for 50% of the full-year credit, e.g. when taking a 30-credit module on Semester 1 only, you'll get 15 credits.

Detailed module descriptions can be found at https://evision.leedstrinity.ac.uk/sipr/ipp_fehq_catalogue/

Do I have to complete Module Selection Form if I have completed Erasmus+ Learning Agreement?

Yes. Your Learning Agreement is valid for the purposes of the Erasmus+ programme and may be requested by your home university. To enrol in the modules at Leeds Trinity University, you need to follow our registration and enrolment procedures.

Learning Agreements will not be signed by Leeds Trinity until your module selection has been approved.

Your timetable

Your teaching timetable will be available to view via your online student account (e:Vision) when you arrive at Leeds Trinity University.

Please note that International Student Welcome Week sessions are not displayed in your online timetable.

Can I change my module selections?

Yes, you can change your selections within the first two weeks of the semester when you arrive at Leeds Trinity. You need to discuss this with your home university and your personal tutor / relevant department at Leeds Trinity and a complete a visiting student module amendment form if Leeds Trinity tutors and your home institution agree.

Module queries: Student Records Team records@leedstrinity.ac.uk

If you have any further queries, please contact International Admissions by email: admissions@leedstrinity.ac.uk or tel. no: +44 (0)113 283 7178.