

Please return to: University of Aberdeen  
Student Recruitment & Admissions Service  
International Exchange Programme  
King's College  
Aberdeen AB24 3FX  
United Kingdom



## **STUDY ABROAD/EXCHANGE APPLICATION FORM**

### **SECTION 1 - PERSONAL DETAILS**

Please use BLOCK LETTERS

Surname/Family Name	
Forename 1	
Forename 2	
Title	Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Dr <input type="checkbox"/>
Previous Name (if applicable)	
Date of Birth (e.g. 01-DEC-1982)	

### **SECTION 2 - ADDRESS DETAILS**

Please use BLOCK LETTERS

Contact Address (for correspondence)	
Address (Line 1)	
Address (Line 2)	
City, State/Province	
Country	
Postcode/Zip Code	
Telephone (with country + area code)	
E-mail address	

Permanent Home Address (non term-time address; see guidance notes for more information)	
Address (Line 1)	
Address (Line 2)	
City, State/Province	
Country	
Postcode/Zip Code	
Telephone (with country + area code)	
E-mail address	

### **SECTION 3 – PERIOD OF STUDY**

Term 1 September – December	<input type="checkbox"/>	Semester 1 September – January	<input type="checkbox"/>
Semester 2 January – June	<input type="checkbox"/>	Full Year September to June	<input type="checkbox"/>

SECTION 4 - RESIDENCE CATEGORY		Please use BLOCK LETTERS	
Entry Category			
Have you previously studied in UK Higher Education?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Permanent Domicile –Country			
Country of Birth			
Nationality			
Passport Number (Please attach a copy of passport)			

SECTION 5 - English Language Proficiency		Please use BLOCK LETTERS	
Please complete only if your native language is not English. You <u>must</u> attach a copy of your English language qualification or test scores to complete this application.			
IELTS Score:	Test Date:	TOEFL Score:	Test Date:

SECTION 6 - DISABILITIES			
Please inform us of any disabilities that may necessitate special arrangements, facilities or treatment. All information will be treated with the strictest confidence. Please check the appropriate box(es).			
Dyslexia	<input type="checkbox"/>	Blind/Partially Sighted	<input type="checkbox"/>
Deaf/Hearing Impairment	<input type="checkbox"/>	Wheelchair User/Mobility Difficulties	<input type="checkbox"/>
Personal Care Support	<input type="checkbox"/>	Mental Health Difficulties	<input type="checkbox"/>
Unseen Disabilities, e.g. Diabetes	<input type="checkbox"/>	Multiple Disabilities	<input type="checkbox"/>
Autistic Spectrum Disorder or Asperger Syndrome	<input type="checkbox"/>		
If you have a disability not listed above, please give brief details:			
Is support is required, please give brief details:			

SECTION 7 - CURRENT / MOST RECENT EDUCATIONAL INSTITUTION		Please use BLOCK LETTERS	
Name of Current / Most Recent Institution			
Month and Year of Entry (mm/yyyy)			
Intended or Actual Month & Year of Leaving (mm/yyyy)			
Year of Study/Level (e.g. junior, level 3)			
Degree/Major			
Cumulative GPA			
Major		Minor	

## SECTION 8 - HOW DID YOU HEAR ABOUT THIS PROGRAMME?

University Prospectus	<input type="checkbox"/>	Higher Education Convention or Fair	<input type="checkbox"/>
British Council	<input type="checkbox"/>	University Visit to your Institution	<input type="checkbox"/>
Aberdeen International Officer	<input type="checkbox"/>	Your School or Academic Dept	<input type="checkbox"/>
World-Wide-Web	<input type="checkbox"/>	Family/Friends	<input type="checkbox"/>
Other (please specify)			

## SECTION 9 – COURSE SELECTION

Please use **BLOCK LETTERS**

Please refer to the Course Catalogue at [www.abdn.ac.uk/registry/courses](http://www.abdn.ac.uk/registry/courses). Courses offered in the **fall** semester are denoted by the second digit being between **0 - 4**. Courses offered in the **spring** semester are denoted by the second digit being between **5 – 9**. *Students should select between 60-70 credits also include alternate course selections in case there are conflicts (i.e. availability, timetabling).*

### Fall/First Semester (September – December/January)

Course Code (i.e. AC1003)	Credit Points	Title	Mandatory
L L # # # #			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No

### Spring/Second Semester (January - June)

Course Code (i.e. AC1503)	Credit Points	Title	Mandatory
L L # # # #			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No
			Yes / No

**SECTION 10 – REFEREE DETAILS****Please use BLOCK LETTERS**

Applicants must provide one academic reference (e.g. professor) to support your application and is able to assess whether study abroad is suitable for you. Please attach the letter of reference for the Referee to this application.

Name	
Occupation/Relationship to the Applicant	
Address (Line 1)	
Address (Line 2)	
City, State/Province	
Country	
Postcode/Zip Code	
Telephone (with country + area code)	
E-mail address	

**SECTION 11 - CRIMINAL CONVICTIONS**

If you have a relevant criminal conviction, enter <b>X</b> in the box (See Instructions for Completion of Application Form)	<input type="checkbox"/>
Have you previously been refused admission to study, or continuation of study, other than on academic grounds?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**SECTION 12 – PERSONAL STATEMENT & DECLARATION**

Please enter below a personal statement by yourself which could include details of your aptitude for study; details of any relevant practical experience, responsibilities, or previous study abroad; outside interests; reasons for wishing to study at the University of Aberdeen; reasons for wishing to visit the UK, etc.

**Please continue on a separate sheet if necessary.**

**Declaration**

I certify that the information given in this application is correct and complete. If I am admitted to the University I undertake to observe the University's Regulations and to ensure payment of tuition fees and other financial liabilities to the University. I agree that the University of Aberdeen may process personal data contained in this form, or other data that the University may obtain from me or other people whilst I am an applicant and student, for any purposes connected with my application or for any other legitimate reason.

Signature of Applicant:

Date:

## ADDITIONAL STATISTICAL DATA QUESTIONNAIRE

The information on this page is required for statistical purposes only and will not be made available to staff considering the application for admission. Please tick the appropriate box.

Gender						Please check the appropriate box											
Male			<input type="checkbox"/>			Female			<input type="checkbox"/>								
Marital Status																	
Married			<input type="checkbox"/>			Single			<input type="checkbox"/>			Divorced			<input type="checkbox"/>		

## Ethnicity (UK Residents only – please check the appropriate box)

White																	
British			<input type="checkbox"/>			Irish			<input type="checkbox"/>			Other White Background			<input type="checkbox"/>		
Scottish			<input type="checkbox"/>			Irish Traveller			<input type="checkbox"/>								
Black or Black British																	
Caribbean			<input type="checkbox"/>			African			<input type="checkbox"/>			Other Black Background			<input type="checkbox"/>		
Asian or Asian British																	
Indian			<input type="checkbox"/>			Pakistani			<input type="checkbox"/>			Other Asian Background			<input type="checkbox"/>		
Chinese			<input type="checkbox"/>			Bangladeshi			<input type="checkbox"/>								
Mixed																	
White & Black Caribbean			<input type="checkbox"/>			White & Black African			<input type="checkbox"/>			White & Black African			<input type="checkbox"/>		
Other Ethnic Background												<input type="checkbox"/>					

## Occupation

Occupation of yourself, Parent / Guardian or Next of Kin																	
Category of the above occupation												Please check the appropriate box					
Professional			<input type="checkbox"/>			Managerial / Technical			<input type="checkbox"/>			Skilled – Non Manual			<input type="checkbox"/>		
Skilled – Manual			<input type="checkbox"/>			Partly Skilled			<input type="checkbox"/>			Unskilled			<input type="checkbox"/>		

Thank you for completing this form.



## IMPORTANT NOTES

- You should only use this form if you are applying to the University of Aberdeen for Study Abroad or Exchange. If you wish to apply for a full time undergraduate degree, you should apply through UCAS (Universities and Colleges Admissions Service): [www.ucas.ac.uk](http://www.ucas.ac.uk)
- Please write clearly in BLOCK CAPITALS using black ink.
- If you have any questions regarding studying at Aberdeen as an exchange/study abroad student, please contact the International Exchange Programme Office. Tel: +44 1224 272026 E-mail: [studyabroad@abdn.ac.uk](mailto:studyabroad@abdn.ac.uk)
- Apply as early as you can, but no later than **July 1<sup>st</sup>** for full-year, first term, or first semester study, and no later than **November 1<sup>st</sup>** for second semester. Late applications will be considered on a case-by-case basis.
- Please send your completed application form, transcript, references, passport copy and English proficiency (if applicable) to:  
**University of Aberdeen, Student Recruitment & Admissions Service, International Exchange Programme, King's College, Aberdeen, AB24 3FX, United Kingdom**

## Application Form Instructions

### SECTION 1 – PERSONAL DETAILS

Previous Name: If you have changed your name for any reason (e.g. marriage) please enter your former name.  
Date of Birth: Enter day, month, year, e.g. 20/JAN/1986

### SECTION 2 - ADDRESS DETAILS

Contact Address: Write the address to which you want the University to send all correspondence. Please let us know if your contact details change.

Permanent Address: This address must be the address you use to apply for entry clearance (visa) to the UK.

### SECTION 3 - PERIOD OF STUDY

Please tick one box of study.

### SECTION 4 - RESIDENCE CATEGORY

Passport: International applicants are required to report their passport number and to provide a copy of the passport used to travel to the UK and/or for visa purposes. The passport will be verified upon arrival at immigration check points and during registration at the University. If a passport is not available at time of application, applicants must send information prior to issuance of certificate of acceptance.

### SECTION 5 - ENGLISH LANGUAGE PROFICIENCY

Students whose first language is not English need an English Language qualification taken within the last 2 years. A copy of the qualification results must be submitted with the application. For details of acceptable English Language qualifications please visit <http://abdn.ac.uk/international/english-requirements.php>. Note that students requiring a visa must also meet the UKBA requirements.

## SECTION 6 - DISABILITIES

The University needs to know if you have a disability, special need or medical condition which may affect your ability to follow the course, or which may require additional support or specific facilities. The confidential information you provide will not affect any decision about your academic suitability for the course, but will help ensure that you receive the required support for a successful experience at the University.

## SECTION 7 - CURRENT/MOST RECENT EDUCATIONAL INSTITUTION

You need only write the name of the last educational institution you attended. If it is not in the UK, please also state the country. You are also required to provide the Degree/Qualification you are currently studying, detailing Major and Minor

## SECTION 8 - HOW DID YOU HEAR ABOUT THE PROGRAMME?

Please tick just one box to indicate how you first heard about the programme.

## SECTION 9 - COURSE (MODULE) SELECTION

Each course is allocated a code which consists of two letters, two numbers and two further characters (usually two further numbers, although sometimes letters are used).

The first two letters represent the discipline or subject group responsible for teaching the course. The first numerical digit indicates the level at which a course is normally taught. The second digit indicates the point in the session at which a course starts, according to the following list:

Courses beginning in Timetable week	Second code digit	Courses beginning in Timetable week	Second code digit
12 (first week of first semester)	0	30 (first week of second semester)	5
15	2	33	7
18 (mid-point of first semester)	3	36 (mid-point of second semester)	8
21	4	38	9

Students should note that the codes 0 and 5 (weeks 12 and 30) represent the beginning of the first and second half-sessions respectively. In general, courses offered at levels 1 and 2 will start at one of these points in the session. Unless otherwise stated, courses will conclude by the end of the half-session in which they begin. Where a course has two codes this will normally indicate that the course can be offered in either half-session e.g. AC 2019/2519, although it can also signify that a course is offered as both an Honours and non-Honours variant. In the latter case the codes would both be for the same half-session e.g. MX 4009/4059. Please see the Registry website for more details: <http://www.abdn.ac.uk/registry/courses/introduction.php#codes>.

60 credits per semester is the minimum load to be considered a full-time student at the University of Aberdeen. Visiting students may not take less than 50 credits. See the last page of these instructions for further guidance on choosing courses.

## SECTION 10 - REFEREE DETAILS

A referee is someone willing to write a letter of recommendation (a reference). Your referee should be an academic. It will speed up the processing of your application if you include the letter from your referee in a sealed envelope with your application. If this is not possible please have your referee send their letter of recommendation as soon as possible.

## SECTION 11 - CRIMINAL CONVICTIONS

To help us reduce the risk of harm or injury to our students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them (but see the next paragraph).

If you are applying for courses in teaching, health, social work and courses involving work with children or vulnerable adults, you must tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bindover orders.

Courses in teaching, health, social work and courses involving work with children or vulnerable adults	All other courses
For these courses, you must enter <b>x</b> in the box if any of the following statements apply to you.	For these courses, you must enter <b>x</b> in the box if either of the following statements apply to you.
<p><b>A</b> I have a criminal conviction</p> <p><b>B</b> I have a spent criminal conviction</p> <p><b>C</b> I have a caution (including a verbal caution)</p> <p><b>D</b> I have a bind-over order</p> <p><b>E</b> I am serving a prison sentence for a criminal conviction</p> <p>If statement <b>E</b> applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application</p>	<p><b>A</b> I have a relevant criminal conviction that is not spent</p> <p><b>B</b> I am serving a prison sentence for a relevant criminal conviction</p> <p>If statement <b>B</b> applies to you, you must also give the prison address as your postal address on page 1 of your application and a senior prison officer must support your application.</p> <p>Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them.</p>

If you are convicted of a relevant criminal offence after you have applied, you must tell us. Do not send us details of the offence, simply tell us that you have relevant criminal conviction and we will write to you to ask for more details.

## SECTION 12 - PERSONAL STATEMENT & DECLARATION

This space provides you with an invaluable opportunity to influence the admissions selectors and explain your motivation for studying abroad. Make sure your statement is clear and relevant!

Please remember to sign and date your declaration.



## **Choosing Courses at the University of Aberdeen**

Before arriving in Aberdeen, you should review the available courses on offer so you have an idea of what you would like to take before academic advising and registration begins. This will improve the efficiency of the advising process, and hopefully avoid any disappointment. Outlined below are the most common problems with students' course selections. Please refer to this information when indicating your course selections on your application.

We recommend all visiting students consult with their local academic advisors to seek course approval to ensure that they will be eligible for credit upon their return to their home institution. **It is advised that students seek course approval for several additional courses to allow flexibility when registering.** Please note that your course selection on the application is only the first step in the process; you will have time to make modifications to your selection and consult with an academic advisor here at Aberdeen before your arrival. Official registration for courses will occur upon your arrival to Aberdeen.

**Number of Credits:** 60-70 credits per semester make up a full academic load. We strongly encourage students not to take more than 75 credits per semester as this may hinder their comprehensive study abroad experience. Students must take a minimum of 50 credits in order to satisfy their visa requirements as full-time students. Please choose 2-3 alternate courses as back-ups in addition to your core selections, just in case scheduling difficulties require you to make substitutions to your first choices.

**Choosing Courses in the Correct Semester:** Students attending the first term or semester (Sept – Dec/Jan) should choose courses that are denoted with the second digit being between zero and four. Students attending the second semester (Jan-June) should choose courses denoted with the second digit being between five and nine. For example CE 2011 would be offered in the first semester, while CE 2507 would be offered in the second semester. An online catalogue of courses can be found using this web link: <http://www.abdn.ac.uk/registry/courses>.

**Restricted Courses:** The majority of courses are open to students. Visiting students are not permitted to enrol in:

**Clinical Medicine courses**

**Level 4 English courses**

**BM 4501 - Biomedical Science Honours Project**

**SR 4502 - Sports Practicum**

**Engineering and Science field courses** are subject to approval. Ensure that you indicate whether a course is mandatory.

**Law Courses:** All students are subject to the normal law exam calendar and must complete exams to receive full credit. Students enrolling for Term 1 only (September – December) are not eligible to take law courses.

**Education Courses:** The only Education courses that are open to visiting students are **ED1056, ED1544, ED1057, ED1545, MU1555, ED1080, ED1580, ED2055 and ED2555**. These courses may require you to participate in a background check (for a nominal fee) if they involve interaction with children in a classroom setting.

**Science Courses:** Traditionally, the UK educational system was not set up to “mix” arts and science courses in the same semester. Our system also presents difficulties in scheduling upper level science courses with anything other than other upper level science courses from the same discipline (e.g. 3<sup>rd</sup> year Biology courses are only meant to be taken with other 3<sup>rd</sup> year Biology courses, not Chemistry, History, Gaelic, etc.). If you must take both 2<sup>nd</sup> and 3<sup>rd</sup> year science courses in a single semester, or must take upper level science courses across disciplines, or must take both arts and science courses, please note this on your application so we can consult the relevant departments regarding these possibilities. We will do our best to accommodate your needs, but cannot guarantee that timetabling will allow for unconventional mix of courses.

**Pre-requisites:** Most departments require a student to have taken at least 4 classes in a specific subject area to be able to enrol in a level 3 or 4 course in that subject at Aberdeen. For example, if a student wants to take HI 3045, they will need to have previously taken 4 other history courses to be allowed to enrol in that course. Science courses may have even further prerequisites than the 4-course rule listed above.

**Key Learning Courses:** Many students are interested in taking Key Learning/Centre for Life Long Learning courses (denoted by the letters KL). KL courses are set up for Widening Access students (like distance learning). In the past some students have had a hard time getting their home institutions to accept these courses for credit because of the format in which they are offered. Often times these courses meet on weeknights or on Saturdays and are offered in a distance learning (video conferencing) format. If a student is interested in enrolling in a KL course, they should confirm with their home institution that they will be given credit for the course. They should also make the commitment to attend all classes as absences from weekend classes will not be accepted.