STUDY ABROAD AND INTERNATIONAL EXCHANGE APPLICATION GUIDELINES

Go to the Application homepage

Select the relevant semester, as appropriate. Please note this is the same for Study Abroad and International Exchange Students.

First time users will need to “SET UP NEW ACCOUNT” by clicking “New User”.

If you’ve already created an account, you can login to view details previously saved, here:
Input your personal details by filling in the fields below, then click Proceed. At this stage, you create a temporary username and password.

Your details will appear on the next screen. Click Proceed.

Page 1 of 7: This screen confirms the programme you’re applying for, and details the information you’ll be asked to provide. Click Next when you wish to proceed.
Page 2 of 7. Please add any additional personal details.

![Image of personal details form]

Page 2 of 7 (cont.) Please input your home address details, telephone number(s) and email address.

![Image of home address form]
Page 2 of 7 (cont.) Please input a correspondence address, if correspondence should be sent to a different address to your home address. If this is not the case, please leave the dropdown box and fields blank.

If you are completing the application on behalf of a student, please select yes from the dropdown box and complete the fields with your details.
English Language Proficiency. Please follow the on-screen instructions regarding English language proficiency. Students studying in the USA, Canada, Australia or New Zealand who don’t match any of the requirements, please select ‘Professional experience or skills’, and in the text box provided please state ‘I am currently studying <<name of your degree>> at <<name of your home institution>> in the English language.’

Students who select IELTS/TOEFL/GCSE/Other English Language Test will be required to input their results, and to upload a scanned copy of the certificate.
Page 3 of 7: Next, input details of your degree programme at home.

Page 4 of 7. Please type your personal statement (letter of motivation) for the Study Abroad / International Exchange Programme at Cardiff University.
Page 4 of 7 (cont.) Please also upload any supporting documentation here. This will include:

- Transcript
- Academic reference (if available—can also be emailed directly to studyabroad@cardiff.ac.uk)
- Personal statement (if saved in a document rather than typed in the box above)

In the Personal Statement, please provide information that is relevant to your application for admission e.g. why do you wish to follow this programme? What benefits do you expect to gain from it? What skills and experience do you possess which make you a suitable applicant? No more than 3000 characters. You must not send your personal statement to the University as a separate document. The University will make its decision based on information provided in this personal statement. Personal statements submitted as separate documents are excluded from the decision-making process.
Page 4 of 7 (cont.) Please indicate the modules (classes / units) you wish to take at Cardiff. Available modules are listed in the module catalogue. Please list modules in order of preference, using the format as shown below:

<table>
<thead>
<tr>
<th>Course Selection</th>
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<tbody>
<tr>
<td>Please enter your proposed course choices in the following format:</td>
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<tr>
<td>First module choices:</td>
</tr>
<tr>
<td>Course Choice</td>
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<td>1.</td>
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<td>4.</td>
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<td>5.</td>
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<td>6.</td>
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<tr>
<td>Reserve Module Choices:</td>
</tr>
<tr>
<td>Course Choice</td>
</tr>
<tr>
<td>1.</td>
</tr>
<tr>
<td>2.</td>
</tr>
</tbody>
</table>

Module choices:
1. Social Theory S20914 10 credits
2. Forensic Chemistry CH2112 10 credits

Page 5 of 7. Please answer the questions using the dropdown boxes.

Funding
Page 5 of 7

Completing this section does not constitute a binding agreement and will not affect your application.

How do you intend to pay your fees? --- Please select an option ---

Non UK/EU Applicants currently in the United Kingdom

Do you have a visa that gives you permission to live and work in the UK without time limit restrictions? --- Please select an option ---
The Guidance Notes for Applicants provide a definition of relevant criminal convictions.

Do you have any relevant criminal convictions? *
- Yes
- No

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**EQUALITY MONITORING**

In order to monitor the effectiveness of our procedures, working practices and our equality and diversity policies, we ask applicants to provide the information outlined below. These data will not be available to staff involved in selection decisions. Use of these data will be subject to the provisions of the Data Protection Act 1998.

If you indicate that you have a disability and your application is successful, the University Disability and Dyslexia Service will contact you to discuss your needs.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Gender</td>
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<tr>
<td>Ethnic Origin</td>
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<tr>
<td>Disability</td>
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</tbody>
</table>

Please choose which best describes the sort of work done by one of your parents/guardians who was the main contributor to your family’s finances when you were aged 16.

<table>
<thead>
<tr>
<th>Parental/guardian occupation</th>
<th>--- Please select an option ---</th>
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</thead>
</table>

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Back  Save and return later  Next
Page 6 of 7. Please answer the final question. Finally, please read the declaration, confirm you have read and agree to the terms and tick both boxes. Click submit to complete your application.
You will then see the below confirmation screen. From here, the Study Abroad Office will contact you with information on the next steps.

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**Semester dates**

**2016/17**

**Fall/Autumn Semester**

Date for new students to arrive: 15 or 16 September 2016.

Term dates: 26 September 2015 - 20 January 2016

Please note that students studying for the Autumn semester only may not be expected to return after Christmas recess for the examination period - please check whether alternative assessment will be arranged.

Teaching will end on 9th December 2016 - this is the end of the semester if you don't have to take exams.

**Examining period**

9 January - 20 January 2017

**Spring Semester 2016/17**

Date for new students to arrive:

Monday 16 January 2017

**Teaching period:**

23 January - 9 June 2017

**Easter Recess**

8 - 30 April 2017

**Examining Period**

8 May - 9 June 2017

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**Contact us**

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Email: studyabroad@cardiff.ac.uk

Web: www.cardiff.ac.uk/studyabroad

Twitter: @StudyAbroadCU