**ERASMUS PROGRAMME APPLICATION GUIDELINES**

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| **Language Requirements for EU Nationals** |
| Applicants who are EU nationals must submit official certification that they have undertaken language testing and have attained CEFR B2 standard in the English Language. |
| **Language Requirements for Non EU Nationals** |
| **International Students (Students from a Non-EU Country):** In 2010 the EU ruled that Erasmus was open to any student, regardless of nationality, as long as they were enrolled at a participating institution. These eligibility regulations, however, were subject to the immigration rules of the respective country. Immigration regulations regarding entry into the UK to study have language requirements attached to them. Partner institutions need to be aware that the following guidelines will apply to Non EU National students applying to Newcastle University as part of the Erasmus Programme:   * Non EU National students must submit an English score of IELTS 6.5 or PTE 62 (Overall Score)   **AND**  **Immigration Regulations:** In March 2011 UKBA issued new guidelines regarding the English Language requirements for Tier 4 Student Visa applicants. All applicants must now meet B2 language level on the Common European Framework for Languages (CEFR).  According to this new ruling CEFR B2 equates to:  IELTS: 5.5 in all four components of test  PTE: 51 in all four components of test   * Applications from international students will be considered on an individual basis, we cannot guarantee places. * **If successful, international students will be offered a place of study for one semester only.** * As they will be studying at Newcastle for less than six months, students would enter the country as a ‘Student Visitor’. Student Visitors must be aware of the following restrictions: * Student Visitors cannot seek employment whilst in the UK * Student Visitors cannot undertake voluntary work whilst in the UK * Student Visitors can only travel outside of the UK at the end of their studies, not during their studies * Student Visitors cannot extend their study placement or change their visa/immigration status * Student Visitors will not be able to bring their dependents with them to the UK |

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| **2015 ERASMUS APPLICATION SUBMISSION DEADLINES** |
| **September Entry (Semester 1): Friday 17th April 2015** |
| **Please Note: Applications received after the above stated deadline will not be considered. Applicants are advised to return their application forms well before the stated deadlines. All supporting documentation must be also be submitted by the stated deadline.** |

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| **NOTES FOR APPLICANTS** |
| **Completion of Application Form:**   * Applicants must complete **all sections** of the application Form * Application Forms must be completed in clear print * Application Forms which are not fully complete will not be considered and will be returned to the applicant. |
| **Supporting Documentation:** Applications must be accompanied by all of the supporting documents requested on the form:   * Transcript * CERF B2 Language Proficiency Certificate * Personal Statement (minimum of 500 words) * Module Choices |
| **Module Choices: Students may only study the subject listed in the Erasmus Bilateral Agreement with the partner institution.** The online Module Catalogue can be found at:  <http://www.ncl.ac.uk/international/studyabroad/module/> |
| **Period of Study:** Applicants must state their requested study period on the Application Form. **Applicants will not be able to extend their study period once they have been offered a place to study at Newcastle University**. If the Bilateral Agreement with the partner institution stipulates study periods of a full academic year, applicants will not be considered for semester only periods (with the exception of international students). |
| **Learning Agreements:** Learning Agreements should not be submitted with the Application Form or prior to arrival in Newcastle. Learning Agreements will only be signed once the student has completed the registration process at Newcastle University. |

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| **APPLICATION PROCESS** |
| **Acceptance:** Applicants will be informed if they have been accepted to study at Newcastle University and receive the necessary acceptance documents in late May/early June. |
| **Accommodation:** Applicants who wish to apply for University Accommodation, can apply online but only after they have been offered a place of study at Newcastle University. The deadline for guaranteed full year accommodation applications is 30 June 2015. Please be aware that semester only accommodation is extremely limited and we cannot guarantee that semester only students will be housed in University accommodation. Semester only students who are offered a place in University accommodation will not be informed of their offer until early September. |

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| **ARRIVAL** |
| **INDUCTION:** An induction session for incoming Erasmus students will take place on Wednesday 23rd September 2015. It is compulsory that students attend this session, so students must arrive in Newcastle in time to ensure attendance at the session. Precise details of the session will be provided in a student’s acceptance letter. |

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| **Special Requirements** |
| Newcastle University welcomes applications from all students and our Wellbeing Service is able to offer support to students who may require specialist assistance to help them during their studies at Newcastle. Certain specialist requirements (e.g.: accessible accommodation etc.) need prior planning and we would appreciate notification prior to application in order that we have a suitable timeframe to assess and organise the requirements. |

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| **Submission of Application** |
| All application documents should be sent electronically and by post.  Scans of applications should be emailed to: [erasmus@ncl.ac.uk](mailto:erasmus@ncl.ac.uk)  Hard copies should be sent to the following postal address: EU Exchange Team; International Office; Newcastle University; King’s Gate; Newcastle upon Tyne; NE1 7RU; UK |

**APPLICATION FORM FOR ERASMUS EXCHANGE STUDENTS 2015 - 2016**

To be completed **only** by students whose home university has an Erasmus agreement with Newcastle University.

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| **1. PERSONAL DETAILS** | |
| Title (Mr/Mrs/Miss/Ms) : | Address for Correspondence: |
| Family Name : |  |
| First Name(s) : |  |
| Maiden Name/Previous Name: |  |
| Sex Male  Female | Postcode/Zip: |
| Date of Birth (DD/MM/YY): | Telephone Number: |
| Nationality: | Fax Number: |
| Country of Birth:  Passport Number: | E-mail Address (please write clearly in block letters)\*  \*Please do not use a college address. We may need to contact you after you have left college. |
| Do you have any disability or other special needs? | Dates when you can be contacted at the above postal address: |
| Yes  No |  |
| (if yes please give further details in Section 5) | Home Address: |
| Contact in case of emergency: |  |
| Name: |  |
| Tel: | Postcode/Zip: |
| E-mail: | Phone Number: |
| Postal Address: | Fax Number: |
|  | E-Mail Address: |

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| **2. PROPOSED PROGRAMME OF STUDY** | |
| Please complete either below: | |
| **Erasmus Exchange** | |
| Name of your University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Erasmus Institution Code (e.g. UK NEWCAST01) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Which academic School at Newcastle will you be studying at which is named in the Erasmus bilateral agreement?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Will you be studying as an Undergraduate/Bachelor or Postgraduate/Master student? | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Do you wish to study at Newcastle for: | |
| Autumn Semester (September – January)  Full academic year ( September – June) | |
| For office use, please leave blank  A CA R WD | |
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| For official use only (Adm): Student Number:  D of R:  Quest:  C/Code: |

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| **3. EXAMINATIONS TAKEN OR TO BE TAKEN BEFORE ENTRY** | | | | |
|  | Enter below any pre-university, university and/or professional examinations you have taken. | | | |
|  | Please enclose with this application either original documents or certified copies of documents showing the results of these examinations. | | | |
|  | If you do not know the result of any examination taken or to be taken please say when you expect to know. | | | |
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|  | PRE-UNIVERSITY/COLLEGE EXAMINATIONS | | | |
|  | | Name of Examining Body Name of Examination Subjects Results or grades Date | | |
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|  | | UNIVERSITY/ COLLEGE EXAMINATIONS | | |
|  | | Name of Examining Body Name of Examination Subjects Results or grades Date | | |
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| **4. ENGLISH LANGUAGE** | | | | |
| To help establish if you have an adequate English language level in order to study at Newcastle University, please provide us with the following details. | | | | |
| (a) Is English your first language? |  | Yes  No |  |  |
| (b) If English is not your first language, please provide proof of CEFR B2 or above English language qualification. | | | | |
| **Please send a certified copy of the test result** |  |  |  |  |
| Name of test:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Date Taken \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  |  | Score \_\_\_\_\_ |  |  |

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| 1. **DISABILITY/SPECIAL NEEDS** |
| If you have indicated a disability/special need in section 1 please indicate below which statement is most appropriate to you: |
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| 2) You are blind/partially sighted  8) You have two or more of the above disabilities |
| 3) You are deaf/have a hearing impairment  10) You have Autistic Spectrum Disorder or  Aspergers Syndrome |
| 4) You are a wheelchair user/have mobility difficulties  11) You have a specific learning difficulty e.g. Dyslexia  5) You need personal care support  96) You have a disability not listed above |
| 6) You have mental health difficulties |
| 7) You have an unseen disability e.g. diabetes, |
| epilepsy, asthma |
| Please give further details ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| This information is required to assist the University in meeting the needs of applicants with disabilities. If you indicate that you have one or more disabilities other than a disability coded (11), a copy of your application will be forwarded to our Disability Support Service for the purposes of equal opportunities monitoring and in order to enable potential support needs to be identified as early as possible. |
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| **6. SUPPORTING STATEMENT** |
| You must provide further information in support of your application. For instance, you may like to explain why you wish to study at Newcastle University and in the UK, what you hope you will gain from the experience and any other experiences related to your proposed course at the University. This statement must be at least 500 words in length. **It is important that you also include the details of the modules you would like to study at Newcastle, giving the full module title and code.\* Students may choose to study modules in the subject area indicated on the institutional Erasmus Bilateral Agreement.** |
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| \*Without this information we will be unable to process your application. Please continue on separate piece of paper if necessary. |

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| **7. FURTHER STUDIES** |
| Once you have completed the Exchange programme at the Newcastle University, when will you complete your undergraduate degree?  Year of Graduation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Are you considering following a postgraduate degree course? Yes  No |
| If yes, would you like the Newcastle University to contact you in the future about our Postgraduate degree programmes? Yes  No |

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| **8. CRIMINAL CONVICTIONS** |
| We need to know about any relevant criminal convictions to help reduce the risk of harm or injury to students caused by the criminal behaviour of other students. Relevant 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  Applicants who enter x in the box will not automatically be excluded from the application process, but we may contact you for further information before making a decision. |
| If you have a relevant criminal conviction, enter X in the box |

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| **9. DECLARATION** |
| I confirm that the information I have given is correct to the best of my knowledge. |
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| Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please ask the exchange co-ordinator at your school to complete the following:**

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| **10. EXCHANGE CO-ORDINATOR** |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| This is to confirm that this student has been accepted by us to participate on this exchange programme. |
| Signature of Exchange Co-ordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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**Please complete and return the completed form to the address below:**

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| FOR ERASMUS EXCHANGE APPLICATIONS |
| Erasmus Co-ordinator  International Office  Newcastle University  King’s Gate  Newcastle upon Tyne  NE1 7RU  UK  Tel: +44 191 208 6138  Email: Erasmus@ncl.ac.uk |



**Erasmus Exchange Programme 2015/16**

In order for your application form to be accepted, you must ensure that all of the fields in your application form have been completed. Please use the checklist below for your own records in order to ensure that the form is completed correctly. Please note that we are unable to accept incomplete applications. If your form is not completed in full, then we will have to contact you for further information and this will slow down the application process.

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| Please tick when complete |
| Form signed by Erasmus Coordinator |  |
| Supporting Statement completed (please note this should contain no less than 500 words) |  |
| Modules of study selected |  |
| Official certification of CEFR B2 standard or above in the English Language. |  |
| Transcript of marks achieved to date at your university |  |
| Colour copy of passport page containing personal details |  |
| Non EU Students Only | |
| Certificate of IELTS 6.5 (or Equivalent) |  |

All applications and supporting documents must be received by **April 17th 2015**. Any applications received after this date will not be accepted.