



## University of Westminster Application Instructions

### Section 1A: Programme Details

Mark your program year and “US Study Abroad Programme”

Mark whether you are a Semester 1 (Fall), Semester 2 (Spring), or Full Year applicant

### Section 1B: Pre-Sessional English

Mark whether English is your first language

Indicate that you will not be taking the pre-session English classes

### Section 1C: International Internship Programme

Indicate whether you will be applying for an internship

**\*\*NOTE** that there is a separate internship application that must also be submitted by students wishing to apply. If you would like this application, please contact Amanda Gilliam at [agilliam@ciee.org](mailto:agilliam@ciee.org).

### Section 2: Personal Details

Personal details – please complete ALL information.

### Section 3: Educational Details

Educational details – please complete ALL information including the full name and address of your home institution.

### Section 4: Personal Statement

You do not need to include an additional personal statement – we will forward your CIEE personal statement to Westminster with your application

### Section 5: Academic Reference

CIEE will forward your evaluations to Westminster with your application

### Section 6: Halls of Residence

Check “yes” and indicate your housing preferences.

Note that it is Westminster’s policy to place students who take the majority of their courses on Harrow Campus in Harrow Campus housing.

### Section 7: Module Choices

Use the instructions provided to fill out your course choices. **Note that Westminster will be registering you for courses based on the selections you make in this form.** If you are applying for practical modules at the School of Media, Art and Design, you **must** also submit a portfolio

### Section 8: Application Fee

This is not applicable to CIEE students

### Section 9: Enclosures

CIEE will provide Westminster with your materials

### Section 10: Declaration:

Please read and sign

**NOTE:** Please include your Westminster application with the rest of your CIEE materials. **DO NOT** send your application to Westminster directly



Please attach a passport - sized photo which we will use to make your **University of Westminster Student Identity Card**.

## UNDERGRADUATE STUDY ABROAD APPLICATION FORM

This form is designed to give us the information we need to consider your application to our Undergraduate Study Abroad Programme. It does not commit you to taking up any place you may be offered. Please complete ALL sections. Thank you.

### SECTION 1A: PROGRAMME DETAILS

I am applying for the 20\_\_ / 20\_\_

European (EU) Study Abroad Programme	<input type="checkbox"/>
European (Non-EU) Study Abroad Programme	<input type="checkbox"/>
International Study Abroad Programme	<input type="checkbox"/>
US Study Abroad Programme	<input type="checkbox"/>

Semester 1 (September start)  Semester 2 (January start)  Full Academic Year

Where did you hear about this programme? \_\_\_\_\_

### SECTION 1B: PRE-SESSIONAL ENGLISH

Is English your first language? Yes  No  (If Yes, please proceed to Section 1C.)

If English is not your first language, you will need to provide official proof of your English language level and you may also wish to take pre-sessional English classes (see <http://www.westminster.ac.uk/studyabroad> for further information).

Do you wish to take pre-sessional English classes? Yes  No

When do you wish to start pre-sessional English classes? Please select one of the months below:

April  July  September

### SECTION 1C: INTERNATIONAL INTERNSHIP PROGRAMME

**Students on the International and US Study Abroad Programmes are eligible to apply for the International Internship Programme, with the exception of Japanese students who should apply for an internship through International Cross-Cultural Committee (ICC) only.**

Do you wish to apply for an internship? Yes  No

The International Internship Programme offers academically assessed internships, taken alongside three other classes.

### SECTION 2: PERSONAL DETAILS

Full Name (as in passport) \_\_\_\_\_

Male/Female \_\_\_\_\_ Date of Birth (Day / Month / Year) \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Birth \_\_\_\_\_

Permanent Home Address \_\_\_\_\_

Passport Number \_\_\_\_\_

Home Telephone \_\_\_\_\_ Mobile Cell \_\_\_\_\_

E-mail Address \_\_\_\_\_ **MUST BE PROVIDED**

Name of Emergency Contact \_\_\_\_\_ **MUST BE PROVIDED**

Telephone of Emergency Contact \_\_\_\_\_ **MUST BE PROVIDED**

E-mail of Emergency Contact \_\_\_\_\_ **MUST BE PROVIDED**

**SECTION 2 continued:**

Do you have a physical or sensory disability? Yes  No

If yes, please enclose details in a separate envelope marked 'Confidential'. Please include a recent relevant report from your doctor and information on any special needs arising from your disability.

**SECTION 3: EDUCATIONAL DETAILS**

Home College or University (Name/Address) \_\_\_\_\_

Current Course of Study (Exact Name of Degree) \_\_\_\_\_

Length of Current Course of Study \_\_\_\_\_ Expected Year of Graduation \_\_\_\_\_

Current Cumulative GPA / Average Grade \_\_\_\_\_

Classes you are currently taking not listed on your transcript \_\_\_\_\_

Year(s) of study while abroad 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> / Graduate Semester(s) of study while abroad 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> / 5<sup>th</sup> / 6<sup>th</sup> / 7<sup>th</sup> / 8<sup>th</sup>

**SECTION 4: PERSONAL STATEMENT**

Please enclose a short personal statement (300-500 words) stating why you wish to join the Study Abroad Programme.

**SECTION 5: ACADEMIC REFERENCE**

Please enclose a reference on letter-headed paper written by one of your tutors from your home college or university. The reference should comment on your academic standing and your suitability for the Study Abroad Programme.

**SECTION 6: HALLS OF RESIDENCE**

Do you wish to apply for a place in University of Westminster Halls of Residence? Yes  No

Students with 2 classes in Harrow and 2 classes in Central London will be automatically considered for Harrow Halls of Residence only. Please request your housing below accordingly.

Please rank all applicable Halls in order of preference. (1 = Highest)		
For all students based on the Harrow Campus	For students based on Central London Campuses	
	Undergraduates	Postgraduates
Harrow Hall Standard Blocks _____	<b>University Halls</b> Alexander Fleming _____	<b>University Halls</b> Wigram House _____
Harrow Hall Premium Block _____	Furnival House _____	
	International House _____	
	Marylebone Hall _____	

Please rank the following room sizes in order of preference (1=Highest) Small  Standard  Large

We are occasionally able to accommodate shared room requests. If you would like to share a room, please confirm whether the person you would like to share with is a full time student at the University of Westminster: Yes  No

If you have answered yes, please confirm this student's name:

Name: \_\_\_\_\_

What type of room will you require: Twin  Double

Details of the Halls of Residences can be found at: <http://www.westminster.ac.uk/page-6776>

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## SECTION 7: MODULE CHOICES

### INSTRUCTIONS:

1. Decide which modules you wish to study by referring to the Study Abroad Module Catalogue or our website (<http://www.westminster.ac.uk/studyabroad/modulecatalogue>) to look at the modules available for this academic year.
2. Using the full codes and titles please list, **in order of preference**, the modules you are interested in taking. Although students take 4 modules per semester, you will be asked to choose 8 modules to avoid disappointment due to last minute changes or timetable clashes. These choices are in no way final and you are able to change your choices after your arrival.
3. Please list 8 modules, in order of preference. If your 1<sup>st</sup> choice cannot be accommodated, we will try to replace it with your 1<sup>st</sup> choice alternative, and so on.
4. If you are studying for a full academic year, you will be required to register for second semester modules during your first semester

### **MODULE 1**

#### PREFERRED CHOICE

Module Code..... Module Title.....

#### ALTERNATIVE CHOICE

Module Code..... Module Title.....

### **MODULE 2**

#### PREFERRED CHOICE

Module Code..... Module Title.....

#### ALTERNATIVE CHOICE

Module Code..... Module Title.....

### **MODULE 3**

#### PREFERRED CHOICE

Module Code..... Module Title.....

#### ALTERNATIVE CHOICE

Module Code..... Module Title.....

### **MODULE 4**

#### PREFERRED CHOICE

Module Code..... Module Title.....

#### ALTERNATIVE CHOICE

Module Code..... Module Title.....

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**SECTION 8: APPLICATION FEE**

Not applicable to CIEE students.

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**SECTION 9: I ENCLOSE THE FOLLOWING:**

- A personal statement
- An academic letter of reference
- A portfolio of work if applying for practical modules at the School of Media, Art and Design
- An official transcript
- A proof of English language ability (non-native English speakers only)
- A passport sized photograph
- A copy of the main photograph page from my passport

Please note that we are unable to make a decision on your application until all the above items have been received. If you are sending some items separately please give us an indication of when they are likely to arrive.

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**SECTION 10: DECLARATION**

I confirm that all the details I have provided are true and accurate. I have read and understood the information contained on the University website and / or in University publications in relation to Halls of Residence applications. I understand that the information in my halls application will be used by the University of Westminster in accordance with the Data Protection Act 1998. I agree that the information I have provided is accurate and that any medical information may be disclosed in confidence to relevant staff in Halls of residence, the Counselling and Advice Service and the Student Health Service. Also that the University of Westminster may disclose information to third parties who provide services to the University on the basis that it is provided in confidence.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please send your application to:**

**CIEE Europe Programs  
Attn: Amanda Gilliam  
300 Fore Street  
Portland, ME 04101  
1-800-407-8839**

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