



## 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@cieee.org](mailto:agilliam@cieee.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

Under, “Do you wish to apply for a place in the University of Westminster Halls of Residence, check “yes”. Please read all links and information carefully as housing assignments CANNOT be changed later. Note that it is Westminster’s policy to place students who take 2 or more courses on Harrow Campus in Harrow Campus housing (Harrow Campus is located approximately 20-30 minutes by train from central London).

### 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: Immigration Information

Please indicated “yes” that you will attend all classes. Read this information carefully! More details about the immigration process will be provided by CIEE after your acceptance.

### Section 9: Application Fee

This is not applicable to CIEE students

### Section 10: Enclosures

CIEE will provide Westminster with your materials

### Section 11: 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

## 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. If it is below IELTS 6.0, TOEFL (iBT) 80, or equivalent, you will need to take pre-sessional English classes.

Do you need or 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: INTERNSHIP PROGRAMME

Applicants for the European (Non-EU), International and US Study Abroad Programmes are eligible to apply for the Internship Programme. (The Internship Programme is not currently open to applicants for the European (EU) Study Abroad Programme.)

The Internship Programme offers an internship placement assessed through the Personal and Professional Development module, which upon successful completion awards 15 UK credits. Alongside the Internship Programme, students will study an additional 45 UK credits (normally three modules) ensuring compliance with full-time course of study regulations.

Do you wish to apply for the International Internship Programme? Yes  No

You must ensure that you enclose with a completed internship application form with CV (résumé), personal statement and signed code of conduct.

### SECTION 2: PERSONAL DETAILS

Full Name (as it EXACTLY appears in your passport) \_\_\_\_\_

Gender \_\_\_\_\_ Date of Birth (**Day / Month / Year**) \_\_\_\_\_

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

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

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

Home Telephone \_\_\_\_\_ Mobile / Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_ (MUST BE PROVIDED)

Name of Emergency Contact \_\_\_\_\_

Telephone of Emergency Contact \_\_\_\_\_

E-mail of Emergency Contact \_\_\_\_\_

Do you have a physical or sensory disability? Yes  No

If yes, please enclose details in a separate envelope marked 'Confidential'. Include a statement detailing your plan to manage your disability whilst abroad. Also include a recent relevant report from your doctor and information on any special needs arising from your disability. ALL supporting medical documentation supplied to the University of Westminister MUST be in English.

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**SECTION 3: EDUCATIONAL DETAILS**Home College or University (Name/Address) \_\_\_\_\_  
\_\_\_\_\_

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

Total 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>

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**SECTION 4: PERSONAL STATEMENT**Please enclose a short personal statement (300-500 words) stating why you wish to join the Study Abroad Programme.

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**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.

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**SECTION 6: HALLS OF RESIDENCE**Details of the Halls of Residence can be found at: [www.westminster.ac.uk/housing](http://www.westminster.ac.uk/housing)Please **actively** research the Halls of Residence and **carefully** choose your preferences below, noting the following:

- applicants who select **2 or more** modules based at the Harrow campus will be considered for Harrow Hall **only**, and any changes to module choices made post-application are **unlikely** to be reflected in housing assignments
- if you are offered and/or accept a place at a Hall of Residence you will **not** be able to change your assignment
- all assigned rooms are single occupancy (twin sized bed)
- a small number of rooms for double occupancy may be available for partners or married couples
- not all Halls of Residence have ensuite facilities (ie bathrooms inside each room)
- although the University endeavours to place applicants in their first preference Hall of Residence, it is **unable to guarantee** that applicants will be offered their choice of Hall or room type

Do you wish to apply for a place in University of Westminster Halls of Residence?

Yes  No **If you answered 'Yes' to the last question, please complete either the Harrow OR the Central London section below (based on the location of study of your module choices).**

For Harrow Hall of Residence	OR	For Central London Halls of Residence
Please rank the two options below in order of preference (1 = most preferred):		Please rank the three options below in order of preference (1 = most preferred):
Standard Room Standard Block _____		Alexander Fleming Hall _____
Standard Room Premium Block _____		International House _____
		Marylebone Hall _____

**Please provide details below if you wish to apply for a double occupancy room with a partner or spouse.**Name of partner / spouse \_\_\_\_\_

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## SECTION 7: MODULE CHOICES

Please follow the instructions below:

- Use our online Study Abroad Module Catalogue at [www.westminster.ac.uk/studyabroad/modulecatalogue](http://www.westminster.ac.uk/studyabroad/modulecatalogue) to decide which modules you wish to study. Ensure that you read all accompanying guidance to assist you with making your choices.
- Using the full codes and titles, please list, **in order of preference**, the modules you wish to select. Although students take 4 modules per semester, please choose 8 modules (4 preferred and 4 alternative) to avoid disappointment due to timetable clashes; last minute timetable changes; or module cancellations. **Should you need to, you will have an opportunity to make changes to your module registrations upon arrival, subject to availability.**
- **Please fill out the Module Choice form in its entirety** and list all 8 modules, in order of preference. If your first preferred choice cannot be accommodated, we will try to replace it with your first alternative choice, and so on. Failure to provide us with a complete module choice form will **delay the process of you being fully registered on modules prior to your arrival.**
- If you are studying for a full academic year, you will be required to register for second semester modules during your first semester. Please therefore only list your first semester module choices below.

	Module Code	Module Title	For Office Use Only
1	Preferred Choice		
	_____	_____	EVT _____
	Alternative Choice		
	_____	_____	EVT _____
2	Preferred Choice		
	_____	_____	EVT _____
	Alternative Choice		
	_____	_____	EVT _____
3	Preferred Choice		
	_____	_____	EVT _____
	Alternative Choice		
	_____	_____	EVT _____
4	Preferred Choice		
	_____	_____	EVT _____
	Alternative Choice		
	_____	_____	EVT _____

## SECTION 8: IMMIGRATION INFORMATION

Do you intend and are you able to attend all lessons / classes as part of your programme in the UK? Yes  No

If you are a national of an EEA country (European Union plus Iceland, Liechtenstein and Norway) or you are from Switzerland, you can enter the UK as a student with a minimum of formality - you do not require entry clearance or a visa. You may be asked to show evidence that you have been accepted on to a course, and that you have sufficient funds to support yourself whilst in the UK. You will also need your passport.

If you are a non-EEA national or a non-Swiss national, depending on your programme you will either need to apply for a:

- **Student Visitor Visa**  
(if your programme **is not** longer than six months and your programme **does not** involve an internship)
- **Tier 4 General Student Visa**  
(if your programme **is** longer than six months and your programme **does** involve an internship)

If you qualify for a Tier 4 General Student Visa, you will need a Confirmation of Acceptance of Studies (CAS) number and statement from the University. This will be e-mailed to you from the Education Abroad Centre and your acceptance letter will indicate to you when you should expect to receive it.

Further guidance is available from the University's Student Advice Service at [www.westminster.ac.uk/visas](http://www.westminster.ac.uk/visas)

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## SECTION 9: APPLICATION FEE

If you are applying directly to us (ie **not** through the international office of one our partner institutions or **not** through a study abroad provider) you are required to pay a £200 application fee which is deducted from your final tuition fee invoice.

For credit card payment only, please provide details below for the **£200** application fee below:

Name of cardholder	<i>(not applicable to CIEE students)</i>	
Address of Cardholder	N/A	
	N/A	
	N/A	
Credit Card Type (please circle):	Visa / Mastercard	(please note that we do not accept American Express)
Card Number	N/A	
Expiry Date	Start Date (if applicable)	
Issue Number (Switch only)	3-digit Security Code	
Signed	Date	

For bank transfer payment only, please use the bank details below to make the **£200** application fee payment:

<b>Bank Name:</b>	National Westminster Bank	<b>Account Name:</b>	University of Westminster
<b>Bank Address:</b>	PO Box 3038	<b>Bank Sort Code:</b>	56-00-33
	57 Victoria Street	<b>Account Number:</b>	48303542
	London	<b>Swift/BIC Code:</b>	NWBKGB2L
	SW1H 0HN	<b>IBAN Number:</b>	GB95NWBK56003348303542

When making payment by bank transfer, please ensure you include a description of the payment by clearly writing **your name** followed by 'Study Abroad Programme Application Fee' as the description. When you have made payment, please include a copy of the **BACS remittance advice** that you receive from the bank with your application form as proof of payment.

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## SECTION 10: 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, Arts and Design only)
- An official transcript
- A proof of English language ability (non-native English speakers only)
- A completed internship application form with CV (résumé), personal statement and signed code of conduct (if applying for the International Internship Programme only)
- A copy of the main photograph page from my passport
- A passport sized photograph

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## SECTION 11: 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 including those from the Halls of Residence, the Counselling Service, the 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 \_\_\_\_\_

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Please send your application to:

CIEE Europe Programs  
300 Fore Street  
Portland, ME 04101