

Undergraduate Semester Study Abroad Internship Programme for Visiting International Students

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

SECTION 1: PROGRAMME DETAILS

☐ I am applying for the 2016/17 academic year

- This form is intended for applicants to the Undergraduate Semester Study abroad internship programme for Visiting International Students
- If you are from the European Union please download the **Undergraduate Semester Study Abroad Programme Application for students from the European Union** [Undergraduate Semester Study Abroad Programme Application for students from the European Union Application Form](#)
- If you intend on joining our Undergraduate Semester Study Abroad Internship Programme please download the [Undergraduate Semester Study Abroad Internship Programme for International Students Application Form](#)
- If your English ability does not meet our requirement of 6.0 IELTS or above, please download the [English as a Foreign Language + Undergraduate Study Abroad Programme Application Form](#)
- If you intend to join our Postgraduate Study Abroad Programme please download the [Postgraduate Semester Study Abroad Programme Application Form](#)

You can find further details on the different programmes and application forms on our [How to apply webpage](#).

OPTIONS:

- (choose 1)
- ☐ Semester 1 (Sept start)
- ☐ Semester 2 (Jan start)

Where did you hear about this programme?

- ☐ Home University ☐ Study Abroad Provider ☐ Westminster Website ☐ Internet Search ☐ Word of Mouth
- ☐ Other _____

SECTION 2A: PERSONAL DETAILS

Full Name (as it <u>EXACTLY</u> appears in your passport)	
Gender	
Date of Birth (Day / Month / Year)	
Nationality (the passport you will entering the UK with)	
Country of Birth	
Permanent Home Address (including phone number)	
E-mail address (that you will check regularly)	

Have your parents/guardians ever been in Higher Education? ☐ Yes ☐ No ☐ Don't Know ☐ Prefer Not to Say

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 Westminster must be in English.

SECTION 2B: EMERGENCY CONTACT DETAILS

Name of Emergency Contact	
Relationship	<input type="checkbox"/> Parent <input type="checkbox"/> Grandparent <input type="checkbox"/> Spouse <input type="checkbox"/> Sibling <input type="checkbox"/> Friend <input type="checkbox"/> Other
Address	<input type="checkbox"/> Same as above or _____ _____
Email	
Telephone	

SECTION 3: CURRENT EDUCATIONAL DETAILS

Home College or University	
Exact Name of Degree Programme (e.g. BA Economics)	
Total Length of Degree Programme (e.g. 4 years)	
Expected Month and Year of Graduation	
Year of study while abroad	1 st / 2 nd / 3 rd / 4 th / Graduate
Semester of study while abroad	1 st / 2 nd / 3 rd / 4 th / 5 th / 6 th / 7 th / 8 th
Classes you are currently taking which are not listed on your transcript	
Is English Your First Language?	Yes <input type="checkbox"/> No <input type="checkbox"/> if no, please state how long you've been formally studying English _____ _____

If English is not your first language you will be required to provide proof of your English Language Level, equivalent to IELTS 6.0. For more information, see our [English Language Requirements webpage](#).

SECTION 4: INTERNSHIP INFORMATION AND MODULE CHOICES

Please read and acknowledge the following information before selecting your modules:

Internship Programme

- You are choosing to study on the internship programme, therefore you are able to study 3 modules, the internship module 5BUSS005X Professional and Personal Skills Development **plus 2 other choices**.
- You will be required to work 14 per week as well as undertake your studies. The internship runs for the length of the semester (12 weeks).
- You can apply for an internship as part of a single semester or year long Study Abroad Programme at the University of Westminster. The maximum duration of the internship is one semester.
- The Professional Experience in a Business Context module will be academically assessed through the submission of a coursework portfolio which will be completed throughout the semester. The graded progression of the module fosters students' development of analytical thinking skills by applying relevant theory and concept to their work experiences.
- During term time, the maximum number of hours you can work anywhere is 20 hours per week.

- You will be required to stay in your internship until the end of the teaching period.
- You should be aware that in order to be employed in the field of your choice you must have some work experience in this area or be able to demonstrate relevant transferrable skills (including practical ability) acquired through study.

Please read and acknowledge the following information before selecting your modules:

- Please remember that if you do not provide us with a complete module choice form this will delay the process of you being fully registered on modules prior to your arrival.

Please note, we cannot accept any further module change requests prior to arrival. Should you need to, you will have an opportunity to make changes to your module registrations once you arrive, subject to module availability so please ensure you select your module choices carefully and ensure that they have been approved for credit transfer by your home university or college.

- It is not possible to choose specific day or time slots for modules as these will be allocated automatically by the timetabling system. Teaching takes place at the University of Westminster from Monday to Friday between 9 am to 9 pm.
- Some modules have pre-requisites or require a portfolio to be submitted, please read the module catalogue carefully as this will be indicated. Guidance on portfolios can be found via our [Study Abroad Media, Arts and Design portfolio guidance \(PDF\)](#)
- Some modules at Level 5 and Level 6 may have a pre-requisite requirement for students to have already completed specific modules or equivalents at a lower level. As a study abroad student, you are not expected to have taken the specific pre-requisite requirement, but you must have studied a relevant or similar course / module in your home country / institution.

How to Select your Modules:

Module Programme

- You must select 2 modules from the [3-module programme catalogues](#) entering *your top 2 choices in boxes 2 and 3* in order of preference. Please then also **list 2 alternative choices in boxes 4 and 5**. These will be used in case we are unable to register you on your top choices, due to timetable clashes etc.
- You are able to take a maximum of 2 practical modules in each semester of study from Westminster School of Media, Arts and Design and 1 class from the London Studies Portfolio. Please remember you must submit a portfolio for any class that indicates this in the module catalogue at the same time as your application.

☐ **By ticking this box you acknowledge that you have the read rules relating to internship and module selection.**

	Module Code	Module Title	For Office Use Only
1	5BUSS005X	Professional and Personal Skills Development	
2			
3			
4			
5			

Any additional comments that the Education Abroad Team should be aware of regarding your module choices:

FOR OFFICE USE ONLY:

Internship Selection

Please choose internship preferences based on the field of work you would like to be in, taking into consideration that your preferences may be available across different industries, for example, there are marketing and HR roles in a variety of different industries.

Please indicate below **which two fields** you would like to work in and under the additional information include details of any experience you have in that field of work. Please also include any important additional information relating to your choice of internship. **You are also required to submit a personal statement about why you wish to take the internship programme and a resume/Curriculum Vitae (CV)** which demonstrates the skills you have relating to the internship you wish to take. These will be submitted to employers. **Please ensure you include both of these with your application.**

Example of how to complete the internship selection fields:

Internship Field	Sector of industry	SELECT	ADDITIONAL INFORMATION
Charity	International Aid	X	I am majoring in international relations and would like to work in any charity or NGO that works in this area
HR	I do not have a preference for which sector of the industry I undertake a HR internship in	X	I do not have a preference for the industry I undertake a HR internship in

Internship Industry	Sector of industry	SELECT	ADDITIONAL INFORMATION
Accounting/Finance			
Arts/Design/Theatre			
Charity			
Fashion			
Government/Politics			
Health			
Hospitality			
HR			
Marketing			
Media			
Public Relations			

SECTION 5: UNIVERSITY ACCOMMODATION FOR STUDY ABROAD STUDENTS

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

- ☐ **Yes** - please read and complete the rest of Section 5
- ☐ **No** - skip ahead to Section 6

If YES, please read the following information:

Details of the University Accommodation open to Study Abroad students can be found on our [Accommodation options for study abroad students webpage](#).

Please actively research the University Accommodation and carefully choose your preferences below, noting the following:

- The Education Abroad Team will make an assessment of your housing application based on module choices at time of application - applicants who have 2 or more modules based at the Harrow campus will be considered for Harrow Hall only.
- If you are offered and/or accept a place in the University's accommodation you will not be able to change where you housing is assigned so please ensure you have selected the accommodation you wish to live at.

- All assigned rooms are single occupancy (twin sized bed)
- Not all Halls of Residence have en-suite facilities (i.e. bathrooms inside each room)
- Although the University endeavours to place applicants in their first preference of accommodation, it is unable to guarantee that applicants will be offered their first choice of accommodation

If you answered 'Yes' above, please complete either the Harrow OR the Central London section below (based on the location of study of your module choices).		
For Harrow campus (if 2 or more of your module choices will be based at the Harrow campus)	OR	For Central London campuses
<input type="checkbox"/> Harrow Hall		<input type="checkbox"/> Alexander Fleming Hall <input type="checkbox"/> Marylebone Hall
Please provide details below of any requirements (e.g. medical) that you may need in Halls. Please note, we cannot guarantee such requests.		
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SECTION 6: PERSONAL STATEMENT

Please enclose a short personal statement (300-500 words) on a separate sheet of paper stating why you wish to join the **Study Abroad Programme**. This will be used as part of the admissions decision for the study abroad programme.

Please also enclose a personal statement on a separate sheet of paper stating why you wish to join the **Internship Programme**. This will be used when matching you to employers.

Please also ensure **you include a resume/Curriculum Vitae (CV)** which demonstrates the skills you have relating to the internship you wish to take.

SECTION 7: IMMIGRATION INFORMATION

Please read the following information and then answer the questions below.

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.

*[*Swiss nationals should note that there are additional requirements on your entry to the UK and you should be prepared to arrive in the UK no later than 1st September or 1st January of the semester you will study abroad. Further information will be provided in your acceptance letter.]*

If you are a non-EEA or a non-Swiss national, you will need to apply for a:

- **Tier 4 General Student Visa**
(as 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 Team 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

ALL Students, please answer the following questions:

Do you intend and are you able to attend all lessons / classes as part of your programme in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever studied in the UK before?	<input type="checkbox"/> Yes – <i>please answer the following questions</i> <input type="checkbox"/> No – <i>skip ahead to Section 8</i>
If yes, which visa did you enter on?	<input type="checkbox"/> Tier 4 <input type="checkbox"/> Short Term Student (student visitor) <input type="checkbox"/> Other/ N/A

Please provide details of your previous UK study (institution, level and course of study)	
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SECTION 8: FEES AND PAYMENT INFORMATION

- (choose 1) ☐ I will pay fees directly to my home university or study abroad provider – *skip ahead to Section 9*
☐ I will be paying my own tuition fees - *please read and acknowledge the following information*

If accepted to the University of Westminster Study Abroad programme, applicants are expected to make full tuition fee payment no later than the following deadlines:

15 June – for applicants applying to programmes in September

31 October – for applicants applying to programmes in January

If tuition fees payment is not received by this date, the Education Abroad Team will withdraw the offer of a place on the programme.

Applicants have the right to decline their place on the programme prior to these deadlines without financial penalty as per the Withdrawal Policy [Withdrawal Policy](#).

Note that the application fee detailed below is non-refundable in all instances.

☐ **By ticking this box you acknowledge the implications of the above and confirm that you are able to meet these payment deadlines if accepted onto the programme.**

Your confirmed fees and details on how to make payment will be sent by the Education Abroad Team in your acceptance email.

APPLICATION FEE

If you are applying directly to us (i.e. not through the international office of one of our partner institutions or a study abroad provider) or you are applying to study with us through the international office of one of our partner institutions *and* you are responsible for making payment of tuition fees to Westminster yourself, you are required to pay a non-refundable £200 application fee which is deducted from your final tuition fee invoice. You can make payment either by credit card or by bank transfer.

To pay by credit card, please use the University's online payment system at: www.westminster.ac.uk/onlinepayments

Under the **Payment Type** heading on the left hand side of the screen, select **Student Services**, then choose **Study Abroad Payments** from the drop-down menu in the centre of the screen.

You will then need to enter (1) your full name; (2) the £200 amount to be paid; and (3) your email address in the relevant fields. Once entered, click the **Add to List** button and you will be directed to enter your payment details. Please note that when filling out your address you may not see the boxes you expect to (as the system is a UK based one). Therefore please fill out your address in accordance with the following guidance:

House Number - enter your house number; **Street** - enter the name of your Street; **Area** - enter the town you live in, e.g. Brooklyn / Springfield; **Town** - enter the state / area you live in, e.g. New York / Sao Paulo; **County** - enter the Country you live in, e.g. USA / Turkey; **Post Code** - you may have a postcode, or a zip code, but if not please leave this box blank.

When you have made payment, please include a copy of the **payment receipt** issued to you via the University's online payment system with your application.

Please note that the online payment system uses 3D Secure, (also known as MasterCard SecureCode/Verified by Visa). During the payment process you will be prompted by your bank to enter a password to verify that the transaction is authorised. Some card providers limit the amount that can be paid online, so you may need to speak with your provider to clear the payment first.

More information: MasterCard SecureCode: <http://www.mastercard.co.uk/securecode.html>
Verified by Visa: http://www.visaeurope.com/en/cardholders/verified_by_visa/sign_up.aspx

To pay by bank transfer, please make payment to the University's bank account in accordance with the following details:

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

SECTION 9: CHECKLIST & DECLARATION

Please check that you have included the following materials with your application, if required:

- | | | |
|--|------------------------------|---|
| A copy of the application form with <u>ALL</u> required fields completed | <input type="checkbox"/> Yes | |
| Correctly indicated programme (FY or Semester/ 3 or 4 module) | <input type="checkbox"/> Yes | |
| A personal statement | <input type="checkbox"/> Yes | |
| An official transcript (if applying directly) | <input type="checkbox"/> Yes | |
| A copy of the main photograph page from your passport | <input type="checkbox"/> Yes | |
| A passport sized photograph (or email a digital .jpeg file) | <input type="checkbox"/> Yes | |
| A proof of English language ability (if English is not your first language) | <input type="checkbox"/> Yes | <input type="checkbox"/> Not applicable |
| A portfolio of work
<small>(if indicated in module catalogue – some Media, Arts and Design and Architecture modules require this)</small> | <input type="checkbox"/> Yes | <input type="checkbox"/> Not applicable |
| Your Resume demonstrating your suitability for your selected internship fields | <input type="checkbox"/> Yes | |
| A proof of payment for the £200 application fee
<small>(Only if applying directly to us)</small> | <input type="checkbox"/> Yes | <input type="checkbox"/> Not applicable |

Please note that we may be unable to make a decision on your application until all the above items have been received. If you are sending some items separately please indicate when they are likely to arrive. We are also unable to return any original documents.

DECLARATION

I confirm that all the details I have provided are true and accurate. I understand that by applying for this programme I am giving permission to the University of Westminster to communicate information relating to my application, and if successful, my enrolment and studies to my home university/sending organisation. I understand that the information provided in this application will be used by the University of Westminster in accordance with the Data Protection Act 1998. 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 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 _____

Please send a scanned copy of your application to:
Educationabroad@westminster.ac.uk

Or mail your application to:
Application for Study Abroad,
Education Abroad Team, University of Westminster,
101 New Cavendish Street, London W1W 6XH, United Kingdom

(For all direct applicants (i.e. not from a partner institution) you must send original copies of transcripts via mail. Scanned copies cannot be used as the basis to make an admissions decision, however an admissions letter cannot be issued until an original transcript is received).