

Study Abroad Office



UNIVERSITY OF LEEDS

University of Leeds Incoming Study Abroad/ Exchange/Erasmus



Application Guide 2016/17 Academic Year

Hello from the Study Abroad Office, the admissions office for your study at the University of Leeds.

We are pleased that you want to study at The University of Leeds. We recommend that you have this guide open whilst you are filling in our online application form. Please read this guide carefully as every year we get many incomplete or incorrect applications which cause delays in the admissions process. There is lots of useful information on our [website](#).

If you have any questions, you can ask your study abroad representative at your home university or contact us on studyabroad@leeds.ac.uk.

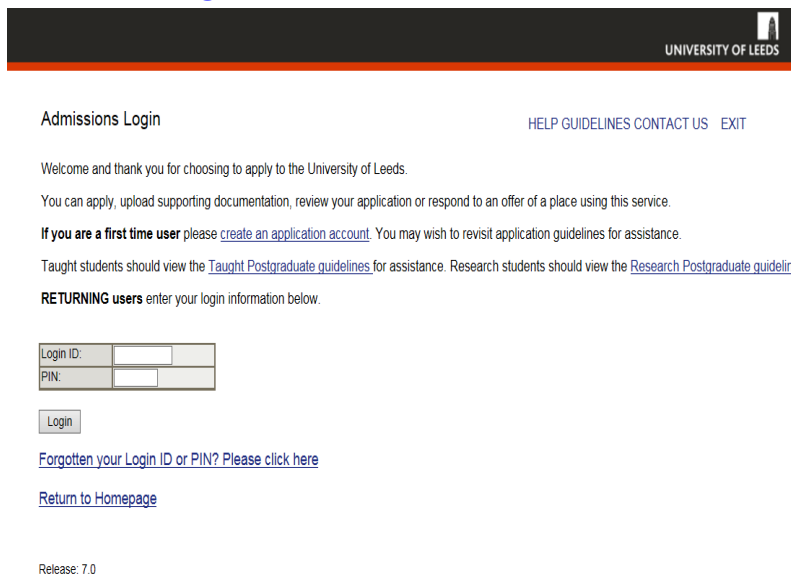
We look forward to reading your application.

Best wishes,
Steph, Amy and Katie

Step 1. Create a new account and application

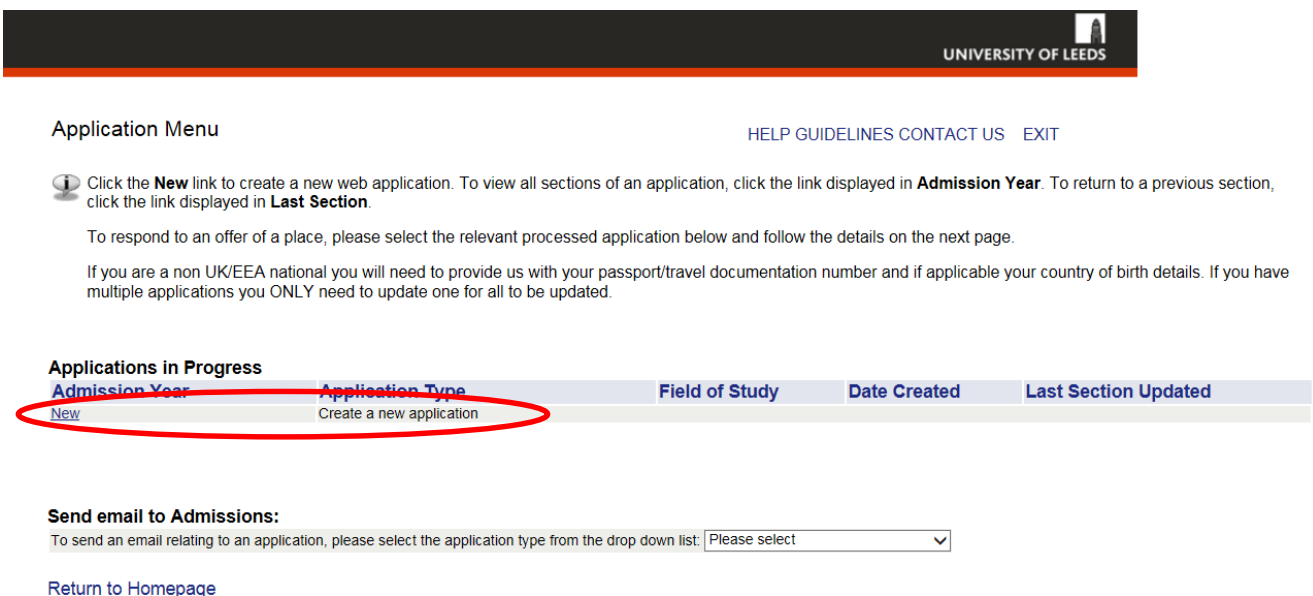
a. Follow this link to this page and follow the instructions to create a new account:

https://studentservices.leeds.ac.uk/pls/banprod/bwskalog_uol.P_DispLoginNon



The screenshot shows the 'Admissions Login' page for the University of Leeds. At the top right, there is a navigation menu with 'HELP GUIDELINES CONTACT US EXIT'. The main content area includes a welcome message, instructions for first-time users to create an account, and links to guidelines for taught and research students. A section for 'RETURNING users' contains a login form with fields for 'Login ID:' and 'PIN:', a 'Login' button, and a link for forgotten credentials. At the bottom, it says 'Return to Homepage' and 'Release: 7.0'.

b. Create a new online application



The screenshot shows the 'Application Menu' page. It features a navigation menu with 'HELP GUIDELINES CONTACT US EXIT'. The main content area provides instructions on how to create a new application, respond to offers, and update existing ones. Below the text is a table titled 'Applications in Progress' with columns for 'Admission Year', 'Application Type', 'Field of Study', 'Date Created', and 'Last Section Updated'. The 'New' application type is circled in red. At the bottom, there is a 'Send email to Admissions:' section with a dropdown menu and a 'Return to Homepage' link. The page footer includes 'Release: 7.0'.

Admission Year	Application Type	Field of Study	Date Created	Last Section Updated
New	Create a new application			

Step 2. Select the application type and academic year

a. For Application Type select 'Study Abroad/Exchange/Erasmus'



Select an Application Type

To apply for admission, first select the Application Type you want to complete.

Taught Postgraduate courses - please choose the "Taught Postgraduate excl MBA" option. For International Foundation Year applications for undergraduates, please choose the "UG International Foundation Yr" option. For MBA applications please select the "The Leeds MBA" as your application type.

Research Postgraduate programmes - please select Research Postgraduates in the list below. Applicants for the DClinPsychol apply via the [Clearing House](#).

Application Type:	<ul style="list-style-type: none">Healthcare CPDHealthcare PostgraduateResearch PostgraduateStudy Abroad/Exchange/ErasmusTaught Postgraduate - Excl MBAThe Leeds MBAUG International Foundation Yr
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[Return to Application Menu](#)

b. For Admission Year select 2016/17

NB: This includes the following applicants: January – January, Science without Borders, Dentistry, Healthcare, Westminster Internship



Apply for Admissions

Please select the Admission Year you wish to apply for and then enter your name.

When you have finished, click **Fill Out Application** to continue.

* - indicates a required field.

Application Type:	Study Abroad/Exchange/Erasmus
Admission Year:*	<ul style="list-style-type: none">Select...2014/2015 Academic Year2015/2016 Academic Year2016/2017 Academic Year
First Name:*	
Middle Name:	
Last Name:*	

[Return to Application Menu](#)

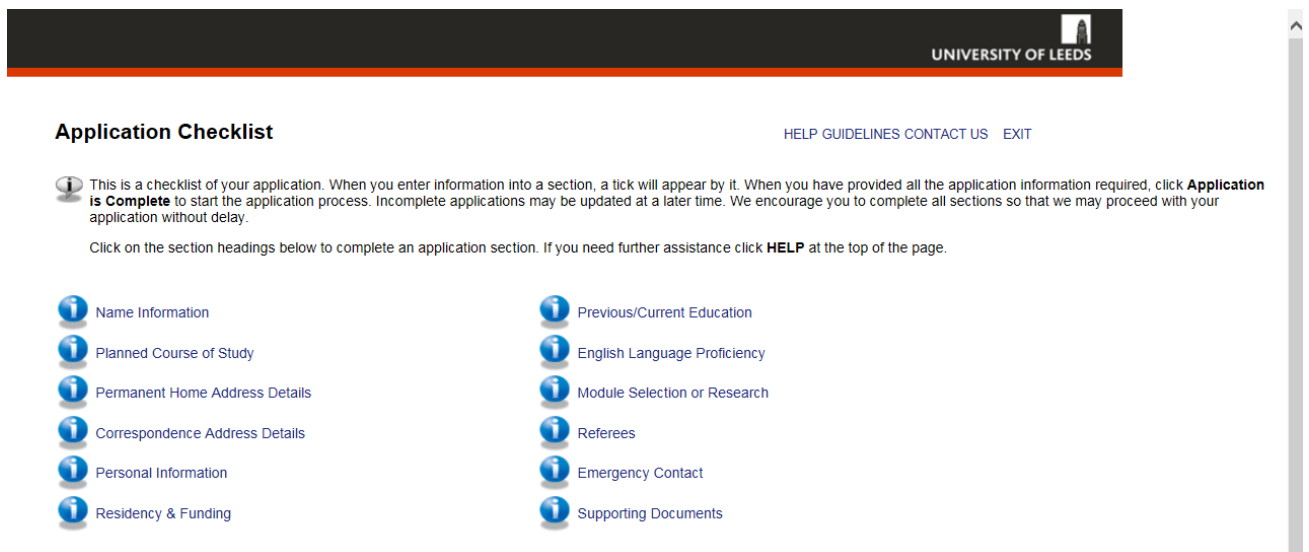
Release: 7.0 **NOTE: you will NOT be able to go back and edit this page at a later date so you will have to submit a new application if you make a mistake here.**

Checklist page

This page can be returned to at any stage so you do not have to complete the application all at the same time (just make sure you save every page!)

Your application will not be submitted until you press 'Application is Complete'. This means that the study abroad office will not see parts of your application whilst it is still in progress.

Sections can be returned to at any stage before you submit your application, so if you make a mistake, you can go and correct it.



The screenshot shows the 'Application Checklist' page. At the top right, there is a navigation bar with 'HELP', 'GUIDELINES', 'CONTACT US', and 'EXIT'. Below the header, there is a paragraph explaining the checklist: 'This is a checklist of your application. When you enter information into a section, a tick will appear by it. When you have provided all the application information required, click **Application is Complete** to start the application process. Incomplete applications may be updated at a later time. We encourage you to complete all sections so that we may proceed with your application without delay.' Below this, it says 'Click on the section headings below to complete an application section. If you need further assistance click **HELP** at the top of the page.' The checklist items are listed in two columns, each with an information icon (i):

- Name Information
- Planned Course of Study
- Permanent Home Address Details
- Correspondence Address Details
- Personal Information
- Residency & Funding
- Previous/Current Education
- English Language Proficiency
- Module Selection or Research
- Referees
- Emergency Contact
- Supporting Documents

Pages from the Checklist

At the bottom of each page from the checklist, there will be three options:

Checklist = returns to the checklist

Continue = takes you to the next checklist screen

Finish later = takes you back to the application home page



Step 3. Name information



It is very important that we know if you have registered or applied to the University of Leeds before, for any programme.

If you applied before and were not accepted, please select 'yes' to 'Have you previously applied...'

This will not affect your chances of being accepted, we just need to know as you will already have a University of Leeds student ID number. If we know this from the beginning, it prevents future delays to your application.

NOTE: please enter your name as it appears on your passport/ID card. This is very important for immigration reasons.



[HELP](#) [GUIDELINES](#) [CONTACT US](#) [EXIT](#)

Name Information

(Checklist item 1 of 12)

Please enter your name information. When you are finished, click **Continue** to go to the next section. Your name should be your official/legal name and you may be asked to supply evidence to confirm your name. Nicknames or pseudonyms are not acceptable.

If you need assistance in this section click **HELP** at the top of the page.

* - indicates a required field.

Title	Mr
Last Name	Blah
First Name	Blah
Middle Name	
Previous Name(s) if changed..	
Previously registered student with the University of Leeds?*	<input type="radio"/> Yes <input type="radio"/> No
Please give your previous University of Leeds 5 digit student ID number, if known	
Have you previously applied to the University of Leeds?*	<input type="radio"/> Yes <input type="radio"/> No

[Checklist](#)

[Continue](#)

[Finish Later](#)

[Return to Checklist without saving changes](#)

Release: 6.1



Planned Course of Study

Step 4. Planned Course of Study

- a. For 'Course of Study' select 'Study Abroad'
- b. For 'What is your Programme Type?' select:
 - a. '... With pre-sessional language programme' if you are taking a 6, 10 or 20 week English language course before you start Semester 1 or Semester 2 of teaching. You will be able to select the exact course later
 - b. 'ERASMUS exchange' if you are coming from a European destination through the Erasmus+ programme
 - c. 'Study Abroad/Exchange' if you are a coming from outside of Europe or are a fee-payer
- c. For 'What is your intended period of study' select:
 - a. 'Semester 1' to start teaching in September
 - b. 'Semester 2' to start teaching in January
 - c. 'Semester 1&2' if you will be taught from September – June
 - d. 'Other' if you are one of the following applicants:
January – January, Science without Borders, Dentistry, Healthcare, Westminster Internship

NOTE: later on you will only be able to choose modules appropriate to your period of study.

- d. The Personal Statement please tell us why you want to study at the University of Leeds

[HELP](#) [GUIDELINES](#) [CONTACT US](#) [EXIT](#)

Planned Course of Study

(Checklist item 2 of 12)



Please select your planned course of study from the list and complete the other questions, if relevant. When you are finished, click **Continue** to go to the next section.

Please note that all listed courses are full-time unless otherwise stated, e.g. PT = part time, DL = distance learning .

If you need assistance in this section click **HELP** at the top of the page.

* - indicates a required field.

Course of Study:*	Study Abroad ▾
What is your Programme Type?*	Study Abroad/Exchange with pre-sessional language programme ▾
What is your intended period of study?	Semester 1 ▾
If selected 'Other' what is your Proposed Start Date?:*	Day None ▾ Month None ▾ Year ▾
If selected 'Other' what is your Proposed End Date ?:	Day None ▾ Month None ▾ Year ▾
Did a representative help you with your application?:	None ▾
Personal Statement (Max 500 Words)*	<div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;">sfgfsdefs</div>

Step 5. Address Details


a. Permanent Home Address Details [Permanent Home Address Details](#)

You may select on this page if your correspondence address will be the same as your permanent home address

[HELP](#) [GUIDELINES](#) [CONTACT US](#) [EXIT](#)

Permanent Home Address Details

(Checklist item 3 of 12)

 Please enter your permanent home address information. Your permanent home address is where you normally reside. When you're finished, click **Continue** to go to the next section.

If you need assistance in this section click **HELP** at the top of the page.

It is important to provide a telephone number if possible as the University may wish to contact you about your application.

* - indicates a required field.

Permanent Address


Address Line 1: *	Home
Address Line 2:	
Address Line 3:	
City: *	Homeshire
Post/ ZIP Code:	
Country: *	United Kingdom
Telephone Number (including country and area codes):	
Will your correspondence address be the same as your Permanent Home Address	<input type="radio"/> Yes <input type="radio"/> No
Mobile Telephone Number (including country and area code):	

[Checklist](#)

[Continue](#)

[Finish Later](#)


b. Correspondence Address Details

We need accurate address details for you.  [Correspondence Address Details](#)
be addressed to yourself at your Permanent Address. We will send acceptance letters to your Correspondence Address unless you are an exchange student from a partner institution outside of Europe. Nothing further will be posted to this address until you finish your time studying here so please enter accurate validity dates.

[HELP](#) [GUIDELINES](#) [CONTACT US](#) [EXIT](#)

Correspondence Address Details

(Checklist item 4 of 12)

 Please provide your correspondence address information. Only complete this section if your correspondence address is different from your permanent home address. When you are finished, click **Continue** to go to the next section. If you do not need to make changes here, please exit using the **Return to Checklist without saving changes** link.

If you need assistance in this section click **HELP** at the top of the page.

It is important to provide a telephone number if possible as the University may wish to contact you about your application.

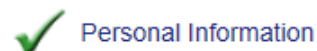
* - indicates a required field.

Correspondence Address

Address Line 1: *	
Address Line 2:	
Address Line 3:	
City: *	
Post / ZIP Code:	
Country: *	None
Telephone Number (including country and area codes):	
Address valid from: *	Day 30 Month September Year (YYYY) 2014
Address valid until:	Day 30 Month September Year (YYYY) 2014

NOTE: please do not use special characters in your address as they are not recognised.

Step 6. Personal Information

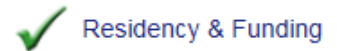


- a. The email address you submit will be the email address we use to contact you regarding your application and give you arrival information so please make sure it is an account you check regularly.
- b. Please enter your Birth Date accurately as this is used for immigration purposes.
- c. If you have a disability, you can declare it here. This is so that the University can ensure that it meets your needs and provides appropriate support where necessary.
 - a. A disability is defined as a physical or mental impairment that has a substantial and long-term (12 months or longer) negative effect on someone's ability to do normal daily activities (cooking, washing, walking or getting the bus, reading & writing, note-taking, exams etc.). Examples of disabilities include: Dyslexia, dyspraxia, dyscalculia; ADHD or ADD; Asperger Syndrome or autism; Long-term mental health conditions; Long-term medical conditions e.g. epilepsy, cancer, HIV, diabetes, IBS, Chronic Fatigue; Physical or mobility impairment; Blindness or significant sight loss; Hearing loss.
 - b. If you submit disability details, this will not impact your acceptance.
 - c. If you have any questions about declaring a disability or the support that you could receive, please contact our Disabled Students' Assessment & Support team: disability@leeds.ac.uk.
- d. If you state that you have criminal convictions, we will ask you for further details before we can accept your application.

* - indicates a required field.

Email:*	firstname.surname@internet.net
Verify e-mail address:*	firstname.surname@internet.net
Gender:*	<input type="radio"/> Male <input checked="" type="radio"/> Female
Birth Date:*	Day [01] Month [January] Year (YYYY) [1991]
Disability Details:	None
If you wish, please indicate any disability that may require special arrangements:	<div style="border: 1px solid gray; height: 40px;"></div>
Do you have any Criminal Convictions?*	<input type="radio"/> Yes <input type="radio"/> No

Step 7. Residency & Funding



- a. Please select the appropriate nation from the drop down list for your country of birth, nationality and domicile (where you currently live)
- b. For fee status select:
 - a. 'Exchange Student (no fees)' if you are coming via the exchange program with one of our partner universities.
 - b. 'Pay own fees' if you will be paying tuition fees directly to the University of Leeds.
 - c. 'Home institution/representative to pay fees' if you are coming through one of the following institutions: API, Butler, Cornell/ Brown/ Penn, Doshisha, Fuji Women's University, Konan Womans's University, Lingnan, Towson

[HELP](#) [GUIDELINES](#) [CONTACT US](#) [EXIT](#)

Residency & Funding

(Checklist item 6 of 12)

Please enter additional personal information. When you are finished, click **Continue** to go to the next section.

To comply with the UK's immigration regulations, all non UK/EEA nationals will need to provide passport or travel document information before being issued a Confirmation of Acceptance to Study (CAS). Click on Help for more information.

If you need assistance in this section click **HELP** at the top of the page.

* - indicates a required field.

Country of Birth:*	United Kingdom (excluding the Channel Islands and the Isle o
Country of Nationality:*	United Kingdom (excluding the Channel Islands and the Isle o
Country of Domicile:*	Poland
Fee Status*	Please Select

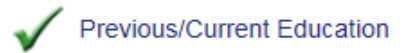
Passport information required for Non UK/EEA nationals ONLY. Click on help for more information

Passport Number:	<input type="text"/>
Passport Place of Issue:	None
Passport Expiry Date:	None None

- c. Please fill out your passport (or ID card for those in Europe) details accurately, especially if you will need a Tier 4 visa for the duration of your study

NOTE: if your passport will run out of date before or during your stay in the UK, you will need to renew your passport. Please do not upload old passport details here, let us know information about your new passport (receive date and nationality) with a note in your supporting documents.

Step 8. Previous/Current Education



a. Please enter your current and any previous higher education institutions – especially if you have studied in the United Kingdom before

NOTE: we need to know if you have studied in the UK before at any level for immigration reasons.

b. Please ensure you enter your year of study as this can have visa implications for some applicants and prevents future delays if we can get this information here

c. Please enter the date that you received, or expect to receive, your qualification

Previous/Current Education

(Checklist item 7 of 12)

i For International Applicants: If you require a Tier 4 (General) Student Visa to study in the UK you must declare all visits to the UK for which you have previously had permission to stay as a Tier 4 (General) student (or under the student rules that were in force before 31st March 2009). In the following sections please include the educational providers, where you have previously studied and if applicable, the qualification you achieved. This information is required and is subject to review by the United Kingdom Visas and Immigration (UKVI). For further information please refer to the help link at the top of the page.

Please enter your previous/current institution.

To start the lookup, click the 'Lookup Your Institution' button to search for your institution, these are ordered by regions, then countries and finally institutions.

The lookup institution address is read only. You will have the option of entering the name and address of your institution at the end the lookup process, if your institution can not be found.

To enter information on additional higher or further education institutions you have studied at, click the 'Enter/View another institution' button at the bottom of the page. When you are finished, click **Continue** to go to the next section.

If you need assistance in this section click **HELP** at the top of the page.

Please enter the details of all relevant institutions/qualifications which support your application including those undertaken in the United Kingdom.

* - Indicates a required field.

Lookup Your Institution	
Home University *	University of Leeds
Address Line 1	
Address Line 2	
Address Line 3	
City	Leeds
Zip/Postal Code	
Country:	United Kingdom

What is your Degree Title (if known)?:	Bachelor of Arts
If not found, enter Degree Title:	
What is your current level of study?	Undergraduate
What Modules/Courses are you studying this year? (Please include all the modules/courses which are not listed on your current transcript):	
What is your current year of study?	2
Current Grade Average? (if known):	
Qualification Date:	Day None Month None Year (YYYY)



Step 9. English Language Proficiency ✔ English Language Proficiency

a. If you are taught mainly in English select 'yes'

NOTE: even if you are taught in English, you will need to provide evidence of your English Language level if you have studied at University level for less than two years in an English speaking country if you want/need a Tier 4 visa.

[HELP](#) [GUIDELINES](#) [CONTACT US](#) [EXIT](#)

English Language Proficiency

(Checklist item 8 of 12)

Please enter the results of any English language tests you have taken. These will be considered unofficial scores at this stage. Please send your test certificates to the School you wish to consider your application so the scores can be verified. For IELTS or TOEFL, please give the overall score as "Test 1" and continue with the component scores. When you are finished, click **Continue** to go to the next section.

If you need assistance in this section click **HELP** at the top of the page.

The main language of tuition in my home university is English (if 'Yes', then continue to the next page).		<input type="radio"/> Yes <input checked="" type="radio"/> No	
If the previous answer is 'no' then, please provide details of English language qualifications below::			
Test	Score	Date Taken	
1. IELTS Overall Score	6.0	Day 01	Month January Year 2014
2. IELTS Listening Score	5.5	Day 01	Month January Year 2014
3. IELTS Reading Score	5.5	Day 01	Month January Year 2014
4. IELTS Speaking Score	5.5	Day 01	Month January Year 2014
5. IELTS Writing Score	5.5	Day 01	Month January Year 2014
If you are planning to take an IELTS or TOEFL test at a later date, please provide details below:			
Test	Date to be Taken		
1. None	Day None	Month None	Year
2. None	Day None	Month None	Year
3. None	Day None	Month None	Year
4. None	Day None	Month None	Year
5. None	Day None	Month None	Year

b. Please read the Language Requirements section of our [website](#) to see if you meet our language criteria before applying. There is also more information on who needs to submit evidence of English Language level.

c. You should enter the test date as it is printed on your certificate.

NOTE: IELTS and TOEFL test dates must be within 2 years (to the day) of when you will start studying at the University of Leeds.



Step 9. English Language Proficiency - Continued

- e. If you are taking a pre-sessional course, you must select which one on this page.
- f. There is more information about pre-sessional courses on our [website](#) and on the English Language Centre [website](#) who run the course.

English Language Proficiency

(Checklist item 8 of 12)

Please enter the results of any English language tests you have taken. These will be considered unofficial scores at this stage. Please send your test certificates to the School you wish to consider your application so the scores can be verified. For IELTS or TOEFL, please give the overall score as "Test 1" and continue with the component scores. When you are finished, click **Continue** to go to the next section.

If you need assistance in this section click **HELP** at the top of the page.

Test	Score	Date Taken
1. IELTS Overall Score	6.0	Day 01 Month January Year 2014
2. IELTS Listening Score	5.5	Day 01 Month January Year 2014
3. IELTS Reading Score	5.5	Day 01 Month January Year 2014
4. IELTS Speaking Score	5.5	Day 01 Month January Year 2014
5. IELTS Writing Score	5.5	Day 01 Month January Year 2014
Pre-sessional courses which you are applying for.	<div style="border: 1px solid black; padding: 5px;"> <p>Please Select</p> <ul style="list-style-type: none"> The 20 week pre-sessional programme (April Start) The 10 week pre-sessional programme (July Start) The 6 week pre-sessional programme (August Start) The 10 week pre-sessional programme (October start) </div>	

[Return to Checklist without saving changes](#)

Release: 6.1



Step 10. Module Selection or Research Module Selection or Research

NOTE: Please read the information on our [website](#) before filing this section in.

- a. Once you have selected the 'Subject', modules suitable for Incoming Study Abroad students (marked 'isa' on our Module Catalogue) will appear under module selection.
- b. Please select 60-100 credits per semester of study.
 - a. A standard workload is 60 credits per semester, however we advise that you select more than this here as there is no guarantee that you will be allocated the modules that you request.
 - b. If you select more than 100 modules per semester we will have to ask you to submit a new application.
- c. January to January applicants should only select modules in Semester 2, you will choose your Semester 1 modules after you have arrived.
- d. It does not matter which order you select the modules in, the list is not an order of preference.

Module Selection or Research

(Checklist item 9 of 12)

Please select the modules you are interested in studying and/or specify details for your general research/ clinical placement. Modules should be selected in preference order.

Please note: the Study Abroad Programme is full-time, 60 credits per semester or 120 credits per academic year.

For information on modules available to Study Abroad applicants, follow this link: [Module Catalogue](#). When searching the module catalogue please use the search criteria 'Search by Incoming Study Abroad' to display the available modules.

Please select a subject and then wait for the module selection list to be populated. Only Modules offered in the semester you are applying for will be shown. Details about the module can be accessed by clicking on 'view' once you have selected a module.

Post Graduate modules: It is not common practice to allow exchange or Study Abroad students to take PG modules. For further information please refer to the [Module Availability Guidance Notes](#).

Subject	Module Selection	Details	Course Ref:	Credits	Semester
1. BIOL-Biological Sciences	BIOL-1112-The Molecules of Life (Group 01)	View	27122	10	1
2. ELU-English Language Unit	ELU-2003-English for Academic Study (Group 01)	View	30604	20	2
3. LUBS-Business School	LUBS-3980-Operations Management (Group 01)	View	15279	20	3
4. SPPO-Spanish, Portuguese & Latin Am	SPPO-1084-Intermediate Portuguese Language (Group 01)	View	7508	20	1
5. PHIL-Philosophy	PHIL-2221-Ancient Philosophy (Group 01)	View	18306	20	1
6. ENGL-English	ENGL-3027-Shakespeare (Group 01)	View	30652	20	2
7. DESN-Design	DESN-2658-20th Century Fashion (Group 01)	View	21425	10	1
8. Please Select	Please select a subject				
9. Please Select	Please select a subject				
10. Please Select	Please select a subject				
11. Please Select	Please select a subject				
12. Please Select	Please select a subject				
13. Please Select	Please select a subject				
14. Please Select	Please select a subject				
15. Please Select	Please select a subject				
Total Credits			120		



Step 10. Module Selection or Research - Continued

- f. Please contact the relevant Study Abroad Coordinator (a list can be found on our [website](#)) for academic advice regarding individual modules – the Study Abroad Office cannot provide academic advice.
- g. It is sometimes possible for students to take postgraduate modules, however we advise that you check with your home institution and the Study Abroad Coordinator for that subject before applying.
- h. What should the 'Research Area' box be used for?
 - a. If you want to conduct research rather than taking specific modules.
 - b. Writing down modules that you wish to take that have not appeared when you selected the subject above, including postgraduate modules..

Post Graduate modules: It is not common practice to allow exchange or Study Abroad students to take PG modules. For further information please refer to the [Module Availability Guidance Notes](#).

	Subject	Module Selection	Details	Course Ref:	Credits	Semester
1.	BIOL-Biological Sciences	BIOL-1112-The Molecules of Life (Group 01)	View	27122	10	1
2.	ELU-English Language Unit	ELU-2003-English for Academic Study (Group 01)	View	30604	20	2
3.	LUBS-Business School	LUBS-3980-Operations Management (Group 01)	View	15279	20	3
4.	SPPO-Spanish, Portuguese & Latin Am	SPPO-1084-Intermediate Portuguese Language (Group 01)	View	7508	20	1
5.	PHIL-Philosophy	PHIL-2221-Ancient Philosophy (Group 01)	View	18306	20	1
6.	ENGL-English	ENGL-3027-Shakespeare (Group 01)	View	30652	20	2
7.	DESN-Design	DESN-2658-20th Century Fashion (Group 01)	View	21425	10	1
8.	Please Select	Please select a subject				
9.	Please Select	Please select a subject				
10.	Please Select	Please select a subject				
11.	Please Select	Please select a subject				
12.	Please Select	Please select a subject				
13.	Please Select	Please select a subject				
14.	Please Select	Please select a subject				
15.	Please Select	Please select a subject				
				Total Credits	120	

Please provide details of any research or clinical placement to be completed:

If you intend to complete a research project, provide a brief description of the general research area in which you are interested:

Postgraduate module (SUBJECT 5????M)
 Research area

Which School from the University is this research based?
 Please Select

Enter the name of the proposed Research Supervisor (if known):

Step 11. Referees



NOTE: the information on this page is NOT directed at incoming study abroad students, please enter 'n/a'.

Fee paying applicants should refer to the Supporting Documents section on our [website](#) as you will need to provide a reference letter.

Referees

(Checklist item 10 of 12)

In some instances, admission tutors may require further information about your academic background. Please provide the name and address of an appropriate contact.

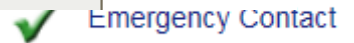
MBA applications should use the [MBA Reference Form](#). When you have finished, click **continue** to go to the next section.

If you need assistance in this section click **HELP** at the top of the page.

Please note, not all schools require a third reference. Please check your [faculty's website](#)

* - indicates a required field.

Referee 1 - Name*	Ms L. Ecturer
Referee 1 - Occupation*	Professor
Referee 1 - Address*	A University University Lane A Town A City A Country
Referee 1 - Email address*	L.Ecturer@university.ac.uk
Referee 2 - Name	
Referee 2 - Occupation	
Referee 2 - Address	
Referee 2 - Email address	



Step 12. Emergency Contact

Please fill in the details of somebody that the University of Leeds should contact should there be an emergency situation during your time in Leeds.

Emergency Contact

(Checklist item 11 of 12)

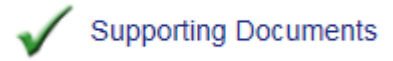
Please enter information about a person you would wish us to contact in case of an emergency. Click the **Enter Another Emergency Contact** button if you want to provide another contact. When you have finished, click **Continue** to return to the Checklist.

If you need assistance in this section click **HELP** at the top of the page.

Errors occurred. Please try again.
Either a state and Post/ZIP Code or a Country must be specified.

Title:	Mr
Relationship:	Father
Last Name:	Daddy
First Name:	Father
Address Line 1:	Home
Address Line 2:	
Address Line 3:	A Town
City:	A City
Post/ZIP Code:	AA2 BBB
Country:	United Kingdom
Telephone Number (Including country and area codes):	+xx xxxxx xxxxxx
Mobile Telephone Number (Including country and area code):	

Step 13. Supporting Documents



NOTE: incorrect or missing supporting documents are the main reason applications are delayed. We cannot process your application if you have not submitted all of the required supporting documents so please read this information carefully and ensure that the documents are uploaded and **SAVED** (you must press 'Attach to Application' to save the documents) to your application before you press 'Application Complete'.

- a. Upload all of your supporting documents in one pdf file.
- b. All applications must include:
 - a. Official transcript of records (in English) or a non-official print out that is stamped and signed by your home university with an explanation of your home institution's grading system
 - b. A copy of the information page of your passport or ID card that you will be using to travel. If you are renewing your passport, please include a page in your supporting documents informing us of this.
- c. Please see the 'Supporting Documents' section of our [website](#) to see if you need to submit other supporting documents (English language certificate/references/portfolio of work/foreign language questionnaire/disability information)
- d. If you are having technical difficulties, please try again later and then email us if you are still having problems.

* - indicates a required field.

Browse For Document:*	<input type="text"/>	Browse...
Document Type: *	None <input type="button" value="v"/>	
Description:	<input type="text"/>	
		<input type="button" value="Attach to Application"/>

Document(s) Submitted:-

Certificates:				
No:	Name:	Description:	Date Submitted:	Remove Document:
1	Firstname_Surname_SupportingDocuments.pdf		05-01-2015	Remove

Step 14. Submit your application

- a. You should now have filled in everything that we need to process your application!
- b. You are able to view a summary of your application by pressing 'Show summary of this application'.
 - a. Sometimes this doesn't show all of the information on your application. Do not worry about this, we will contact you if we need further information.
- c. Please tick the boxes as appropriate to you and then press 'Application is Complete' when you are ready to submit your application.

NOTE: we cannot view or process applications until you have pressed 'Application is Complete'.

Submission of Application

To submit your application, once you have completed all sections, click **Application is Complete**. By submitting this application you:

- (1) Agree to the University processing personal data contained in this form, or other data which the University may obtain from you or other sources. The University of Leeds may use this information to collect statistics but will not publish any information that may identify you.
- (2) Agree to the processing of such data for any purpose connected with your studies or your health, welfare and safety, or for any other legitimate reason.
- (3) Confirm that the information provided in this application is, to the best of your knowledge, true, accurate and complete. Applicants are advised that information given which is later found to be false may lead to the withdrawal of any offer of a place at the University.

Please note if your application has not been submitted after six weeks, it will be deleted and you will need to complete a new application.

- (4) Confirm that, if you require a Tier 4 (General) Student Visa to study in the UK, you have declared the mandatory information relating to visits to the UK for which you have previously had permission to stay as a Tier 4 (General) student (or under the student rules that were in force before 31st March 2009).

If any of the information you have submitted is incorrect, or changes eg: if you are granted permission to stay as a Tier 4 (General) Student for a new course (from a sponsor other than the University of Leeds) please notify us immediately.

- (5) The University may contact you concerning your application for the purpose of marketing any products and services that we feel would be of benefit to you. For more information please see the following [Privacy Statement](#).

Use of Personal Data



In completing this application, where you have been required to provide personal data such as mobile phone numbers and e-mail addresses, this will be used by the University for processing the application and sending you further information regarding your application.

We may also send you other information relating to the University that we feel would be of interest to you, such as University Open Days and University Courses. None of your data will be shared with third parties. Please confirm your consent to us using your data in this way by ticking the box above. You may at any time withdraw your consent by emailing cet_suggestions@leeds.ac.uk.

Please tick if you would like to receive email regarding the "progress" of your application.



Please tick if you would like to receive SMS texts regarding the "progress" of your application.



[Show summary of this application](#)

[Send an email to University of Leeds Admissions](#)

Release: 7.0

Thank you for submitting your application to study at the University of Leeds; we look forward to reading it. We will contact you if we need any further information from you. We do receive a high volume of applications every year and we thank you for your patience whilst we process them. We anticipate that you will hear from us within 6 weeks of the date you submit your application.

If you have questions, you can find information on our website:

www.leeds.ac.uk/incomingstudyabroad

You can also contact us:

Email - studyabroad@leeds.ac.uk

Phone - +44 (0)113 343 7900

Office hours: Monday to Friday 09:00 - 17:00