



Non-EU Exchange Programme 2019/20

Application Guidelines for Partner Institutions and Students

Student Nominations

As a partner institution you will be provided with an Excel sheet which you should complete with the details of your students applying to Newcastle and submit to studyabroad@ncl.ac.uk. We can only consider applications from students who appear on this submission.

You will also be issued with the secure link to our online application portal and the password required by your students to access the portal. Please pass these details on to your students as we do not give access to the portal directly to students.

You need to ensure that your nominated students complete the online application and submit all of the supporting documents (listed below) via the portal by the stated submission deadline.

Newcastle University reserves the right to refuse admission.



September 2019 Application Submission Deadlines

September Entry

30th April 2019

Important Notice

The Application Portal will be closed at the end of the day (UK time) on this date and no further applications can be submitted beyond this time.

Contact Details

Studyabroad@ncl.ac.uk

English Language Requirements

International students must submit a valid English language certificate with a score of IELTS 6.5, PTE 62 or TOEFL iBT 90 (Overall Score).

Additionally, if they intend to apply for a Tier 4 Student Visa, they need to ensure they have the following minimum score in each subsection which is equivalent to level B2 on the Common European Framework of Reference for Languages (CEFR):

IELTS: 5.5 in all four components of the test

PTE: 51 in all four components of the test

TOEFL iBT: Reading: 18; Writing: 17; Listening: 17; Speaking: 20

The English test must have been taken within 2 years of the course start date. If a student has taken or is planning to take an English language test that does not appear on our list, you can contact studyabroad@ncl.ac.uk to check if we will accept it.

Visa Regulations

Full Year Students

Non-EU Exchange students who study at Newcastle University for more than 6 months will require a **Tier 4 Student Visa** to enable them to study in the UK. The Student Mobility Team will issue Non-EU Exchange students with the necessary documents required to apply for a Tier 4 Student Visa. Applicants should ensure that they are fully aware of what they will need to do in order to successfully apply for a Tier 4 Student Visa. Further information can be found at:

<https://www.ncl.ac.uk/international/visa/>



Visa Regulations (Cont.)

Semester Only Students

Non-EU students who study at Newcastle University for less than 6 months can apply for a **Short-Term Study Visa**. The Student Mobility Team will issue semester only Non-EU Exchange students with the necessary documents required to apply for entry clearance under this Short-Term Study route.

All visa nationals must apply for entry clearance before entering the UK on a Short-Term Study Visa. You can check on the [Home Office website](#) to see if you must apply for entry clearance first. If you are a non-visa national it may not be compulsory for you to apply for entry clearance in advance, however we recommend that you apply for entry clearance under the Short-Term Study route in your home country to avoid any immigration problems occurring when you enter the UK. A student who applies on arrival will be issued with a single entry Short-Term Study Visa only.

Students on a Short-Term Study Visa **cannot**

- work (including on a work placement or work experience) or carry out any business
- extend their visa
- bring family members ('dependents') with them - they must apply separately

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.

Arrival

International Welcome Week

International Welcome Week will take place from Monday 16th September to Friday 20th September 2019 and involves a schedule of information sessions. We inform students about the practicalities of being a new student at Newcastle University and hold social activities to help them make new friends. It also includes our Meet and Greet Service from Newcastle International Airport.

Induction

An induction session specifically for incoming Non EU Exchange students will take place on Wednesday 18th September 2018. It is compulsory that students attend this session, so they should arrive in Newcastle in time to ensure attendance at the session. Precise details of the session will be provided in the student's acceptance letter.



Application Guidance

- Applicants will require a link to the online application portal and a password to access the portal. These details will be forwarded direct to partner universities in order that they can pass them on to their nominated students.
- Applicants must complete **all sections** of the online application form.
- Applications which are not fully complete cannot be submitted – the portal software will prevent this.
- The applicant will receive an automated email if the online application has been submitted successfully.

Completion of Online Application

Supporting Documentation

Applications must be accompanied by all of the supporting documents requested on the form:

- Transcript(s) of studies
- English Language Certificate
- Personal Statement (minimum of 500 words – portal software will not allow less)
- Module Choices
- Colour scan or copy of Passport (page containing personal details).

Module Choices

It is important that applicants read the Module Catalogue Guidance Notes before using the catalogue as it explains the terminology and indicates exclusions.

<http://www.ncl.ac.uk/mobility/newcastle/module-catalogue/guidance/>

Students may only study the subjects listed in the Bilateral Agreement with the partner institution. The online Module Catalogue can be found at:

<http://www.ncl.ac.uk/mobility/newcastle/module-catalogue/>

Period of Study

Applicants must state their requested study period on the application form.

Semester One: Monday 16 September 2019—Friday 24 January 2020

Full Year: Monday 16 September 2019—Friday 12 June 2020

Academic Assessment

Applicants must be aware that they must undertake all the academic assessments required by the modules which they study.

Acceptance

Applicants will be informed if they have been accepted to study at Newcastle University and receive the relevant documentation in late May.

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.

Please be aware that semester-only accommodation is extremely limited and we cannot guarantee that students will be housed in University accommodation. Semester only students who are offered a place in University accommodation will be informed of their offer in early September.

If we are unable to allocate a place in University accommodation, we will provide information and guidance on how to look for accommodation in the private sector.