

Autumn 2016/ Spring 2017

Application Guide

Study Abroad/ Exchange students



Introductory letter

Dear Student,

Thank you for choosing Regent's University London for your study abroad experience. To confirm your place on the programme, you will need to send the required application documentation electronically to inbound@regents.ac.uk by the following deadlines:

Deadlines

30th March for Autumn semester
30th October for Spring semester
1st March for Summer programmes

This guide helps you to complete your application and provides you with information on how to choose courses, apply for a visa and explains the process once your application is received by the Inbound Team at the International Partnerships Office (IPO).

This guide provides details on how to apply to the following Regent's University London schools:

[European Business School London \(EBSL\)](#)
[Regent's Business School London \(RBSL\)](#)
[Regent's American College London \(RACL\)](#)
[Regent's School of Drama, Film and Media \(RSDFM\)](#)
[Regent's School of Fashion and Design \(RSFD\)](#)
[Regent's School of Psychotherapy and Psychology \(RSPP\)](#)

It is essential that your application reaches us by the deadline specified above. This allows sufficient time for you to make necessary arrangements and for your documents to be processed.

If you have any questions regarding your application, please do not hesitate to contact inbound@regents.ac.uk

We look forward to welcoming you to Regent's University London.

Kind regards,

Inbound Team
The International Partnerships Office
Regent's University London
Inner Circle, Regent's Park
London NW1 4NS, UK

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Quick facts about Regent's University London

Location

Our two campuses (the Park Campus in the middle of Regent's Park) and the Marylebone Campus (on Marylebone High Street) are a short 10-minute walk from each other. Both are located in Zone 1 in central London and well linked for travel around London as well as nationally and internationally. Visit our [website](#) to see exactly where we are located. The International Partnerships Office (IPO) is on the Park Campus.

Students

- Around 4,500 students on our two campuses over the course of a year
- 3,300 undergraduate and foundation students
- 1,200 postgraduate students
- Gender: 56% female; 44% male

Nationalities

- 138 student nationalities
- 52 staff nationalities

Origins of students

- 33% Europe
- 21% United Kingdom
- 14% USA
- 32% Rest of world

Top 20 nationalities among students on campus:

UK, USA, Italian, German, French, Russian, Indian, Swedish, Spanish, Swiss, Belgian, Bulgarian, Norwegian, Nigerian, Chinese, Dutch, Romanian, Ukrainian, Pakistani, Kazakh

Student nationalities by School:

- European Business School London: 102
- Regent's American College London: 89
- Regent's Business School London: 112
- Regent's School of Drama, Film & Media: 45
- Regent's School of Psychotherapy & Psychology: 66

International activities

- Around 200 partner institutions in more than 30 countries across the world
- More than 100 study-abroad destinations worldwide
- Some 370 outbound students and 900 inbound students each year

Application documents and deadlines

In order to apply you must submit documentation as detailed below. All documents must be sent electronically to the International Partnerships Office (IPO) on inbound@regents.ac.uk. Attach all documents to one email, with each document clearly indicating your full name.

Deadlines

30th March for Autumn semester
30th October for Spring semester
1st March for Summer programmes

Application Documents

All below documents are required.

Your application will not be processed if your application pack is incomplete.

Further, **the Application Form and Module Choice Form must be filled in electronically in the word document. We DO NOT accept handwritten and/or scanned documents.**

- Application Form and Module Choice Form
- A copy of your official academic university transcript
- A copy of your passport (where your personal details and photo appear)/National Identity Card (EU/EEA students only)
- A clear JPEG portrait photo for your student ID card
- CV/Resume (for postgraduate students only)
- Motivation letter (for independent study abroad students only)

Application instructions

Application form

This document requests your personal details. It can be downloaded from www.regents.ac.uk/inbound. Please complete the Word document electronically (type all details into the Word form, save and send it by email; do not print and handwrite it!) and return it to inbound@regents.ac.uk. **Any scanned/handwritten forms will be returned.**

- Give your full name as it appears on your passport/national ID card
- Provide a valid email address which you use regularly, and which you will have access to during holidays and after arrival in London. We mainly communicate to you via email and it is important that we can reach you
- Indicate if you require a visa and the type you wish to apply for. Visa information can be found in the Visa Information for Non-EU/EEA Nationals section of this guide. It is YOUR responsibility you comply with immigration regulations
- Disclose any disabilities that you may have. You will be contacted by the disability officer to put in place any requirements you may have during your stay at the University. Information available here: www.regents.ac.uk/disability

JPEG photo

This photo will be used to produce your Regent's University London identity card. As your ID card will be part of your identification while in London, it is important that the photo:

- Shows your portrait and you facing the camera
- Is in high resolution and clear
- Is saved in JPEG format

Transcript/Record of Achievement

Send us your most recent transcript/ record of achievement detailing the modules and results you have taken at your home institution. You will be able to get this from your registry, or ask your International Office for advice. Send us a scanned (!) copy only; we do not need originals by post

Copy of your passport/national ID card

Provide a scan of your passport (photo page, personal details like name, date of birth etc.) or your national ID card (if you are an EU/EEA citizen). If you currently do not have a valid document or it is going to become invalid within the next year, indicate this accordingly on your application form.

Independent Students/Freemovers

- You will also need to submit a 500 word statement detailing why you wish to study at Regent's University London
- You will need to pay the Registration/Application fee. See Tuition Fee section for further information

Postgraduate Students

Please send a detailed CV in English. Having information on your work experience helps us to determine whether you are eligible to join the courses of the postgraduate programme you have chosen.

Choosing modules

The Module Choice Form

It is necessary to select the modules you intend to study at Regent's University London before your arrival. This form is available for download at www.regents.ac.uk/inbound and looks like the below. You must submit this form together with all other application documents.



Module Choice Form for Study Abroad/ Exchange Students

Full Name (as stated on your passport)	
Name of Home Institution	
Title of degree/major at Home Institution	
RUL School	Choose an item.
Number of credits needed while abroadECTS (careful! You must state the credit amount in ECTS! If you don't know what this means- inform yourself!)
Level of Study at RUL	Choose an item.
First Semester at RUL	Choose an item.

- You must consult the module list specific to the school you will study at. All module choices, including alternative choices, must be approved by your home institution. You cannot make changes to your choices once submitted.
- We advise to take no more than 20 or 25 ECTS per semester. You may have to take 30 ECTS which is a full work load. We are unable to confirm which modules you will be able to take until your arrival at Regent's during the Orientation period.
- Some courses have pre-requisites. By submitting this form you confirm that you have informed yourself about the content of each course selected and that you meet the pre-requisites and that you know about the credit transfer to your home institution.
- Please choose up to six first, second and (optional) third choice modules. Please enter your choices horizontally across the table, in order of first, second or third choice. We aim to allocate all students their first choice modules. Where this is not possible, we will allocate you to your second choice, and if this is not possible, third choice. Only enter choices in rows 4-6 (shaded grey) if you need more modules/credits. Please put compulsory modules as your first choices.

	First Choice Modules				Second Choice Modules			Third Choice Modules (optional)		
	Code	Module Title	ECTS Credits	Compulsory for your studies?	Code	Module Title	ECTS Credits	Code	Module Title	ECTS Credits
1										
2										
3										
4										
5										
6										
7										
8	Number of ECTS Credits Needed									

Please type the document and return it in Word format. Any handwritten and/or scanned versions will not be accepted and returned to you.

Before you fill in the form and submit it:

- **Ensure you read the module syllabus for each course that you are interested in taking carefully**
- Syllabi are available to read and download from Drop Box as per the below links:
 - ✓ Course syllabi for [undergraduate Modules](#) at European Business School London/Regent's Business School London (EBSL/RBSL)
 - ✓ Course syllabi for [postgraduate Modules](#) at European Business School London/Regent's Business School London (EBSL/RBSL)
 - ✓ Course syllabi for [Regent's American College London](#) (RACL)
 - ✓ Course syllabi for [Regent's School of Drama Film and Media](#) (RSDFM)
 - ✓ Course syllabi for [Regent's School of Fashion and Design](#) (RSFD)
 - ✓ Course syllabi for [Regent's School of Psychotherapy and Psychology](#) (RSPP)
- Check if you meet the pre-requisites for the course (if applicable)
- Check with your home institution (academic advisor and/or international office) if you will be given credit for the course
- Your choices (first choices as well as alternative choices) must be approved by an academic advisor or the international office at your home institution. You are responsible for ensuring your classes are approved.

Choosing your modules

- **To choose your courses, please refer to the module lists (downloadable from our [website](#)) as well as to the module syllabi via the Drop Box links as per above information**
- At undergraduate level, you will need to register for one school exclusively at Regent's (e.g. the European Business School London (EBSL) or Regent's School of Drama, Film & Media (RSDFM) but you can additionally take modules from other schools
- At postgraduate level, you will need to register for either the European Business School London (EBSL) or Regent's Business School London (RBSL). You cannot choose modules from other schools because these are all at undergraduate level
- Check with your home institution to see how many modules/credits you must take
- Have your choices approved by your academic advisor at your home institution
- Make sure that you meet the pre-requisites needed/demonstrate prior knowledge for certain modules
- We recommend taking no more than 20/ 25 ECTS per semester. This will give you some time to explore and enjoy London/ Europe. A full work load is 30 ECTS
- All students must register as full-time students, which is at least 15 contact hours. Enquire with inbound@regents.ac.uk if you are unsure
- The choices indicated on the application form are considered your **final choices**. No further amendments will be accepted.

Avoiding timetable clashes

- Due to the timetabling system at Regent's there is likelihood of clashing classes (that means, they run at the same time) or that classes do not run subject to demand. This is why it is very important that you give us alternative modules!
- The more courses you choose from across the programmes within a particular school, across schools and from across different levels, the more likely a clash becomes
- You can choose core or elective modules. Core modules are likely to run every semester, but elective modules only run subject to demand
- You must ensure that you tick the box 'compulsory' if you require the module in order for your graduation not to be delayed at your home institution. We still cannot guarantee that you will get the class, but we will do our best
- We will endeavor to send you a draft academic schedule for your semester a few months prior to the start date. A final version will become available upon arrival at Regent's.
- The choices indicated on the application form are considered your **final choices**. No further amendments will be accepted.

English language requirements and support

English language requirements

Students are admitted to Regent's University London on the assumption that they have an adequate level of English. Ask your home institution if they require you to take an English test as part of the study abroad/exchange/Erasmus selection process.

You should feel comfortable communicating in English in order to study successfully and to fully enjoy your stay abroad. Experience has shown that students' English level should be at least that of B2 in the Common European Framework of Reference for Languages (CEFR) which equals IELTS 6.5.

Students who need a TIER 4 visa to study in the UK must also meet the strict requirements set by the Home Office. Please visit the Home Office website for information on TIER 4 visas: www.gov.uk/tier-4-general-visa. You will need to send us proof of your proficiency before we can issue a CAS for the TIER 4 visa application.



Pre-semester English Classes

If you would like to take English lessons before the beginning of the semester you can enroll at Regent's Institute of Language and Culture, the specialist language school at the University.

For more information about courses, prices and course dates please see the following link: <http://www.regents.ac.uk/about/schools/english-language-centre>

All inbound exchange/study abroad students benefit from a 10% discount on the usual fees as published on the RILC website.

Semester English Classes

It may be possible for you to take English support classes during the semester. Some classes are accredited with 5 ECTS; these concentrate on academic English, not on language acquisition. Please email inbound@regents.ac.uk for information.

Tuition fees

Students from within Regent's Partnership Network

If you are applying from one of our [Partner Institutions or US Affiliate Institutions](#), please check with your Study Abroad/International Office regarding your fees.

If you are applying from a partner institution, you may be nominated to study at Regent's as an exchange student – in this case, there is no need to pay tuition to Regent's. Students from our partner institutions who are coming to study at Regent's outside the exchange programme are eligible for a discounted semester fee, should this not be met by the home institution. Depending on the type of agreement your home institution has with Regent's, fees may be covered by your institution. Please check this with your Study Abroad/International Office.

You can check if your home institution is a Partner or Affiliate of Regent's University London [here](#). If in doubt, check with us on inbound@regents.ac.uk.

Independent study abroad students

If your home institution does not have a partnership with Regent's University London, you can choose to study independently at Regent's and would be liable for the following fee:

£7,975 per semester for undergraduate students

£8,400 per semester for postgraduate students

Independent study abroad students/ freemovers will have to pay a registration/application fee of £50 at the time of application.

Please Note: The tuition fee listed above is for the 2016-2017 academic year (Autumn and Spring semester) only.

Payment of fees

If you are applying from one of our Partner or Affiliate institutions, please check with your International/Study Abroad Office whether you have to pay fees directly to Regent's or whether they will pay on your behalf.

Independent study abroad students will be sent an invoice for the full tuition fee amount a few weeks before the start of the term and you will need to pay the fees before registering at the University during the Orientation Period. Information on how to make the payment will be given to you.

Visa information

All non-EU/EEA students will need entry clearance in order to study in the UK. The information below gives you some understanding of current rules and Regent's administrative processes to help you obtain a visa.

Please direct any immigration related enquiries to the [Home Office](#) website. If you are unable to find the information you need, email us at inbound@regents.ac.uk and we will endeavor to assist you.

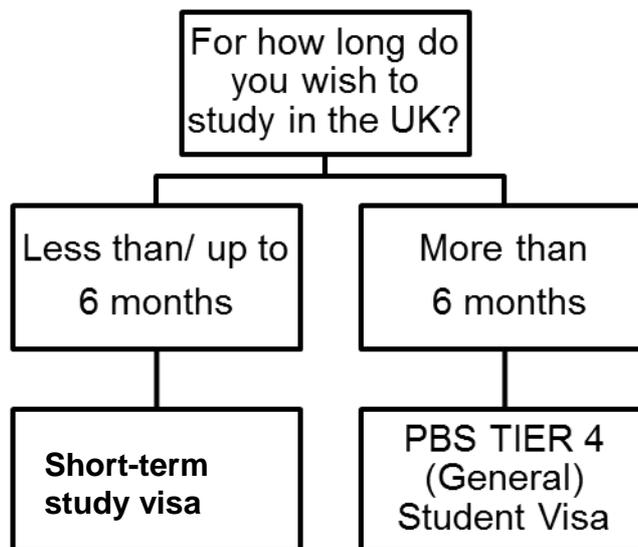
As student you are responsible for ensuring that you apply for the correct visa and that you comply with the latest rules and regulations. It is your responsibility to inform yourself in good time about necessary documents and steps needed to undertake for the application.

Visa Routes

For non-EU/EEA nationals there are two visa routes depending on the length of stay.

- Short-term Study Visa Route
- Tier 4 (General) Student Route

In order to choose the correct visa route you will need to consult with the British Embassy or consulate in your country, and the [UK Home Office](#). The diagram below provides a brief overview.



Short-term study visa

This is the visa the vast majority of incoming study abroad/exchange students use. [Short-term study visas](#) gives you the permission to enter the UK for a maximum of six month. You will not be able to extend your stay in the UK and it will not be possible for you to change from Short-term study visa to "Tier 4 (General) Student" while in the UK. You will not be allowed to do any work (paid nor unpaid).

To enter the UK with a Short-term study visa, all you require from Regent's is your acceptance letter. You may be asked to present additional supporting documentation, for example, a bank

statement. However, visa regulations change frequently and it is your responsibility to check you have the required documentation. Please check details on the website for [Shor-term study visas](#) before applying.

Visa-nationals will need to apply in advance for their Short-term study visa before entering the UK. If you are unsure whether or not you need a visa, ensure to check [here](#).

Tier 4 (General) Student

If your course is longer than 6 months or if you think you may wish to extend your visa while in the UK, you might need to apply for a [TIER 4 Student visa](#). In order to be able to apply for a TIER 4 visa, you will need to request a CAS (Confirmation of Acceptance of Studies) reference number. Regent's in turn can only provide you with it once you have met the following requirements:

- Sent all application documents to the IPO Inbound
- Non-native speakers of English must confirm their English language proficiency; you must meet the minimum English language requirement set by the Home Office and Regent's University London (e.g you need to provide a valid and certified English language proficiency test (IELTS or similar); this must be forwarded to the IPO
- Request CAS application documents from the IPO and send these, fully filled in, back
- Get hold of a bank statement stating a certain amount of funds which must have been in your own account for a minimum of 28 days, this must be sent to the IPO
- Be prepared to pay high administration fees to the Home Office as well as a surcharge to the UK health system

The application process for a Tier 4 (General) Student Visa is quite complex and we strongly recommend you visit the [Home Office](#) website to understand what is required from you. You will need to plan early in order to obtain your visa in time for the semester start.

You must contact the Inbound Team on inbound@regents.ac.uk to obtain the necessary documents for the CAS.

Important

Please note that this information is correct at the time of publication and are guidelines only. Direct any immigration related enquiries to the Home Office website. If you are unable to find the information you need, email us on inbound@regents.ac.uk and we will endeavor to assist you.

In case you wish to apply for a TIER 4 visa, **you must contact the Inbound Team on inbound@regents.ac.uk to obtain the necessary documents for the CAS.**

Accommodation



Regent's University London provides assistance with both on-campus and off-campus accommodation. Full details of the types of accommodation offered can be found on our website: www.regents.ac.uk/accommodation

On-campus accommodation

If you are applying from one of our [US Affiliate Institutions](#), you will just need to complete the 'Housing' section of the application form to apply for housing and do not need to contact the Regent's accommodation office. Please check with your home institution if you are unsure.

All other students who would like to apply for on-campus accommodation must complete the online housing application form, which can be found on our [website](#).

Places are offered on a first come, first served basis. On-campus accommodation is very popular, so it is important to submit your application as soon as possible to secure a place.

University-managed off-campus accommodation

There is some university-managed off-campus accommodation available in central London. Details of our off-campus housing and information on how to apply can be found on our [website](#).

Private accommodation

If you would like to arrange your own accommodation, we can help with information and advice on all aspects of housing in the local area. Options include a flat, a room in a flat share or a homestay. Please contact the accommodation office directly at accommodation@regents.ac.uk or +44 (0)20 7487 7483 for assistance.

It is your responsibility to find housing for your semester at Regent's, but we are happy to assist you with your search.



Meal allowance

If you live on-campus, your accommodation fee will include a specific amount for meals and drinks (not including alcohol). The amount is held by Regent's and accessed by you using your Regent's ID card. For any purchases from Regent's food outlets, the value is deducted from the card. When you have used up the allocated amount, your "meal plan" will have finished. You can go as fast or as slowly as you like. We issue it in instalments so we can warn you if you are going too fast but it is up to you to budget and make sure the allowance lasts you the semester. Any unused meal plan is not refundable or carried over to the next semester.

Note that cash and/or credit/debit cards can be used for food/drinks in Regent's outlets in the event that you do run out or if you live off campus. The Refectory is open for breakfast, lunch and dinner, Monday to Friday, and all day for coffee, snacks etc. On the weekend it is opened for a limited service and may be closed for public holidays.

Academic calendars

EBSL/ RBSL, RACL, RSDFM, RSPP and RSFD Undergraduate

IMPORTANT: Please be aware that the semester dates are different whether you are an undergraduate or a postgraduate student. The day of induction is different too so ensure you check with us if you are not quite sure when exactly the semester begins. Please check carefully to ensure you are looking at the correct calendar. If you are unsure, please email inbound@regents.ac.uk

Autumn Semester 2016	
First Day of Semester: <i>The first week of the semester includes the Orientation Period which is compulsory to attend</i>	
EBSL/ RBSL undergraduate level	Monday, 12 th September 2016
RSDFM, RSFD and RSPP	Tuesday, 13 th September 2016
RACL	Wednesday, 14 th September 2016
First Day of Classes:	Monday, 19 th September 2016
Last Day of Semester:	Wednesday, 21 st December 2016

Spring Semester 2017	
First Day of Semester: <i>The first week of the semester includes the Orientation Period which is compulsory to attend</i>	
EBSL and RBSL undergraduate level	Monday, 23 rd January 2017
RSDFM, RSPP and RSFD	Tuesday, 24 th January 2017
RACL	Wednesday, 25 th January 2017
First Day of Classes:	Monday, 30 th January 2017
Last Day of Semester:	Friday, 2 nd June 2017

EBSL and RBSL Postgraduate

IMPORTANT: Please be aware that the semester dates are different depending on the school you are applying to and whether you are an undergraduate or a postgraduate student. Please check carefully to ensure you are looking at the correct calendar. If you are unsure, please email inbound@regents.ac.uk

Autumn Semester 2016	
First Day of Semester:	Wednesday, 21 st September 2016
<i>The first week of the semester includes the Orientation Week which is compulsory to attend</i>	
First Day of Classes:	Monday, 26 th September 2016
Last Day of Semester:	Wednesday, 21 st December 2016

Spring Semester 2017	
First Day of Semester:	Monday, 18 th January 2017
<i>The first week of the semester includes the Orientation Week which is compulsory to attend</i>	
First Day of Classes:	Monday, 23 rd January 2017
Last Day of Semester:	Friday, 26 th May 2017

Confirmation of acceptance

Acceptance

Once the IPO has received your complete application pack, you will receive, electronically, an official acceptance letter and a pre-arrival guide.

EU/EEA Students

All you require from Regent's is your letter of acceptance which will be sent via email. Please print this letter and bring it with you when you travel as you may be asked to show it to border officials.

Non-EU/EEA Students: Non-visa nationals travelling via the Short Term Study Visa Route

All you require from Regent's is your letter of acceptance which will be sent via email. Please print this letter and bring it with you when you travel as you may be asked to show it to border officials. There may be some additional documents you need to show and we strongly suggest you check this with the [Home Office](#). You can check if you are a visa national [here](#).

Non-EU/EEA Students: Visa nationals applying for a Short Term Study Visa

All you require from Regent's is your letter of acceptance which will be sent via email, but you will need to apply for your visa in advance ("entry clearance prior to leaving your home country"). There may be some additional documents you need to show and we strongly suggest you check this with the [Home Office](#). You can check if you are a visa national [here](#).

Please check with the Home Office for details on how to apply for your visa.

Visa nationals applying for a Tier 4 Student Visa

If you wish to apply for a [Tier 4 visa](#), you must send various documents to the IPO and satisfy requirements before the IPO will report your details to the Home Office which will issue a CAS (Confirmation of Acceptance of Studies) number for you. You will be notified via email once your CAS has been assigned. You will need this number for apply for your TIER 4 visa.

Please note: Once you have your CAS number (will be sent via email) you can apply for your visa. You do not require any other official documentation from Regent's University London, but you must request a CAS from the IPO.

Important

Please direct any immigration related enquiries to the Home Office website. If you are unable to find the information you need, email us on inbound@regents.ac.uk and we will endeavor to assist you.

Orientation Period



The IPO and Regent's organise an Orientation for all incoming study abroad/exchange students. Orientation takes place during the week before classes commence and attendance is obligatory. By participating, students receive a good introduction to the University and all support services.

Participation is compulsory.

The Orientation Period timetable will be sent to approximately one to two weeks before arrival.

Previous orientation days comprised of the following events:

- Welcome talks by IPO staff, Programme Directors and Student Union
- Campus tour
- Information given by Head of Student Support and Disability Officer
- Introduction by Careers and Business Relations: the team provides assistance with CVs, cover letters and advises on internships
- Introduction to Student Services (accommodation, health, sport, entertainment, excursions)
- Information on Regent's University London library, Blackboard and the IT centre
- Marylebone Challenge team activity
- London Survival Guide presentation
- The Great London Treasure Hunt
- British Pub Quiz

Contact Information

If you have any questions regarding your application or study period abroad at Regent's University London, please contact the Inbound Team at the International Partnerships Office (IPO).

Contact Details

Inbound Team
International Partnerships Office
Regent's University London
Inner Circle, Regent's Park
London NW1 4NS
United Kingdom

T +44 (0)20 7487 7727

+44 (0)20 3075 6245

E inbound@regents.ac.uk

What happens next?

- Complete all application forms and send these and all supporting documents via email to inbound@regents.ac.uk
- Await confirmation of your acceptance from your international office/study abroad office or directly from the Inbound Team at Regent's University London
- Await your official acceptance letter and pre-arrival information
- Receive a number of communications in the months before your arrival, to include information on English language support classes, invitation to join our Facebook group, orientation period details and much more.....

We're looking forward to welcoming you to Regent's!

