**WORLDWIDE EXCHANGE AND**

**STUDY ABROAD APPLICATION**

**Deadline: May 1st for September entry**

 **October 16th for January entry**

**Please complete this form electronically. Handwritten applications are not accepted unless completed in BLOCK CAPITALS. Submit your application to** **exchanges@mmu.ac.uk** **as one file, not as separate files for each page.**

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| Tick the box that describes you.[ ]  Worldwide Exchange – You are coming from an exchange partner university outside Europe[ ]  Study Abroad – You are applying independently and not studying with us as part of an exchange agreement |

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| **SECTION ONE – PERSONAL DETAILS** |
| **Last name:** |  |  | **First name:** |  |  |
| **Date of birth** *dd/mon/yy:* |  |  | **Gender:** |  |  |
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| **Home address:**Please provide us with your FULL address details. |  |  |
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| **E-mail:** |  |  | **Telephone:** |  |  |
| Please use your university email address. All future correspondence, including offer letters, will be sent to this address. |  |

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| **SECTION TWO – NATIONALITY AND RESIDENCE DETAILS** |
| **Country of birth:** |  |  | **Nationality (not ethnicity or religion):** |  |  |
| **Country of permanent residence:** |  |  |
| **If you need a visa to study in the UK, please provide your passport number:**  |  |  |
| **If you do not need a visa, under what immigration category will you enter the UK:**EU Passport holders: please write “EU citizen” |  |  |
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| If you need a Tier 4 visa to enter the UK and English is not your first language you need to enter details of your English language qualification. You should include a copy of your certificate / test report with your application, and it must be no more than 2 years old at the start of the academic year. For the Tier 4 visa, there are specific minimum English language requirements that must be met. Further details can be found here: [www.mmu.ac.uk/international/courses/english-language-requirements](http://www2.mmu.ac.uk/international/courses/english-language-requirements/). **EU passport holders: Leave this section blank.** |
| Name of English language qualification | Awarding body / College / University | Date qualification obtained / date you are taking the qualification | Result |
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| **SECTION THREE - HOME UNIVERSITY** |
| **Name of home university/college:** |  |  |
| **Intended subject major/minor** |  |  |
| **Current year of study:** |  |  |  |
| **Year/Level of study you are intending to enter at Manchester Met** |  |  |  |
| **Current self-assessed English language level according to CEFR:**EU nationals: You do not need to send a certificate. |  |  |
| Use this [link](https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr) to the CEFR grid to measure your English level (Click *Download in PDF*). |

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| **SECTION FOUR - PROPOSED PROGRAMME OF STUDY AT MANCHESTER METROPOLITAN UNIVERSITY**  |
| Please state clearly the names of the degree courses you wish to enter during your exchange in order of preference. Do **not** write the names of units/modules/classes within a degree course, please write degree course titles e.g. *Events Management*, *Sociology, Fine Art, Geography etc.* The online prospectus can be found here: [www.mmu.ac.uk/study](http://www2.mmu.ac.uk/study).Course offerings will be subject to suitability and availability. Not all degree courses at Manchester Met are able to accept Exchange and Study Abroad students. Please be advised that you will be considered for approval for the courses you state below in order of preference and you will be offered a maximum of two courses to study at Manchester Met, e.g. *Psychology* and *History*. We will assume that you are happy to study any of the courses you state. Your offer letter will state which course(s) we have allocated to you. Changes to courses upon arrival cannot be guaranteed so please ensure you check that the courses you have listed below are agreed by your home university before you commit to studying at Manchester Met. You must be prepared to be flexible with classes within these courses, due to timetabling restrictions. |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| Guidance on making unit selections will be included in your offer of admission. You do not need to include unit selections with this application. A full-time study load at Manchester Met is usually four units, or 60 MMU credits per term.**Studying at Manchester Met for one term (autumn or spring term):** You can choose from the semester programmes your allocated course(s). Each semester programme is worth 15 MMU credits, unless otherwise stated in the unit title. Detailed specifications for the semester programmes in most departments are available on our website: [www.mmu.ac.uk/international/exchangemodules](http://www.mmu.ac.uk/international/exchangemodules).**Studying at Manchester Met for the full academic year (September to June):** You can choose units available to Exchange and Study Abroad students that run for the full academic year. The options for each degree course can be found by clicking on the *Course in depth* tab after searching for a course on the online prospectus here: [www.mmu.ac.uk/study](http://www2.mmu.ac.uk/study). Please be aware that not all units listed on the online prospectus are available to Exchange And Study Abroad students. Each full-year unit is worth 30 MMU credits. |
| **Duration of stay** (please tick as appropriate): | Manchester Met term dates: [www.mmu.ac.uk/about/termdates](http://www2.mmu.ac.uk/about/termdates/) If you are joining Manchester Met outside of the standard term dates, please state your start and end dates and explain the reason for these dates: |
| [ ]  Autumn term (Teaching Period: 21/09/20 – 11/12/20; Assessment Period: 04/01/21-08/01/21)[ ]  Spring term (Teaching Period: 11/01/20 – 02/04/21; Assessment Period: 26/04/21-14/05/21)[ ]  Full academic year (Teaching Period: 21/09/20 – 02/04/21; Assessment Period: 26/04/21 - 14/05/21) |
| **Please note**: Exact dates will be provided at the time of offer. Confirmation of coursework/ exam submission dates vary between courses and will be confirmed by departments. |

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| **SECTION FIVE - HOME INSTITUTION APPROVAL** |
| **Worldwide Exchange:** This section must be signed by a member of staff at your home institution, testifying your academic qualities and suitability for study at Manchester Metropolitan University. **Study Abroad**: If you are applying independently and not studying with us as part of an exchange agreement, you do not need home university approval. |
| **Full name:** |  |  |
| **Signature:** |  |  | **Date:** |  |  |
| **Role at home institution:** |  |  |
| If you are completing this form electronically, please type your full name into the signature space. |  |

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| **SECTION SIX - DECLARATION** |
| I declare that the information on this form is correct.  I understand that any offer of a place is subject to my acceptance of the University’s terms and conditions.  I accept that if I do not fully comply with these requirements Manchester Metropolitan University reserves the right to cancel my application.The University is registered as a Data Controller with the Information Commissioner’s Office. The University will hold and process your personal data including some sensitive personal data. As an applicant, you agree to this data being processed in accordance with our [**Data Protection Policy**](https://www.mmu.ac.uk/policy/pdf/policy_ref_data_protection_policy.pdf). Further information about how we will use the personal information you provide to us can be found in our [**Data Protection Notice to** **Students**](https://www.mmu.ac.uk/policy/pdf/policy_ref_dpanoticetostudents.pdf)**.** I agree that Manchester Metropolitan University may record and process the information contained in this form and the Self-declaration form for statistical and administrative reasons in accordance with General Data Protection Regulation. |
| **Applicant signature**: |  |  | **Date**: |  |  |
| If you are completing this form electronically, please type your full name into the signature space. |  |

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| **APPLICATION CHECKLIST** |
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| [ ]  Self-declaration form (page 4) [ ]  One proof of identification: Passport photo page orEU national identity card[ ]  Most recent academic transcript (in English or with an English translation)[ ]  *If you need a Tier 4 visa and English is not your first language:* English language certificate |
| **Without a complete application and required documents, we cannot send you an offer of admission.** |

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| **SECTION SEVEN – SELF-DECLARATION FORM** |
| This section of the application form will **not** be used for selection purposes but it **must** be submitted, even if it is left blank. |
| **7.1 Disability** Please enter the appropriate code if you have a disability, which may in some way affect your studies or may require special facilities or treatment.

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08 Two or more impairments and/or medical conditions51 A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D53 A social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder54 A long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy55 A mental health condition, such as depression, schizophrenia or anxiety disorder56 A physical impairment or mobility issues, such as difficulty using arms or using a wheelchair or crutches57 Deaf or a serious hearing impairment58 Blind or a serious visual impairment uncorrected by glasses96 A disability, impairment or medical condition that is not listed above |
| **If you require disability related adjustments or support, you are strongly advised to contact the Disability Service at Manchester Metropolitan University, before applying for or accepting a place.****Email:** **disability.service@mmu.ac.uk****Tel: +44 (0)161 247 3491****Web:** [**www.mmu.ac.uk/disabilitysupport**](http://www.mmu.ac.uk/disabilitysupport)**If you do not contact the Disability Service in advance of applying for or accepting a place, we cannot guarantee that support will be in place for the start of your course.**If you intend to apply for university accommodation please telephone +44 (0)161 247 2958 or email accommodation@mmu.ac.uk to discuss availability / requirements. |

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| **GUIDELINES FOR APPLICANTS** |
| This section does not need to be submitted with your application. |
| Please read this section carefully. We aim to process your application quickly and efficiently. Most delays can be avoided by following the information given below.The information you give us on your application form will be used in accordance with the University’s Data Protection Policy: [www.mmu.ac.uk/policy](http://www.mmu.ac.uk/policy)**6. Declaration**Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the University and by signing this form you are confirming your agreement.The full notice ‘Conditions Applicable to the Provision of the Manchester Metropolitan University’s (‘MMU’) Education Services’ is available on the University website - <http://www.mmu.ac.uk/studenthandbook/> Should you become a student of the University, this notice shall be the term of any contract between you and the University. Any offer of a place made to you by the University is made on the basis that in accepting such an offer you signify your consent to the incorporation of this notice as a term of any such contract.**7. Self-declaration Form**This section of the application form will not be used for selection purposes.**7.1. Disability, learning support needs or medical condition codes**We aim to create an environment that enables all students to participate fully in university life. To help us make any reasonable adjustments that may be necessary, please use the codes listed in section 7.1 to indicate your specific needs. |