

Overseas Exchange Programme application

Instructions

Instructions and conditions of participation are to be read carefully and kept by you, not returned with the application form. Forms should be completed electronically but need to be signed by the applicant and the applicant's academic advisor. Completed forms should be emailed to studyabroad@londonmet.ac.uk

Places will be allocated on a first come, first served basis subject to availability and eligibility requirements being met.

Conditions of Participation

There will be no course fees payable to the host university. Students will pay course fees as normal to London Metropolitan University prior to departure for the programme. Upon being accepted, students should inform Student Finance England that they will be taking part in an exchange overseas and that this will be part of their degree at London Metropolitan University. Students should ensure that adequate provision has been made for early or alternative arrangements for disbursement of funds. Please be advised that you will be required to attend the host university from mid to late August for the autumn semester.

1. Part-time students are not permitted to study abroad. Students must be enrolled as a full-time student at London Metropolitan University.
2. Students must be in good academic standing (maintaining B grade average) and must obtain approval from their department to study abroad.
3. Failure to comply with conditions and regulations of the exchange programme may result in disqualification from the exchange programme.
4. It is the responsibility of the applicant to carry out required actions such as enrolment or re-enrolment, provision of financial statements or dispatching of any required documentation by the specified date. The university will not accept responsibility in cases where student action is required.
5. All students are responsible for obtaining an original copy of their London Metropolitan transcript before departure and a host institution transcript before their return.
6. Students accepted at Canisius College and the State University of New York at Cortland may have to send a dollar cheque to cover the cost of room, board, linen and college fees.
7. Students are required to pay for their own return flight and all internal travel, as well as living expenses overseas and any necessary visa costs.
8. Upon arrival at your host university you may be required to pay for ID cards and nominal miscellaneous charges.
9. London Metropolitan University cannot be held responsible in any way for illness or accident suffered by students while participating in the programme. Should either or both occur, appropriate care can be secured under the university's insurance which provides medical cover for each student. However, it is the student's responsibility to ensure that they have adequate personal and medical insurance cover.

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10. The Study Abroad Office reserves the right to dismiss from the programme any individual who, in the judgment of the host institution, fails to meet his/her academic obligation and whose conduct is detrimental to the programme.

11. Please note that the exchange applicant may be required to attend the US/Japanese/Jamaican/Trinidadian/Barbadian (as appropriate) embassy for pre-entry interview. Beyond providing any relevant details required for the purpose of exchange and an individual study status, the university will not be able to influence any decision or adjudication reached by the embassy with regard to entry status or denial of visa/entry status.

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Personal details

First name:	ID number:
Last name:	Date of birth:
Preferred host institution:	
Second choice institution:	
Intended exchange semester:	Autumn Spring Full year 20 /
Year of study while away:	Second Third
Degree Programme:	
Name of advisor:	Name of course leader:
Gender: Male Female	Country of citizenship:
Passport renewal date:	
Current address:	Permanent address:
Post code:	Post code:
Telephone:	Telephone:
Email:	
Emergency contact:	Relationship to you:
Address:	Telephone:
Post code:	Email:
How did you become aware of London Metropolitan University exchange programmes?	

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Statement of purpose

- Why have you chosen to study abroad, and why have you chosen this particular institution?
- How will the opportunities at your host institution help you achieve your personal and academic goals for the future?
- If you think that your marks may not meet the requirements please feel free to explain any extenuating circumstances

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Please list the modules you have taken, are currently taking and will take at London Met before you start your exchange semester. *E.g. MC4003 Intro to Public Relations*

Module code	Title	Semester

Please list the modules which you would normally study at London Metropolitan University during the semester/s you intend to spend abroad. These are the modules you must match with courses available at your preferred host institution. Please note whether the London Met modules are core or elective.

Module code	Title	Core or Elective

Referring to the host university website (linked to from partner page), list course titles (where available) or subjects you have identified which you could study at your preferred host. Indicate whether each course would count as a core or elective. You should have one or two options for each of the modules you listed above.

Course code	Title/Subject area	Core or Elective

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Academic approval form

Student's name:

Degree programme:

To be completed by the student's academic advisors(s):

As the advisor for the above named student, I have been informed of the student's interest in study abroad. I have verified the courses listed above and approve the proposed course of study abroad.

- This student is maintaining a satisfactorily high standard of work in his/her study
- This student will be able to maintain progress on his/her London Metropolitan University degree programme while undertaking study abroad

Please add any further comments you may have about the student's suitability to study abroad

Advisor	Signature	Name	Email

I hereby submit my application to participate in the London Metropolitan University exchange programme. I understand that my application will not be reviewed until all forms are handed in. I certify that the information given in the application is true and complete. I confirm that the information provided here may be used by London Metropolitan University staff and colleagues at the host institution for the purpose of organising the exchange.

Applicant's name:

Signature:

Date: