DE MONTFORT UNIVERSITY LEICESTER

Incoming Exchange Student
Application Guidance

Global Mobility Office
International experiences
that push boundaries

DMU GLOBAL

Application Guidance

Congratulations on your nomination to study on exchange at De Montfort University!

In this document you will find instructions on how to complete the DMU exchange student application process. Please read these carefully and refer to them when completing your application. The application deadline is **Monday 10 May 2021, 9am (GMT).**

There are two sections for you to complete.

Application Form
The online application form can be accessed via **this link**. Please complete this form fully and submit it electronically. After you submit the form, a confirmation email will be sent to the email account you use.

Supporting Documents
See below for the supporting documents that you will need to submit. Instructions on how to submit the documents via our secure file transfer service are provided **here** on page 5.

- **Transcript of Records**
  Provide your most recent transcript of records. Please make sure this is signed and stamped by your home institution. Postgraduate students must also provide their degree certificate**.** Transcripts from non-higher education institutions are not required.

- **Copy of Passport**
  This must be a clear scan of your photo page. If you have studied in the UK previously, please include all previous Visas.

- **Motivation Letter**
  Provide a statement explaining why you wish to study on exchange at DMU, your subject area, existing skills and knowledge and any additional information to support your application. This does not need to be longer than two pages.

- **English Language Proficiency**
  The application form will ask you to select the type of evidence you are going to be submitting. Please check Faculty Module Handbooks regarding the level required. This is usually 6.0 IELTS standard with a minimum score of 5.5 in each component. For students studying Law, this is 6.5 IELTS.

  a. Students studying on exchange for the **full academic year** will need to demonstrate English Language Proficiency through an approved provider as per UK Visas and Immigration standards. The full list of accepted tests can be found **here**.

  b. Students studying on exchange for **fall semester only** are able to provide a signed letter from the home institution indicating participant English language proficiency according to CEFR to a minimum level of B2.

  c. Native English speakers do not need to submit this document.

  If you are unsure whether your English Language qualification meets our requirements, please email studentexchange@dmu.ac.uk to confirm this.

- **Portfolio (if required)**
  Please refer to the list **here** to find out if you need to submit a portfolio.

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We look at portfolios as part of the application process as many of our design courses need specialist skills. Your portfolio gives us an idea of your skills and helps us understand if you will enjoy studying with us and to make sure you are choosing the right course for you.

A good portfolio should contain quality work, it's not about quantity. Be selective about what to include and avoid repetition, we would recommended 15 to 25 pieces and ensure that your work is clearly laid out and easy to look through.

Submit the portfolio in a PDF format. You may include a brief explanation at the start of the document to explain the work that has been selected and any other details you deem appropriate.

- **Module Choice Form**
  This form will be attached to the welcome email or can be found **here**. Please select modules from the **Faculty Module Handbooks** (and not the DMU website) and follow the module choice guidance explained. Select modules from one faculty only. You are able to change modules during the first two weeks of term.

  If you have any queries regarding module options, please email studentexchange@dmu.ac.uk in the first instance.

Further details:

- The supporting documents must be named as follows: 'Full name – document name'.
  e.g. John Doe – Transcript.
- Upload all documents as in PDF format where possible.

List of programmes requiring a Portfolio submission:

- Animation
- Architecture
- Contour Fashion
- Design Crafts
- Fashion and Textiles
- Fashion Buying
- Fashion Communication and Styling
- Fashion Design
- Fine Art
- Footwear Design
- Game Art
- Graphic Design
- Interior Design
- Photography and Video
- Product and Furniture Design
- Product Design

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I have submitted my application, what next?

- Your application will be sent for faculty and academic approval. This process will take a few weeks. Once this has been completed, you will receive a **letter of acceptance** from the Global Mobility Office containing information about your next steps. Expect to receive this in **mid-June**.

- Instructions on applying for **accommodation** will be provided to you in the letter of acceptance. All exchange students at DMU are guaranteed accommodation at our **Castle Court** halls of residence.

  Students are advised to refrain from contacting the accommodations team until instructed to do so. The admissions team cannot proceed with any bookings until receiving confirmation from the Global Mobility Office.

- **You can find out whether a visa is required and the rules pertaining to visa types here**

- **Always refer to government guidance for the latest information regarding visas and immigration.**

For students coming to study on exchange for Autumn/Fall Semester:

- Students can stay in the UK without a visa **if studying for 6 months or less** with the new visitor rules. This replaces the short-term study visa. However, it is recommended to travel with the documents confirming the reason for your travel to present at the UK border if required.

- Individuals who are **visa nationals**, have a criminal record or have previously been refused entry into the UK will need to **apply for a Standard Visitor visa**.

For students coming to study on exchange for the full academic year:

(This also applies to students coming from the EU as freedom of movement has now ended following the UK's exit from the EU).

- Full year students will need to apply for a **Student Visa**.

- A CAS is required for the student visa process. This refers to a **Confirmation of Acceptance of Studies**, a very important legal document which will include your personal ID, study information, start and end date, etc. The Global Mobility Office will advise the central Admissions team to process and issue your CAS once your application has been approved.

- Once you have received your CAS letter, you'll need to **book a visa appointment** with **UK Visa and Immigration**. The UK has strict immigration laws and students must explain the reasons for their visit and may have to provide supporting evidence. Further advice regarding this can be found on the **UKVI website**. The visa application costs £348. You may be required to submit originals of documents requested above for the exchange application as part of the visa process.

- **This website** is also useful for International Students to help understand the student Visa regulations.

- If you are entering the UK with a Student Visa, you need to pay a **healthcare surcharge** as part of your immigration application. For more information please **click here**. This will allow you to use the National Health Service (NHS) and gives you access a wide range of healthcare services, including doctors' consultations.

- **When your student route visa application is approved** you will first be provided with a sticker in your passport that will allow you to travel to the UK – this will only be valid for 30 days.

  Once you arrive in the UK you will need to collect your Biometric Residence Permit (BRP) card that will be valid for the full length of your stay in the UK. You must collect this within 10 days of arriving in the UK. The university will not normally allow you to enroll until you have collected your BRP.

- **Travelling to the UK** – when you have received your visa, you will be able to book your flight. We advise to not book any non-refundable travel arrangements until you have obtained a visa.

  When you arrive in the UK, the UK Border Agency will ask for your visa, CAS, passport and will also question you regarding your reason for entering the UK, so make sure you have all your documentation to hand. To help you travel from the airport to our campus, we offer a pick-up service from Heathrow airport.

- **Arrive on campus** – from the time you arrive on campus, you'll have two weeks to collect your Biometric Residence Permit (BRP) card from a local post office. Your BRP card confirms your right to study or work in the UK and to any benefits to public services you're entitled to.

Useful resources

Exchange resources

- **Incoming student exchange guide**
- **DMU Partner Factsheet**
- **Faculty Module Handbooks**
- **Academic Calendar**
- **One-stop shop with useful information**

Further resources

- Information for students about the start of the new academic year is available at **Your DMU Future**
- **Frequently Asked Questions** for students
- **Additional information for international students** – iBuddies, registration, health and wellbeing, life on campus and much more.
- Information about living and studying is also available **from the International Student Support team**, who also produce the **International Student Guide**.
- If you need to self-isolate when you arrive in the UK, you can find **advice and guidance** from DMU to assist you
- Take a look at our **Student Charter** which sets out commitments from the university to students, from students to the university, and from the Students' Union to students.
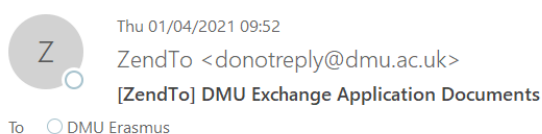- Government guidance on **Healthcare for visitors to the UK from the EU**

How to submit supporting documents

All documents must be submitted to us via **Zend**, our secure file transfer service. The instructions on how to use this system are as follows.

Please do not submit your documents using any alternative methods.

1. **Alongside your welcome email, you will receive a separate email from us requesting a file drop off as shown below.**

    -   <u>This will include a link that is unique to you</u> as displayed below, which will allow you to upload your documents.
    -   The link will only be valid during the application period.

    Thu 01/04/2021 09:52
    Z ZendTo <donotreply@dmu.ac.uk>
    [ZendTo] DMU Exchange Application Documents
    To   ○ DMU Erasmus

    This is a request from Aamena Meidell of Strategic and International Partnerships.

    -   Please click on the link below and drop off the file or files I have requested.
    -   The link is only valid from 2021-04-12 09:00:00 to 2021-05-10 09:00:00.
    -   After that time it will automatically expire.
    -   All files you upload will be automatically encrypted.
    -   More information is in the note below.

    https://zend.dmu.ac.uk/req.php?req=640866459

    If you wish to contact Aamena Meidell, just reply to this email.

    — Note —
    Please return your DMU exchange application documents via the link provided.

    --
    Aamena Meidell
    aamena.meidell@dmu.ac.uk
    Strategic and International Partnerships

2. **After following the link, you will arrive at the page below.**

    -   At this stage, you simply need to **drag and drop** your files into the area. Or you can click the **'Click to add files'** button and upload them individually.

    -   You cannot upload a whole folder; only individual documents will be accepted.

The 'from' email address will automatically be filled with your details and the 'to' will be completed with the DMU email address as shown above. However, if the box below appears, please add the recipient in manually aamena.meidell@dmu.ac.uk.
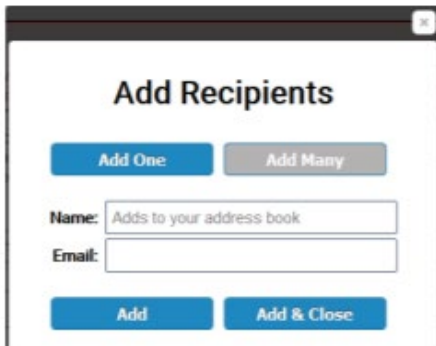
3. Once the files have been imported, they should appear below the button.

On this screen, please <u>make sure the following boxes remain ticked:</u>

- 'Send me an email when each recipient picks up the files'
- 'Send email message to recipients'
- 'Encrypt every file' will be greyed out as this option has automatically been put in place.

4. Once you are ready to submit, click the 'drop off files' button.

- If you wish to include a note alongside your files, you can include this in the 'short note to the recipients' field.

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5. Once the files have been uploaded and submitted, you will see the screen below as confirmation

Drop-Off Summary

Your files have been encrypted and sent successfully.
They will expire in 28 days.

Filename	Size	SHA-256 Checksum	Description
John Doe - Module Choice Form.pdf	3.1 MB	DD8DFD1E53962E0FDF934FD22727B308 AFD63814EEB2D8EA4F1BD627AAB17B20	
John Doe - Motivation Letter.pdf	3.1 MB	DD8DFD1E53962E0FDF934FD22727B308 AFD63814EEB2D8EA4F1BD627AAB17B20	
John Doe - Passport copy.pdf	3.1 MB	DD8DFD1E53962E0FDF934FD22727B308 AFD63814EEB2D8EA4F1BD627AAB17B20	
John Doe - Portfolio.pdf	3.1 MB	DD8DFD1E53962E0FDF934FD22727B308 AFD63814EEB2D8EA4F1BD627AAB17B20	
John Doe - Transcript .pdf	3.1 MB	DD8DFD1E53962E0FDF934FD22727B308 AFD63814EEB2D8EA4F1BD627AAB17B20	
John Doe - English Language Proficiency.pdf	3.1 MB	DD8DFD1E53962E0FDF934FD22727B308 AFD63814EEB2D8EA4F1BD627AAB17B20	

6 files

6. Once your file has been picked up by us, you will receive an automated email to confirm that this has been received.

- Please note, there may a delay of a few days in order for this to happen.

Troubleshooting

- If you are asked to include an encryption key at any stage, please enter 'DMUexchange2021'.

- If you are having any issues when uploading files, with the upload freezing, please try using an alternative browser as this often works.

- If you experience any other issues with the system, please email studentexchange@dmu.ac.uk with as much information as possible and screenshots so we can help you effectively.

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