

STUDY ABROAD AND INTERNATIONAL EXCHANGE APPLICATION GUIDELINES

Go to the [Application homepage](#)

Select the relevant semester, as appropriate. Please note this is the same for Study Abroad and International Exchange Students.

You can apply to study abroad for the whole academic year or for either the Fall or Spring semester.

Entry requirements

Cardiff University generally requires study abroad students to have completed two years of a university or college degree, and have a GPA of 3.0 or above.

Please also note that in order to study some modules you may be required to show background knowledge in that subject area.

If you have a query about the suitability of your qualifications please contact us by emailing studyabroad@cardiff.ac.uk.

Please note that the Study Abroad program is only available to overseas students from countries outside of the EU, wishing to study at Cardiff University for either a semester or a full year as part of their full degree elsewhere.

If you are from the EU and are interested in becoming an occasional student, please email admissions@cardiff.ac.uk. If you are not from the EU and wish to apply to Cardiff University for a full degree, please click [here](#).

How to apply

1. Build your Study Abroad program and select your modules from the [online module catalogue](#).
You are required to list your provisional module choices by order of preference on your application form, and also select two additional modules in case of timetable clashes.
2. Apply online referring to the [application guidance notes](#).

Supporting documents

1. Your most recent academic transcript;
2. One academic reference.

Supporting documents can be uploaded as part of the online application, or emailed separately to studyabroad@cardiff.ac.uk

Application deadlines

Autumn semester / full academic year: 30 April
Spring semester: 31 October

Autumn semester 2016-17

[Apply now!](#)

Full academic year 2016-17

[Apply now!](#)

First time users will need to “SET UP NEW ACCOUNT” by clicking “New User”.

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[eVision Enquiry](#)

LOGIN BELOW

If you have already created an account with the Cardiff University Online Application Service
OR
you already have a Cardiff University username and password (e.g. because you have already submitted an application or you are a current student or member of staff).

Forgotten password

Once you have logged in, you can choose to view and complete the application form in English or in Welsh.

NOTE FOR AGENTS

FOR EXISTING APPLICANTS YOU SHOULD LOG IN USING THE APPLICANT'S USERNAME AND PASSWORD.
FOR NEW APPLICANTS YOU SHOULD CLICK THE 'New User?' BUTTON.
DO NOT LOG IN USING THE AGENCY'S USERNAME AND PASSWORD.

Applicant's Username
SAGCWG

Applicant's Password

[Log in](#)

SET UP NEW ACCOUNT

If you have not used the Cardiff University Online Application Service before
AND
you do not yet have a Cardiff University username and password.

Once you have logged in, you can choose to view and complete the application form in English or in Welsh.

[New User?](#)

If you've already created an account, you can login to view details previously saved, here:

Input your personal details by filling in the fields below, then click Proceed. At this stage, you create a temporary username and password.

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New User Details

Title

--- Please select an option ---

Gender

--- Please select an option ---

Date of Birth

* Forenames

Surname

Home Address Email

Login Details

Username

Password

(maximum of 16 characters)

Confirm password

Cancel

Proceed

Your details will appear on the next screen. Click Proceed.

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John Doe

Your Personal Details: You will be able to amend these during your application.

IPP User Code

1650698

Title

MR

Gender

Male

Date of Birth

01/Mar/1995

Forename/Given Name 1

JOHN

Forename/Given Name 2

Forename/Given Name 3

Last Name/Family Name

DOE

Home E-mail

john.doe@home.com

Proceed

Page 1 of 7: This screen confirms the programme you're applying for, and details the information you'll be asked to provide. Click Next when you wish to proceed.

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ONLINE

GENERAL INFORMATION

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Guidance notes

Ask a Question

You have chosen to apply for the following programme:
Study Abroad Programme(Autumn) for entry in Sep 2016 studying full-time

You will be asked to submit the following information when completing your on-line application:

- Correspondence address;
- Details of your home university;
- Your proposed course choices;
- Personal statement (and research proposal if applying for a research programme).

As you complete the application form, you will be able to upload evidence in support of your application.

Guidance notes are available to help you in completing the application form. You can view these guidance notes by clicking the button at the top of each page.

If you need to log out of the application form before you have completed it, click the 'Save and return later' button at the bottom of each page. You can log in later to amend and finalise your application.

When you have completed your on-line application you will need to submit it for consideration by the University.

Save and return later

Next

Page 2 of 7. Please add any additional personal details.

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PERSONAL DETAILS
Page 2 of 6

[Guidance notes](#)
[Ask a Question](#)

All fields marked * must be completed

You have stated that your name is MR JOHN DOE

If you will require a student visa to enter the United Kingdom you must ensure that the name provided is the same as the name on your passport. If your name is incorrect please change the name details below.

Title	Mr * <input type="text"/>
Forename / Given name 1	John *
Forename / Given name 2	<input type="text"/>
Forename / Given name 3	<input type="text"/>
Last name / Family name	Doe *
Previous Surname (e.g. Maiden Name)	<input type="text"/>
Known As	John
Nationality	--- Please select an option --- *
Second or Dual Nationality	--- Please select an option ---
Country of Birth	--- Please select an option --- *
Country of Residence	--- Please select an option --- *

Page 2 of 7 (cont.) Please input your home address details, telephone number(s) and email address.

HOME ADDRESS

Home Address	<input type="text"/> *
	<input type="text"/> *
	<input type="text"/>
	<input type="text"/>
Country	<input type="text"/>
Postcode / Zip code	<input type="text"/>
Telephone number (including national/area code)	<input type="text"/>
Mobile / cell phone number	<input type="text"/>
Email address	johndoe@home.com *
Fax number (including national/area code)	<input type="text"/>

Page 2 of 7 (cont.) Please input a correspondence address, if correspondence should be sent to a different address to your home address. If this is not the case, please leave the dropdown box and fields blank.

If you are completing the application on behalf of a student, please select yes from the dropdown box and complete the fields with your details.

EDUCATIONAL ADVISOR/AGENT

By selecting an Educational Advisor/Agent you are providing them consent to access, edit and submit your application to Cardiff University and manage your application within the Cardiff University Agent Portal.

Are you applying to Cardiff University with the help of an Educational Advisor/Agent?

Please select ▼

CORRESPONDENCE ADDRESS

Please provide a separate address if your correspondence address is different from your home address.

Correspondence Address

Country

Postcode / Zip code

Telephone number (including national/area code)

Email address

Fax number (including national/area code)

STAFF MEMBER

Are you a member of staff at Cardiff University?

Please select ▼ *

Back

Save and return later

Next

English Language Proficiency. Please follow the on-screen instructions regarding English language proficiency. Students studying in the USA, Canada, Australia or New Zealand who don't match any of the requirements, please select 'Professional experience or skills', and in the text box provided please state 'I am currently studying <<name of your degree>> at <<name of your home institution>> in the English language.'

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English Language Proficiency
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Guidance notes Ask a Question

Please select a qualification that best suits your English language proficiency. Details of Cardiff University's English language requirements can be found in the guidance notes. If you require any further help please contact admissions@cardiff.ac.uk.

If you are an EU resident applying to an ERASMUS programme

1. Your English Language competence will be verified by your Home University. Please select the option 'Professional experience/Skills' and enter the text 'I am a European Union Erasmus student.'. You will not need to supply any further details or certificates.

If you are not an EU resident/not applying to an ERASMUS programme

1. If you are due to sit an IELTS academic test, or have sat an IELTS academic test in the previous two years, please select 'IELTS' and provide the details. To see Cardiff University's IELTS requirements select the guidance notes above.
2. If you are due to sit another English Language test, or have sat another English Language test in the previous two years, please select 'Other English Language Test' and provide the details. To see Cardiff University's list of accepted English Language tests, select the guidance notes above.
3. If you have sat examinations in English in your home country in the previous two years, please select 'other taught in English' and give the details. To see Cardiff University's list of accepted national qualifications, select the guidance notes above.
4. If you have not been in education in the previous two years, but have been working in an English Language environment, please select 'Professional Experience/Skills' and give the details.

Please select the type of English language proficiency
Please Select *

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Save & Return Later
Next

Students who select IELTS/TOEFL/GCSE/Other English Language Test will be required to input their results, and to upload a scanned copy of the certificate.

Please select the type of English language proficiency
IELTS *

IELTS

If you have an IELTS award, please ensure that this is less than two years old.

Date of Award (format "dd/mmm/yyyy", e.g. "12/Dec/2012")
Overall Score
Sub Score Listening
Sub Score Reading
Sub Score Writing
Sub Score Speaking
Awarded or Pending

DOCUMENT UPLOAD FACILITY
If you have already been awarded your IELTS qualification, please upload a copy of your certificate here.
Choose File No file chosen Upload selected document

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Save & Return Later
Next

Page 3 of 7: Next, input details of your degree programme at home.

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Qualification Information
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Guidance notes Ask a Question

Qualification
Please enter information relating to your current qualification. Fields marked with an asterisk (*) are mandatory.

Degree Title

Name of home university

Current Year of Study

Grade point average

Expected Award Date

Country

--- Please select an option ---

Please upload any documentation to support the achievement of this qualification below.

Choose File No file chosen Upload selected document

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Save & Return Later

Next

Page 4 of 7. Please type your personal statement (letter of motivation) for the Study Abroad / International Exchange Programme at Cardiff University.

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Personal Statement
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Guidance notes Ask a Question

In the Personal Statement, please provide information that is relevant to your application for admission e.g. why do you wish to follow this programme? What benefits do you expect to gain from it? What skills and experience do you possess which make you a suitable applicant? No more than 3000 characters. You must not send your personal statement to the University as a separate document. The University will make its decision based on information provided in this personal statement. Personal statements submitted as separate documents are excluded from the decision-making process.

3000

Please upload any supporting documentation below

Choose File No file chosen Upload selected document

Page 4 of 7 (cont.) Please also upload any supporting documentation here. This will include:

- Transcript
- Academic reference (if available—can also be emailed directly to studyabroad@cardiff.ac.uk)
- Personal statement (if saved in a document rather than typed in the box above)

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Personal Statement
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Guidance notes | Ask a Question

In the Personal Statement, please provide information that is relevant to your application for admission e.g. why do you wish to follow this programme? What benefits do you expect to gain from it? What skills and experience do you possess which make you a suitable applicant? No more than 3000 characters. You must not send your personal statement to the University as a separate document. The University will make its decision based on information provided in this personal statement. Personal statements submitted as separate documents are excluded from the decision-making process.

3000

Please upload any supporting documentation below

Choose File | No file chosen | Upload selected document

Page 4 of 7 (cont.) Please indicate the modules (classes / units) you wish to take at Cardiff. Available modules are listed in the [module catalogue](#). Please list modules in order of preference, using the format as shown below:

Course Selection
Please enter your proposed course choices in the following format:
First module choices

Course Choice	Module Name	Module Code	Credits
1.			
2.			
3.			
4.			
5.			
6.			

Reserve Module Choices

Course Choice	Module Name	Module Code	Credits
1.			
2.			

Module choices

1. Social Theory SI0914 10 credits
2. Forensic Chemistry CH2112 10 credits

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Save & Return Later
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Page 5 of 7. Please answer the questions using the dropdown boxes.

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Funding
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Guidance notes
Ask a Question

Completing this section does not constitute a binding agreement and will not affect your application.

How do you intend to pay your fees?



--- Please select an option ---

Non UK/EU Applicants currently in the United Kingdom
Do you have a visa that gives you permission to live and work in the UK without time limit restrictions?



--- Please select an option ---

Back
Save and return later
Next

Page 6 of 7. Please answer the questions using the drop-down boxes.

 		Relevant Criminal Convictions Page 6 of 7	Guidance notes Ask a Question
The Guidance Notes for Applicants provide a definition of relevant criminal convictions.			
Do you have any relevant criminal convictions? *			
<input type="radio"/> Yes <input type="radio"/> No			
EQUALITY MONITORING			
In order to monitor the effectiveness of our procedures, working practices and our equality and diversity policies, we ask applicants to provide the information outlined below. These data will not be available to staff involved in selection decisions. Use of these data will be subject to the provisions of the Data Protection Act 1998.			
If you indicate that you have a disability and your application is successful, the University Disability and Dyslexia Service will contact you to discuss your needs.			
Gender	<input type="text" value="--- Please select an option ---"/> *		
Ethnic Origin	<input type="text" value="--- Please select an option ---"/> *		
Disability	<input type="text" value="--- Please select an option ---"/> *		
Please choose which best describes the sort of work done by one of your parents/guardians who was the main contributor to your family's finances when you were aged 16.			
Parental/guardian occupation	<input type="text" value="--- Please select an option ---"/> *		
Back		Save and return later	
		Next	

Page 6 of 7. Please answer the final question. Finally, please read the declaration, confirm you have read and agree to the terms and tick both boxes. Click submit to complete your application.

 	Submitting your application Page 7 of 7	Guidance notes Ask a Question
<p>You have almost completed your online application to Cardiff University.</p> <p>If you are ready to submit your application form for consideration, please select the 'submit' button.</p> <p>If you are not ready to submit your application form, because you want to add further information to your application form, please select 'save and return later'.</p>		
Source of Information		
<p>How did you learn about opportunities at Cardiff University?</p> <p>--- Please select an option --- ▼ *</p>		
Declaration		
<p>I confirm that, to the best of my knowledge, the information provided in this form is factually accurate and that no requested information or any additional information relevant to this application has been omitted.</p> <p>Please tick box to agree <input type="checkbox"/> *</p> <p>It is a condition of acceptance of a place at Cardiff University that the applicant consents to personal information, obtained by the University in connection with the admission process, being retained for a specified period. In so doing, the applicant accepts that such information may be used and shared with UCAS or other relevant bodies for the purposes of verifying the identity, qualifications or references of the applicant.</p> <p>Where it is legitimate and necessary the University may process applicants' personal data without their consent, for example by sharing information with UK agencies with duties relating to the prevention and detection of crime, apprehension and prosecution of offenders, collection of a tax or duty, or safeguarding national security. This may include Benefit or Tax Inspectors, the Police, the Home Office Immigration and Nationality Directorate and the Foreign and Commonwealth Office.</p> <p>I have read and agree with the above statement: <input type="checkbox"/> *</p>		
Back	Save and return later	SUBMIT

You will then see the below confirmation screen. From here, the Study Abroad Office will contact you with information on the next steps.

Dear Mr Doe

Application Reference: 1650698

You have successfully submitted an online application for Exchange (Semester 1) for entry in September 2016.

Your application will be considered by the admissions tutor for Exchange (Semester 1). You will also receive details on how to access the Cardiff University on-line applicant service within the next 24 hours.

As your application has now been submitted, you can no longer access the online application service or make any amendments to your application form.

From this point on, you will be able to access your application record via the Cardiff University on-line service, SIMS. You will receive details on how to access SIMS within the next 24 hours. If you have not received these details within 48 hours, please contact the Admissions Team. Tel: +44 (0) 29 2087 9999 (08:30 to 17:00 GMT, Monday to Friday);
Email: admissions@cardiff.ac.uk.

Thank you for applying to Cardiff University.

Yours Sincerely

Sian Gethin-Pymble

Head of Admissions

[Logout of online application system](#)

Semester dates

2016/17

Fall/Autumn Semester

Date for new students to arrive: 15 or 16 September 2016.

Term dates: 26 September 2015 - 20 January 2016

Please note that students studying for the Autumn semester only may not be expected to return after Christmas recess for the examination period - please check whether alternative assessment will be arranged.

Teaching will end on 9th December 2016 - this is the end of the semester if you don't have to take exams.

Examining period

9 January - 20 January 2017

Spring Semester 2016/17

Date for new students to arrive:

Monday 16 January 2017

Teaching period:

23 January - 9 June 2017

Easter Recess

8 - 30 April 2017

Examining Period

8 May - 9 June 2017

Contact us

Tel: + 44 (0) 29 2087 0813

Email: studyabroad@cardiff.ac.uk

Web: www.cardiff.ac.uk/studyabroad

Twitter: [@StudyAbroadCU](https://twitter.com/StudyAbroadCU)