

# Incoming Exchange Application Form

Please  
attach your  
photograph

**Personal Details** - Please ensure you read through this application form, including the Declaration at the end, before completing.

<b>Title</b> (Mr/Miss/Mrs/Ms/Mx)  Mr	<b>Gender</b> M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>	<b>Forenames</b>
<b>Surname (Family Name)</b>		<b>Previous Surname (If applicable)</b>
<b>Permanent Home Address</b>		<b>Home Telephone Number (Daytime/Work)</b>
		<b>Home Telephone Number (Evening)</b>
<b>Contact Address</b>		<b>Contact Telephone Number (Daytime/Work)</b>
		<b>Contact Telephone Number (Evening)</b>
<b>Nationality/Nationalities</b>		<b>Mobile/Cell Phone Number</b>
<b>Post code</b>		<b>Email Address</b>
<b>Date of Birth</b>		<b>Country of Birth</b>

## Emergency Contact Details

<b>Name of Emergency Contact</b>		<b>Relationship</b>	
<b>Contact Tel No</b>			
<b>Email</b>			

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### Course Details

<b>Home Institution</b>	<b>The academic Year at the University of Chichester is divided into two semesters. Please indicate the period in which you wish to study by ticking the relevant box.</b>  <b>Semester 1 (Sept – Dec) <input type="checkbox"/></b> <b>Semester 2 (Jan - May) <input type="checkbox"/></b> <b>Full Year <input type="checkbox"/></b>
<b>Programme Title</b>	
<b>Department you wish to study in at the University of Chichester</b>	

**Academic Record - Please indicate the highest level of qualification(s) that you have achieved and enclose a copy of your most recent transcript and one academic reference.**

Name of school/college/university	Date taken	Qualification(s) and level	Subject(s)/Title of Award	Grade/Result

**Is English your first language? Yes  No**

**English Language (for students whose first language is not English)**

	Date Taken	Score
<b>International English Language Test (IELTS)</b>		
<b>American Test of English (TOEFL)</b>		
<b>Other, please specify</b>		
<b>Have you been taught in English</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>If yes, state the number of years</b>	
<b>Do you wish to follow any English Language development modules?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

## Personal Statement

Please provide, on a separate sheet of paper, a personal statement telling us more about your motivation for applying for this course, your work experience (if relevant) and your general interests related to the course of study.

## Erasmus (Part of the European Union's Lifelong Learning Programme)

Are you applying as an Erasmus student? Yes  No

How did you hear about the University of Chichester?

University website  Presentation  Prospectus

Student who previously visited  Study Abroad office at home university

Other (Please state)

## Disability or Special Needs

Do you have a disability or any special need for which you may require support or extra resources?

Yes  No  If yes, please provide full details in an accompanying letter.

The information you provide will be stored securely and will only be processed as necessary for the purposes of providing you with appropriate support for your studies.

## Accommodation

Please indicate the following

I would like to be contacted by the University of Chichester Accommodation Office to assist with finding accommodation

Sometimes our outgoing exchange students wish to offer their accommodation while they are on exchange. Would you like us to pass on your details to them so they may contact you about their accommodation? (This is a private arrangement between students)

I will arrange my own accommodation

**If you know which modules you wish to take please indicate your selection below**  
(NB. This is not a Learning Agreement).

Module Code	Module title

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## Visas

**Please note if your application is accepted and if your nationality is outside of the European Economic Area you will need a visa to enter the UK. You can find further information at the following website address**

<https://www.chi.ac.uk/international/visa-and-immigration>

## Declaration

I certify that the information I have provided is factually correct and I understand that any false or misleading statement made on this form, or failure to disclose information relevant to this application may result in my application being rejected/registration being terminated and/or may lead to legal proceedings. I agree to supply any information that I am asked for which is necessary for this application. I understand that this information will be treated in confidence and will only be used as required for processing my ERASMUS application and associated administration. All personal data provided will be processed securely and in accordance with data protection legislation, as set out in the University of Chichester Privacy Standard and Privacy Notices, which can be found here:

<https://www.chi.ac.uk/about-us/policies-and-statements/data-protection>

Your personal data, collected in connection with your exchange, will be retained securely for seven years, after which time it will be securely deleted or anonymised for statistical reporting.

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please return this form, together with your Personal Statement, a copy of your most recent transcript and a reference, to:**

**International Office, University of Chichester, College Lane, Chichester, West Sussex PO19 6PE, United Kingdom**

## Checklist

**Application Form**  **Personal Statement**  **Passport Photo (attached)**

**Most Recent Transcript**  **One Academic Reference**