

Autumn 2015/ Spring 2016

Application Guide

Study Abroad/ Exchange students



Introductory letter

Dear Student,

Thank you for choosing Regent's University London for your study abroad experience. In order to confirm your place on the programme, you will need to send the required application documentation electronically to inbound@regents.ac.uk by the following deadlines:

Deadlines

30th March for Autumn semester

30th October for Spring semester

1st March for Summer programmes

This guide helps you to complete your application and provides you with information on how to choose courses, apply for a visa and explains the process once your application is received by the International Partnerships Office (IPO).

This guide provides details on how to apply to the following Regent's University London schools:

[European Business School London \(EBSL\)](#)

[Regent's Business School London \(RBSL\)](#)

[Regent's American College London \(RACL\)](#)

[Regent's School of Drama, Film and Media \(RSDFM\)](#)

[Regent's School of Fashion and Design \(RSFD\)](#)

[Regent's School of Psychotherapy and Psychology \(RSPP\)](#)

It is essential that your application reaches us by the deadline specified above. This allows sufficient time for your documents to be processed.

If you have any questions regarding your application, please do not hesitate to contact inbound@regents.ac.uk

We look forward to welcoming you to Regent's University London.

Kind regards,

Inbound Team
The International Partnerships Office
Regent's University London
Inner Circle, Regent's Park
London NW1 4NS

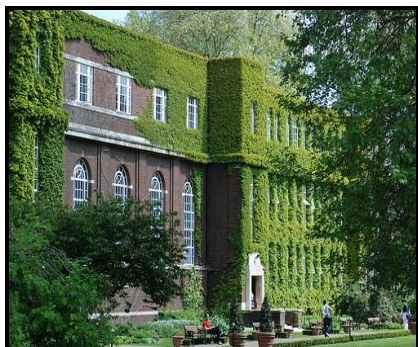
T +44 (0) 20 3075 6245

+44 (0) 20 7487 7727

E inbound@regents.ac.uk

Contents

Quick facts about Regent's University London	3
Application documents and deadlines	3
Application instructions	4
Choosing modules	5
Choosing your modules at EBSL, RBSL, RSDFM, RSPP and RSFD	5
Choosing your modules at RACL	6
English language requirements and support	7
Tuition fees	8
Visa information	9
Accommodation	11
Academic calendars	13
EBSL, RBSL, RSDFM, RSPP and RSFD Undergraduate	13
EBSL and RBSL Postgraduate	15
RACL Undergraduate	15
Confirmation of acceptance	19
Orientation Period	20
Contact Information	21



Quick facts about Regent's University London

Students

5,000 students on campus over the course of a year
3,400 undergraduate and foundation students
1,600 postgraduate students
Gender: 55% female; 45% male

Nationalities

138 student nationalities
50 staff nationalities

Origins of students

30% Europe
20% United Kingdom
14% USA
36% Rest of world

International activities

Around 190 partner institutions in 30 countries across the world
More than 100 study-abroad destinations worldwide
Some 380 outbound students and 950 inbound students each year

Application documents and deadlines

In order to apply you must submit documentation as detailed below. All documents must be sent electronically to the International Partnerships Office (IPO) on inbound@regents.ac.uk. The IPO does NOT accept applications received by post.

Deadlines

30th March for Autumn semester
30th October for Spring semester; 1st March for Summer programmes

Application Documents

All below documents are required.

Your application will not be processed if your application pack is incomplete.

- Application Form and Module Choice Form
- A copy of your official academic university transcript
- A copy of your passport (where your personal details and photo appear)/National Identity Card (EU/EEA students only)
- A clear JPEG portrait photo
- CV/Resume (for postgraduate students only)
- Motivation letter (for independent study abroad students only)

Application instructions

Application form

This is a short document requesting your personal details and module choices. It can be downloaded from www.regents.ac.uk/inbound. Please type the document and return it in word format.

- Give your full name as it appears on your passport/national ID card
- Provide a valid email address which you use regularly, and which you will have access to during holidays and after arrival in London. We mainly communicate to you via email and it is important that we can reach you
- Indicate if you require a visa and the type you wish to apply for. Visa information can be found in the Visa Information for Non-EU/EEA Nationals section of this guide
- Disclose any disabilities that you may have. You will be contacted by the disability officer to put in place any requirements you may have during your stay at the University
- For information about disability support at Regent's University London, please refer to the following link: www.regents.ac.uk/disability

JPEG photo

This photo will be used to produce your Regent's University London identity card. As this photo will be part of your identification while in London, it is important that the photo:

- Shows your portrait and you facing the camera
- Is in high resolution and clear
- Is saved in JPEG format

Transcript/Record of Achievement

Send us a recent transcript/ record of achievement detailing the modules and results you have taken at your home institution. You will be able to get this from your registry, or ask your International Office for advice. Send us a scanned (!) copy only.

Copy of your passport/national ID card

Provide a scan of your passport (photo page, personal details like name, date of birth etc.) or your national ID card (if you are an EU/EEA citizen). If you currently do not have a valid document or it is going to become invalid within the next year, indicate this accordingly on your application form.

Independent Students/Freemovers

- You will also need to submit a 500 word statement detailing why you wish to study at Regent's University London
- You will need to pay the Registration/Application fee. See Tuition Fee section for further information

Postgraduate Students

Please send a detailed CV in English. Having information on your work experience helps us to determine whether you are eligible to join the courses of the postgraduate programme you have chosen.

Choosing modules

The Module Choice Form (part of the application form)

It is necessary to select the modules you intend to study at Regent's University London before your arrival. This form is available for download at www.regents.ac.uk/inbound

Please type the document and return it in word format.

Before you fill it in and submit it:

- Read the module description/syllabus carefully (available from inbound@regents.ac.uk)
- Check if you meet the pre-requisites for the course (if applicable)
- Check with your home institution (academic advisor and/or international office) if you will be given credit for the course
- Your form must be signed by an academic advisor or the international office at your home institution. If you are an independent study abroad student and are unable to obtain this signature, you are responsible for ensuring your classes are approved.

Choosing your modules at EBSL, RBSL, RSDFM, RSPP and RSFD

You may register for a maximum of 30 ECTS (60 CATS) but we recommend that you do not sign up for the full work load if you do not have to (eg. choose 20-25 ECTS). This will give you some time to explore and enjoy London.

- Check with your home institution to see how many modules/credits you must take
- We recommend taking no more than 25 ECTS per semester. A full work load is 30 ECTS
- Non-EU/EEA students must register as full-time students, which is at least 15 contact hours due to visa regulations. Enquire with inbound@regents.ac.uk if you are unsure
- You can choose core or elective modules. Core modules are likely to run every semester, but elective modules only run subject to demand
- Make sure that you meet the pre-requisites needed/demonstrate prior knowledge for certain modules
- Have your choices approved by your academic advisor at your home institution
- Indicate approved alternative modules. Due to timetable clashes or closed classes it is possible that you cannot get into all first choices
- The more courses you choose from across the programmes within a particular school, and from across different levels, the more likely a clash becomes
- The choices indicated on the application form are considered your final choices. No further amendments will be accepted (unless there is an exceptional reason)
- You must ensure that you tick the box 'compulsory' if you require the module in order for your graduation not to be delayed at your home institution. We still cannot guarantee that you will get the class, but we will do our best
- You will receive your individual class timetable during Orientation. Timetables are not available in advance

To choose your courses, please refer to the separate module list for the specific school you are applying to. Please remember it is not possible to take modules from more than one school – all your modules must be selected from one school only. You cannot mix modules across schools.

Choosing your modules at RACL

Most classes are worth 3 US credits, and students must take a minimum of 12 US credits. You may take a maximum of 18 US credits, but this is a full workload. Students usually take 12-15 US credits per semester. This will give you some time to explore and enjoy London. The credit values can be found on the schedule as well as proposed class times.

- Check with your home institution to see how many modules/credits you must take
- We recommend taking no more than 15 US credits per semester. A full work load is 18 US credits.
- Non-EU/EEA students must register as full-time students, which is at least 15 contact hours due to visa regulations. Enquire with inbound@regents.ac.uk if you are unsure
- Have your choices approved by your academic advisor at your home institution
- Indicate approved alternative modules. Due to timetable clashes or closed classes it is possible that you cannot get into all first choices
- Classes are allocated on a first come, first served basis. The earlier you apply, the more likely you are to get into your preferred choices
- The choices indicated on the application form are considered your final choices. No further amendments will be accepted (unless there is an exceptional reason)
- You must ensure that you tick the box 'compulsory' if you require the module in order for your graduation not to be delayed at your home institution. We still cannot guarantee that you will get the class, but we will do our best
- Courses in Media and Psychology at upper division or "advanced" should only be taken by students with previous experience in this subject area.

To choose your courses, please refer to the separate module list for the specific school you are applying to. Please remember it is not possible to take modules from more than one school – all your modules must be selected from one school only. You cannot mix modules across schools.

English language requirements and support

English language requirements

Students are admitted to Regent's University London on the assumption that they have an adequate level of English. Ask your home institution if they require you to take English test as part of the study abroad/exchange/Erasmus selection process.

You should feel comfortable communicating in English in order to study successfully and to fully enjoy your stay abroad. Experience has shown that students' English level should be at least that of B2 in the Common European Framework of Reference for Languages (CEFR) which equals IELTS 6.5.

Students who need a TIER 4 visa to study in the UK must also meet the strict requirements set by the Home Office. Please visit the Home Office website for information on TIER 4 visas: www.gov.uk/tier-4-general-visa



Pre-semester English Classes

If you would like to take English lessons before the beginning of the semester you can enroll at Regent's Institute of Language and Culture, the specialist language school at the University.

For more information about courses, prices and course dates please see the following link: www.regents.ac.uk/rilc

Semester English Classes

It may be possible for you to take English support classes during the semester. Some classes are accredited with 5 ECTS. Please email inbound@regents.ac.uk for information.

Tuition fees

Students from within Regent's Partnership Network

If you are applying from one of our [Partner Institutions or US Affiliate Institutions](#), please check with your Study Abroad/International Office regarding your fees.

If you are applying from a partner institution, you may be nominated to study at Regent's as an exchange student – in this case, there is no need to pay tuition to Regent's. Students from our partner institutions who are coming to study at Regent's outside the exchange programme are eligible for a discounted semester fee, should this not be met by the home institution. Depending on the type of agreement your home institution has with Regent's, fees may be covered by your institution. Please check this with your Study Abroad/International Office.

You can check if your home institution is a Partner or Affiliate of Regent's University London [here](#). If in doubt, check with us.

Independent study abroad students

If your home institution does not have a partnership with Regent's University London, you can choose to study independently at Regent's and would be liable for the following fee:

£7,675 per semester for undergraduates

£8,250 per semester for postgraduates

Independent study abroad students/ freemovers will have to pay a registration/application fee of £50 at the time of application.

Please Note: The tuition fee listed above is for the 2015-2016 academic year only

Payment of fees

If you are applying from one of our Partner or Affiliate institutions, please check with your International/Study Abroad Office whether you have to pay fees directly to Regent's or whether they will pay on your behalf.

Independent study abroad students will be sent an invoice for the full tuition fee amount a few weeks before the start of the term and you will need to pay the fees before registering at the University during the Orientation Period. Information on how to make the payment will be given to you.

Visa information

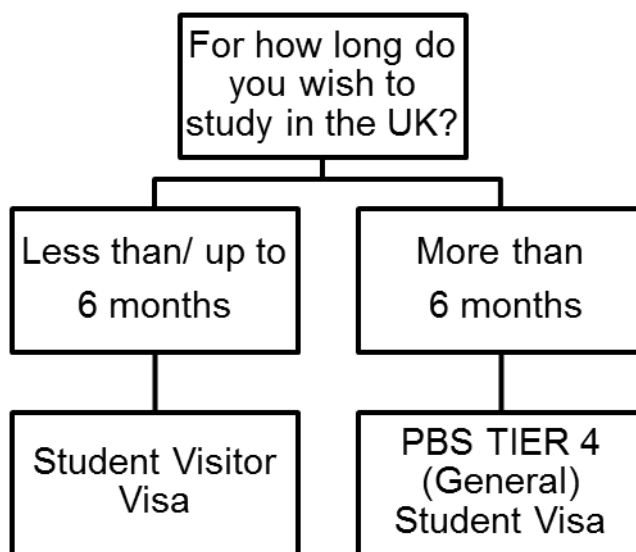
In recent years the UK government has made major changes to its immigration rules and visa systems for international students. The information below will give you some understanding of current rules and Regent's University London's administrative processes to help you obtain a visa. Please direct any immigration related enquiries to the [Home Office](https://www.gov.uk/home-office) website. If you are unable to find the information you need, email us at inbound@regents.ac.uk and we will endeavor to assist you.

Visa Routes

For non-EU/EEA nationals there are two visa routes depending on the length of stay.

- Student Visitor Route
- Tier 4 (General) Student Route

In order to choose the correct visa route you will need to consult with the British Embassy or consulate in your country, and the Home Office. However, the diagram below provides a brief overview.



Student Visitor Route

[Student Visitor Visas](#) give students permission to enter the UK for a maximum of six months and they will not be able to extend their stay in the UK. Also, it will not be possible for them to change from "Student Visitor" to "Tier 4 (General) Student" while in the UK.

As a Student Visitor, you will not be allowed to do any work (paid or unpaid).

To travel as a Student Visitor, all you require from Regent's is your official acceptance letter. You may be asked to present additional supporting documentation, for example, a bank statement. However, visa regulations change frequently and it is your responsibility to check you have the required documentation. Please check details on [Student Visitors](#) before applying.

[Visa-nationals](#) will need to apply in advance for their Student Visitor Visas before entering the UK.

Students can find a list of visa national countries from the following link: [https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306590/Immigration Rules - Appendix 1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306590/Immigration_Rules_-_Appendix_1.pdf)

If you are unsure whether or not you need a visa, ensure to check [here](#).

Tier 4 (General) Student

If your course is longer than 6 months or if you think you may wish to extend your visa while in the UK, you might need to apply for a [TIER 4 Student visa](#). In order to be able to apply for a TIER 4 visa, you will need to meet many requirements, including:

- Nomination from your home institution to study abroad
- Submission of all application material to the IPO
- A minimum English language requirement set by the Home Office and Regent's University London (e.g you need to provide a valid and certified English language proficiency test (IELTS or similar)
- Completion of CAS application documents (you need to request a CAS from the IPO)

(The CAS is a unique reference number that students use to apply for permission to study in the UK as a Tier 4 (General) student. For more information and guidance on the Tier 4 (General) student visa, please visit the [Home Office](#)).

Important

Please note that this information is correct at the time of publication and are guidelines only. Direct any immigration related enquiries to the Home Office website. If you are unable to find the information you need, email us on inbound@regents.ac.uk and we will endeavor to assist you.

Accommodation



Regent's University London provides assistance with both on-campus and off-campus accommodation. Full details of the types of accommodation offered can be found on our website: www.regents.ac.uk/accommodation

On-campus accommodation

If you are applying from one of our [US Affiliate Institutions](#), you will just need to complete the 'Housing' section of the application form to apply for housing and do not need to contact the Regent's accommodation office. Please check with your home institution if you are unsure.

All other students who would like to apply for on-campus accommodation must complete the online housing application form, which can be found on our [website](#).

Places are offered on a first come, first served basis. On-campus accommodation is very popular, so it is important to submit your application as soon as possible to secure a place.

University-managed off-campus accommodation

There is some university-managed off-campus accommodation available in central London. Details of our off-campus housing and information on how to apply can be found on our [website](#).

Private accommodation

If you would like to arrange your own accommodation, we can help with information and advice on all aspects of housing in the local area. Options include a flat, a room in a flat share or a homestay. Please contact the accommodation office directly at accommodation@regents.ac.uk or +44 (0)20 7487 7483 for assistance.

It is your responsibility to find housing for your semester at Regent's, but we are happy to assist you with your search.



Meal allowance

If you live on-campus, your accommodation fee will include a specific amount for meals and drinks (not including alcohol). The amount is held by us and accessed by you using a smart card. For any purchases from Regent's food outlets, the value is deducted from the card. When you have used up the allocated amount, your "meal plan" will have finished. You can go as fast or as slowly as you like. We issue it in instalments so we can warn you if you are going too fast but it is up to you to budget and make sure the allowance lasts you the semester. Any unused meal plan is not refundable or carried over to the next semester.

Note that cash and/or credit/debit cards can be used for food/drinks in Regent's outlets in the event that you do run out or if you live off campus. The Refectory is open for breakfast, lunch and dinner, Monday to Friday, and all day for coffee, snacks etc. On the weekend it is opened for a limited service and may be closed for public holidays.

Academic calendars

EBSL, RBSL, RSDFM, RSPP and RSFD Undergraduate

IMPORTANT: Please be aware that the semester dates are different depending on the school you are applying to and whether you are an undergraduate or a postgraduate student. Please check carefully to ensure you are looking at the correct calendar. If you are unsure, please email inbound@regents.ac.uk

Autumn 2015 Calendar for EBSL/RBSL, RSDFM, RSPP and RSFD Undergraduate		
Week Commencing	Week	EBSL, RBSL, RSDFM, RSPP and RSFD Undergraduate
07 Sep 2015	0	<i>Orientation Week Attendance compulsory</i>
14 Sep 2015	1	<i>Classes commence</i>
21 Sep 2015	2	
28 Sep 2015	3	
05 Oct 2015	4	
12 Oct 2015	5	
19 Oct 2015	6	
26 Oct 2015	7	
02 Nov 2015	8	
09 Nov 2015	9	
16 Nov 2015	10	
23 Nov 2015	11	
30 Nov 2015	12	
07 Dec 2015	13	<i>Exam Week 1</i>
14 Dec 2015	14	<i>Exam Week 2 Last day of semester 18 Dec 2015</i>
Late Jan 2016		<i>Results published</i>

Spring 2016 Calendar for EBSL/RBSL, RSDFM, RSPP and RSFD Undergraduate		
Week Commencing	Week	EBSL, RBSL, RSDFM, RSPP and RSFD Undergraduate
25 Jan 2016	0	<i>Orientation Week Attendance compulsory</i>
01 Feb 2016	1	<i>Classes commence</i>
08 Feb 2016	2	
15 Feb 2016	3	
22 Feb 2016	4	
29 Feb 2016	5	
07 Mar 2016	6	
14 Mar 2016	7	
21 Mar 2016		<i>Easter Break</i>
28 Mar 2016		<i>Easter Break</i>
04 Apr 2016	8	
11 Apr 2016	9	
18 Apr 2016	10	
25 Apr 2016	11	
02 May 2016	12	
09 May 2016	13	<i>Exam Week 1</i>
16 May 2016	14	<i>Exam Week 2</i>
		<i>Last day of semester 20 May 2016</i>
Early July		<i>Results published</i>

EBSL and RBSL Postgraduate

IMPORTANT: Please be aware that the semester dates are different depending on the school you are applying to and whether you are an undergraduate or a postgraduate student. Please check carefully to ensure you are looking at the correct calendar. If you are unsure, please email inbound@regents.ac.uk

Autumn 2015 Calendar for EBSL/RBSL Postgraduate		
Week Commencing	Week	EBSL/RBSL Postgraduate
14 Sep 2015	0	<i>Orientation Week begins on Wednesday, 16 September. Attendance compulsory</i>
21 Sep 2015	1	<i>Classes Commence</i>
28 Sep 2015	2	
05 Oct 2015	3	
12 Oct 2015	4	
19 Oct 2015	5	
26 Oct 2015	6	
02 Nov 2015	7	
09 Nov 2015	8	
16 Nov 2015	9	
23 Nov 2015	10	
30 Nov 2015	11	
07 Dec 2015	12	<i>Exam Week 1</i>
14 Dec 2015	13	<i>Exam Week 2 Last day of semester: 18 Dec 2015</i>
Late Jan		<i>Results published</i>

Spring 2016 Calendar for EBSL/RBSL Postgraduate		
Week Commencing	Week	EBSL/RBSL Postgraduate
18 Jan 2016	0	<i>Orientation Week Attendance compulsory</i>
25 Jan 2016	1	<i>Classes Commence</i>
01 Feb 2016	2	
08 Feb 2016	3	
15 Feb 2016	4	
22 Feb 2016	5	
29 Feb 2016	6	
07 Mar 2016	7	
14 Mar 2016	8	
21 Mar 2016		<i>Break</i>
28 Mar 2016		<i>Break</i>
04 Apr 2016	9	
11 Apr 2016	10	
18 Apr 2016	11	
25 Apr 2016		<i>Break</i>
02 May 2016		<i>Break</i>
09 May 2016	12	<i>Exam Week 1</i>
16 May 2016	13	<i>Exam Week 2 Last day of semester: 20 May 2016</i>
Early July		<i>Results published</i>

RACL Undergraduate. The below dates are provisional/subject to change.

IMPORTANT: Please be aware that the semester dates are different depending on the school you are applying to and whether you are an undergraduate or a postgraduate student. Please check carefully to ensure you are looking at the correct calendar. If you are unsure, please email inbound@regents.ac.uk

Fall 2015 Calendar for RACL The below dates are provisional/subject to change.		
Week Commencing	Week	RACL
<u>Orientation</u> – Wednesday, 26 August (arrival by 14:00) Thursday, 27 August Friday, 28 August <i>Attendance compulsory</i> The below dates are provisional/subject to change.		
31 Aug 2015	1	31 August 2015: Summer Bank Holiday. Classes commence 01 September. Add/drop finishes Friday, 04 September at 14:00
07 Sep 2015	2	
14 Sep 2015	3	
21 Sep 2015	4	
28 Sep 2015	5	
05 Oct 2015	6	
12 Oct 2015	7	
19 Oct 2015	8	Mid-semester break
26 Oct 2015	9	
02 Nov 2015	10	
09 Nov 2015	11	
16 Nov 2015	12	Withdrawal deadline – Friday, 20 November
23 Nov 2015	13	
30 Nov 2015	14	
07 Dec 2015	15	Final examination period (last day of the semester – Friday, 11 December)
Dec/Jan		Results published

The below dates are provisional/subject to change.

Spring 2016 Calendar for RACL The below dates are provisional/subject to change.		
Week Commencing	Week	RACL
<u>Orientation</u> – Wednesday, 13 January (arrival by 14:00) Thursday, 14 January Friday, 15 January <i>Attendance compulsory</i> The below dates are provisional/subject to change.		
18 Jan 2016	1	<i>Classes commence. Add/drop finishes Friday, 22 January at 14:00</i>
25 Jan 2016	2	
01 Feb 2016	3	
08 Feb 2016	4	
15 Feb 2016	5	
22 Feb 2016	6	
29 Feb 2016	7	
07 Mar 2016	8	<i>Mid-semester break</i>
14 Mar 2016	9	
21 Mar 2016	10	<i>Good Friday- 25 March</i>
28 Mar 2016	11	<i>Easter Monday- 28 March</i>
04 Apr 2016	12	<i>Withdrawal deadline – Friday, 08 April</i>
11 Apr 2016	13	
18 Apr 2016	14	
25 Apr 2016	15	<i>Final examination period (last day of the semester – Friday, 29 April)</i>
Late May		<i>Results published</i>

Confirmation of acceptance

Acceptance

Once the International Partnerships Office has received your complete application pack, you will receive an official acceptance letter and a pre-arrival guide. These will be forwarded to you via your home institution or send directly to you if you applied independently.

EU/EEA Students

All you require from Regent's is your letter of acceptance. Please take care of this letter and bring it with you when you travel as you may be asked to show it to Border Officials.

Non-EU/EEA Students: Non-visa nationals travelling via the Student Visitor Route

All you require from Regent's is your letter of acceptance. Please take care of this letter and bring it with you when you travel as you may be asked to show it to Border Officials. You can check if you are a visa national [here](#).

Non-EU/EEA Students: Visa nationals applying for a Student Visitor Visa

All you require from Regent's is your letter of acceptance, but you will need to apply for your visa in advance ("entry clearance prior to leaving your home country"). You can check if you are a visa national [here](#).

Please check with the Home Office for details on how to apply for your visa.

Visa nationals applying for a Tier 4 Student Visa

If you are applying for a Tier 4 visa, the IPO will report your details to the Home Office which will then issue a CAS (Confirmation of Acceptance of Studies) number for you. You will be notified via email once your CAS has been assigned. You will need this number for apply for your TIER 4 visa.

Please note: Once you have your CAS number you can apply for your visa. You do not require any other official documentation from Regent's University London, but you must request a CAS from Regent's Inbound Team.

Important

Please direct any immigration related enquiries to the Home Office website. If you are unable to find the information you need, email us on inbound@regents.ac.uk and we will endeavor to assist you.

Orientation Period



The IPO and RUL organise an Orientation for all incoming study abroad/exchange students. Orientation takes place during the week before classes commence and attendance is compulsory. By participating, students receive a good introduction to the University and all support services. Participation is compulsory.

The Orientation Period timetable will be sent to approximately one to two weeks before arrival.

Previous orientation days comprised of the following events:

- Welcome talks by IPO staff, Programme Directors and Student Union
- Campus tour
- Information given by Head of Student Support and Disability Officer
- Introduction by Careers and Business Relations: the team provides assistance with CVs, cover letters and advises on internships
- Introduction to Student Services (accommodation, health, sport, entertainment, excursions)
- Information on Regent's University London library, Blackboard and the IT centre
- Marylebone Challenge team activity
- London Survival Guide presentation
- The Great London Treasure Hunt
- British Pub Quiz

Contact Information

If you have any questions regarding your application or study period abroad at Regent's University London, please contact the International Partnerships Office (IPO).

Contact Details

International Partnerships Office
Regent's University London
Inner Circle, Regent's Park
London NW1 4NS
United Kingdom

T +44 (0)20 7487 7727

+44 (0)20 3075 6245

E inbound@regents.ac.uk

What happens next?

- Complete all application forms and send these and all supporting documents via email to inbound@regents.ac.uk
- Await confirmation of your acceptance from your international office/study abroad office or directly from the Inbound Team at Regent's University London
- Await your official acceptance letter and pre-arrival information
- Receive a number of communications in the months before your arrival, to include information on the ISB, invitation to join our Facebook group, orientation period details and much more

We're looking forward to welcoming you to Regent's!

