

# ONLINE APPLICATION FORM GUIDANCE NOTES: SUMMER STUDY AT UEA 2019

Applications to study at the Summer Study at UEA 2019 must be made via the online application form. Please read these instructions fully before completing the form. Please note that there may be specific instructions that relate to the module that you are applying for.

In order to secure a place on the programme all mandatory sections of the application form must be completed and these are marked with a red asterisk (\*). You will be unable to submit your application if these fields are incomplete. To check which fields need to be completed, please click on the 'Check Your Application' link at the bottom of the left hand menu of the application.

Please note the final PDF overview of your application will include sections not applicable to your Summer Study at UEA application. We do not require you to submit a reference as part of your application. We may request missing or further information at a later date.

## Centre for Japanese Studies Summer Programmes

Once you have completed your Summer Study at UEA application form, you will be sent a link to a separate scholarship application form where you will submit your supporting statement.

Please complete all required fields carefully as the details you enter will be transferred to your official student record. Once you have completed a screen, please press 'Save and Continue'.

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## SUPPORTING DOCUMENT UPLOAD:

Please note the following documents must be uploaded in order for your application to be processed by the Summer Study at UEA team:

- Transcripts and/or degree certificates for the most relevant qualification you are currently studying or have already completed
- English Language certificates (if necessary)
- Information page of passport and current or previous UK visa (if necessary)

**Individual upload documents must not exceed 2MB in size.** You can upload your document in the following formats: doc, .wpd, .rtf, .xls, .pdf, .docx, .xlsx, .txt, .jpg, .pict, .gif, .bmp, .tif, or .png.

Contact [summerstudyabroad@uea.ac.uk](mailto:summerstudyabroad@uea.ac.uk) if you do not currently have a copy of the required documents, or have problems uploading them to your application form. Please note that original documents may be requested later in the application process or upon arrival at the University.

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## SCREEN 1: PROGRAMME LEVEL

Please select 'International Summer School' from the drop down menu.

## SCREEN 2: ABOUT YOU

### Personal Details:

Please complete all fields.

### Your Previous Applications:

If you have previously studied at, or applied to, the University of East Anglia please provide your student number. This can be found on your campus card if you have studied with us, or at the top of any correspondence you received if you were an applicant.

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## Fee Category

Scroll down to the 'International Summer School Fee Status Categories' section and either select 'You are a European Student applying for an International Summer School Module' or 'You are an Overseas Student applying for an International Summer School Module'.

## Date of Entry into the UK

Please enter the date you expect to enter the UK to start the programme, you do not need to complete this section if you currently reside in the UK.

## SCREEN 3: CONTACT DETAILS

### Home Address

Please complete all fields.

### Contact/Agent Address

Complete this section if you require official communication such as your offer letter to be sent to somewhere other than the home address contact details that you have listed. If your contact address is the same as your home address then you can select this option.

## SCREEN 4: INTERNATIONAL SUMMER SCHOOL/SUMMER STUDY

### Programme Details:

You are strongly encouraged to enter two different module choices, places are offered based on module availability and in some cases we may be unable to offer you a place on your first choice module.

When selecting 'Programme Level' you will see a drop down box containing the different programmes on offer, please choose from Centre for Japanese Studies Summer Programmes or Undergraduate International Summer School.

'Programme Title' will show a drop down box containing the UEA departments offering a module. The 'Module Choice' drop down list will show the specific modules offered by your chosen department.

Please note there is an 'Additional Credit' option for each module, only select this if you wish to study the additional credit programme in addition to your academic module. A supplement applies, see [here](#) for full details.

### Home University Information:

Please carefully select your current home university as this will help determine your final fee and ensure relevant discounts are applied. Use the 'Look Up' box to select your current institution, and if you cannot find it on the list then please type the institution name in the 'Other' box.

If you are working with a specific Study Abroad Coordinator at your home institution please enter these details.

Please leave this section blank if you are not currently enrolled at a Higher Education institution.

## SCREEN 5: EDUCATIONAL REPRESENTATIVE DETAILS

If you are applying to Summer Study at UEA directly or through your home institution then please select the statement 'Student applying directly to the University without the services of an Educational Agent'.

If you are applying through an Educational Representative please complete the rest of the fields on the screen. Please do not complete this section if you are applying through your home institution.

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## SCREEN 6: PASSPORT AND VISA INFORMATION

### Passport Details:

This section must be completed by all International and European students. All students must upload a copy of the information page of their passport (or ID card for European students). For visa requirements the name submitted on the application form must match the name on your passport.

### International Student Visas:

If you have previously studied in the UK with a Tier 4 Visa, please provide us with details of the institution and how long you were registered with them. If relevant please upload a copy of your current or previous UK visa.

## SCREEN 7: ACADEMIC INFORMATION

### Highest Qualification:

Select your highest completed qualification from the drop down list. If the options are not relevant for you then please select the option 'Not Known' and provide further details below.

### Qualification – Most Recent:

#### Institution Name:

If you are still studying please enter the name of your current institution, if you have completed your studies please enter your most recent institution. If you cannot find your institution listed in the 'Look Up' section then please type the name of the institution in the box below.

#### Dates:

Enter the dates you studied at this institution. If you have not completed your studies the 'To' date can be in the future.

#### Qualification:

From the drop down list select the qualification level that you are currently studying for, or have already completed.

#### Subject Title:

Please use the 'Look Up' box to select the subject title of this qualification. You can also type the subject title in the box below if necessary.

We require a copy of your academic transcript for the period of university study you have completed so far. If your studies were in a language other than English then your transcript should be accompanied by a certified translation in English. If you are applying from outside the UK your transcript should also include an explanation of the system of grades and marks used.

For this screen, please either upload the latest transcripts for the degree you are currently studying, or your final transcript and graduation certificate for any degree you have completed. You can also upload your high school transcripts and graduation certificates to this screen.

### Qualification 2:

Complete this section if you have completed/are currently studying for multiple relevant qualifications.

### Qualification 3:

Complete this section if you have completed/are currently studying for multiple relevant qualifications.

### Professional Qualifications or Publications:

Please enter any information which is relevant to your application. Please note that you do not need to complete this section.

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## SCREEN 8: ENGLISH LANGUAGE

Read the guidance carefully, and if required please complete the sections regarding the English Language qualification that you hold. Please upload a copy of the relevant certificate along with any additional information such as a breakdown of results or a transcript.

All students must complete the mandatory questions at the bottom of the page.

Students can still submit an application without providing proof of English Language qualifications, however this will be requested by email before a formal offer can be made.

## SCREEN 9: MONITORING INFORMATION

Completing this section will allow us to monitor how you first heard about Summer Study at UEA.

## SCREEN 10: EQUAL OPPORTUNITIES

### **Equal Opportunities:**

This information will not affect the academic assessment of your application but will form a confidential database and ensure support is in place if needed.

### **Criminal Convictions:**

The University has a duty of care to ensure the safety of the community at all times. All applicants are required to state whether or not they have a relevant criminal conviction. Failure to disclose a criminal conviction on each application to the University may affect either acceptance on to a programme or continuation of studies on it.

### **Staff or Near Relative:**

If you are a member of University of East Anglia staff or are related to someone who is, you must declare this on your application form.

The University will not unreasonably deny access to the University to any applicant on the basis of their relationship to another member of staff or their own position as a member of staff.

## SCREEN 11: DECLARATION

Please note that by submitting the on-line declaration you are confirming that the information given on the form is true, complete and accurate and no information requested or other material information has been omitted. You are also agreeing to the Summer Study at UEA Terms and Conditions.

## SCREEN 12: REFERENCES

This section is not applicable for Summer Study at UEA applicants. We may request references at a later date.

## SCREEN 13: DOWNLOADABLE FORMS

This section is not applicable for Summer Study at UEA applicants.

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## SCREEN 14: CHECK YOUR APPLICATION

This section lists any mandatory questions you have missed, these must be completed before you can submit your application. Use the 'Submit Application' button when you are happy with your form.

Please note that the Personal Statement screen may show at this point. Please just type 'N/A' in this box and then press 'Save and Continue'. You are not required to submit a personal statement.

## WHAT HAPPENS NEXT?

The Summer Study at UEA team will contact you by email within two weeks of a complete application being submitted. Please regularly check your emails and inform us if your contact details change. If you have any questions regarding your online application please email [summerstudyabroad@uea.ac.uk](mailto:summerstudyabroad@uea.ac.uk) or telephone +44 (0) 1603 592255.