

Guidance for prospective **EXCHANGE students** (non-degree visiting students) applying to Imperial College London

## Admissions for the period 2023-24

If you are intending to apply as an exchange student during 2024-25 we advise that you await the guidance for 2024-25 (published January 2024)

Key information is highlighted in **bold** and/or in **yellow**.

**Changes from the previous version (V4) are noted in green** (pages 7 to 9 only; application instructions). Please ensure you read the entire document.

**This document is relevant should Imperial College have a bi-lateral student exchange agreement with your home university, in your subject area, for the academic year 2023-24.** Please contact the relevant exchange programme co-ordinator at your home university if you are unsure.

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## Is Imperial College London the appropriate study abroad option for you?

You can only be **considered** for selection by your home university for an exchange period at Imperial College if your home university has a valid bi-lateral student exchange agreement with Imperial College, in your subject area, for the academic year 2023-24.

- The Erasmus scheme: Are you expecting to be in receipt of an Erasmus mobility grant (for studies) from your home university? If yes, Imperial College will only do so if it has signed an agreement to do so with a partner university. Contact the relevant exchange programme co-ordinator or office at your home university for advice.

You should also think carefully about your **own suitability** for an exchange in the United Kingdom; in London; at Imperial College. Contact the relevant exchange programme co-ordinator or office at your home university for advice on being an exchange student, and the process for selection for any relevant exchange link with Imperial College.

*A note about Erasmus Traineeships: If you are a student planning to undertake a project or research-period at Imperial College as an **Erasmus “traineeship” student** (which is normally a **non-reciprocal/non-exchange** activity) please read [Erasmus Traineeships at Imperial College London](#), and follow the guidance provided.*

## Selection and nomination by your home university to study at Imperial College as an exchange student

Only students who are **selected** and **nominated** by a student exchange partner (university) of Imperial College London may apply to Imperial College as an exchange student.

Partner universities will normally email the name of the selected student (and their email address) to either the Exchange Co-ordinator ([Adrian Hawksworth](#)) or the departmental exchange co-ordinator ([see table here](#)) at Imperial College. Imperial College will then email the student to ensure they know “how to apply”.

All students applying to Imperial College as an exchange student **must** attach a letter/statement from their home university to their on-line study application to the College confirming their selection (“nomination”). See later section on how to apply.

**NEXT STEP IF YOU HAVE BEEN SELECTED:** Read this present guidance document carefully, starting with the section below entitled “planning a programme of study at Imperial College”.

## Planning a programme of study (study plan) at Imperial College

- You are advised to first ask the exchange programme co-ordinator or office at your home university as to what normally constitutes a study plan for an exchange student - *in the relevant subject area* - at Imperial College.
- While Imperial College will help facilitate requests to take specific courses/modules (e.g. those which your home university have indicated would match with a course/module at your home university) we cannot guarantee access. Access to some courses/modules is also restricted for our own students.
- You may wish to read the guidance prepared for universities who have student exchange partnerships with Imperial College: <https://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/> (scroll to relevant items).
- Exchange students **cannot** apply to the School of Design Engineering.

## **Departmental Contacts** (limited to academic departments who have student exchange partnerships)

- **Imperial College Business School** (an academic department for admissions purposes): Please refer to the [information for prospective postgraduate applicants from approved student exchange partners](#) . The campus is South Kensington.
- **Imperial College School of Medicine** (an academic department for undergraduate admissions purposes): please note that the School has one exchange programme (undergraduate level with Tokyo Medical and Dental University) and students selected to participate by Tokyo Medical and Dental University will be provided with relevant contact details at Imperial College by the School of Medicine. The main campus will be South Kensington but may involve other campuses.
- **Academic departments in the Faculties of Engineering and Natural Sciences:**
  - [List of dept exchange co-ordinators in the Faculties of Engineering and Natural Sciences](#)
  - Please note that all departments are based at the South Kensington campus, except for the Dept of Chemistry which is based at both South Kensington and White City.
  - Exchange students **cannot** apply to the School of Design Engineering or the Centre for Environmental Policy.
- If necessary, your exchange programme co-ordinator at your home university may contact the departmental exchange programme co-ordinator at Imperial College to discuss your proposed admission and study plan.
- **Important:** If you have queries please contact [Adrian Hawksworth](#).

## What should you consider first?

- **An exchange student must apply to one academic department.**
- **An exchange student is expected to be in full-time attendance at Imperial College (i.e. pursuing their study plan on a full-time basis).** The normal expectation is that an exchange student admitted to Imperial College will undertake a study plan which equates to a full student “workload” (see later references to “credit”) and should expect (unless if is agreed otherwise with the host/admitting department) to sit all examinations and assessments.
- **Imperial College does not operate a semester system. The College has a term system.** *see later section for Term Dates.*
  - Admission to the Imperial College Business School is always as a postgraduate and for short periods only, normally no greater than 6 months.
  - Admission to the Imperial College School of Medicine is always as an undergraduate and for short periods only, normally no greater than 6 months.
  - Admission to the Faculty of Engineering and the Faculty of Natural Sciences is **normally** as an undergraduate for a full academic year unless you are advised otherwise by the exchange programme co-ordinator at your home university and the departmental exchange programme co-ordinator at Imperial College.
    - If you are advised by the exchange programme co-ordinator at your home university **and** the departmental exchange programme co-ordinator at Imperial College that you can attend as an undergraduate for less than a full academic year then they will inform you as to what those alternate dates of attendance can be. Sometimes those alternate dates will be in line with the autumn term only OR the spring and summer term only, but (*depending on the host department, and their exam schedule*) it may be, for example, from October to January.
    - A student attending to undertake just a project or research period will be hosted as an undergraduate or as a postgraduate (*depending on the level of study being undertaken by the exchange student at their home university*) and normally for no longer than 6 months, with the precise dates of attendance agreed to by the host/admitting department with input from the proposed supervisor.
- **Your study plan should focus on your major degree subject.**
  - The courses/modules you select, including projects, must be from the appropriate curriculum of the host (admitting) academic department. For example, if you will be applying as an undergraduate then the appropriate curriculum would be the “undergraduate” curriculum.

**See section: developing a study plan** (*includes a note on “non-curriculum projects”*).

  - The inclusion of **minor** subjects (e.g. humanities, languages, management) in a study plan should be strictly limited, and an exchange applicant should be guided by the exchange programme co-ordinator at their home university and the departmental exchange programme

co-ordinator at Imperial College as to what is normally acceptable. Minor subjects are always taught at undergraduate level.

### Studying at Imperial College: General guidance (curriculum, credit & timetables)

#### **An exchange student must apply to one academic department.**

An exchange student cannot apply to more than one academic department.

- The curriculum (course structure and content) for a particular subject area at either undergraduate or postgraduate level is published on the website of the relevant academic department (i.e. there is **no** central catalogue of the College's entire curriculum). **Detail on how to make enquiries about course structure and content (courses/modules) is provided later in this section.**
- While Imperial College will help facilitate requests to take specific courses/modules (e.g. those which your home university have indicated would match with a course/module at your home university) **we cannot guarantee access.** Access to some courses/modules is also restricted for our own students.
- While most academic departments teach and assess an undergraduate or postgraduate course/module (including curriculum-project modules) over the period of a single term (a single trimester), some academic departments teach and assess undergraduate course/modules across two or three terms. [Further information on the teaching methods used by Imperial College is available.](#)
- Ensure you have met any **pre-requisites** for individual courses/modules.
  - Occasionally an exchange student attending for the full academic year may wish to undertake a course/module for which they do **not** have the pre-requisite prior to arrival at Imperial. This would only be approved after consultation between the student, the exchange programme co-ordinator at your home university **and** the departmental exchange programme co-ordinator at Imperial College.
- **Academic credit at Imperial College London is based on ECTS.**  
ECTS = European Credit Transfer System
  - The **normal** expectation is that an exchange student admitted to Imperial College will undertake a study plan which equals a full student "workload" (60 ECTS for a full academic year; pro-rata for a shorter period).
  - If your home university requires you to indicate in your study plan (e.g. a *learning agreement*) the ECTS value for each course/module (*with the exception of non-curriculum "independent" projects which do not have ECTS allocated*) those ECTS values should appear in the curriculum document (course catalogue) available on the website of the admitting (host) academic department (*see further down*).
  - Imperial College will also make appropriate reference to ECTS in any transcript it issues to an exchange student, upon completion of their study period. A "transcript" details the results of any formal assessments (e.g. exams), and ECTS is only awarded upon successful completion of the course/module. *See later section entitled "academic recognition".*
  - **Academic recognition:** a student's home university is responsible for deciding whether a study period at Imperial can be recognised as part of the exchange student's degree programme.
  - **Credit and grade transfer:** It is also the responsibility of the exchange student's home university to consider how academic workload (*i.e. time spent studying at Imperial College*) **and** any grades/marks (*i.e. official outcomes of any formal assessments/examinations a student undertakes at Imperial College*) are transferred from the Imperial system to the system of the home university. **Consult your home university for further guidance.**
- **VERY IMPORTANT:** Course/module timetables are normally published by the host academic department during September, and occasionally not until the beginning of the academic year. Therefore, a programme of study is often not confirmed until the exchange student has arrived at the College. **Expect to have to make modifications to an initial study plan** (e.g. *Learning Agreement for Studies for Erasmus students*) **after arrival at the College.**
- **Formal examinations** mostly take place in the third (summer) term. **However**, there are many exceptions, and the host academic department will advise an exchange student prior to their arrival **or** as soon as possible thereafter what the normal routine is. **Exam timetables** are normally published by the host academic department during the relevant academic year and not before.

- **A student who undertakes formal assessments/examinations will be provided with a transcript.** The transcript will list the official outcomes of any formal assessments/examinations the student has undertaken at Imperial College, including the ECTS credit awarded if a course/module has been passed. ECTS is not awarded when a course/module is failed. The “pass” mark is normally 40%, but there are [exceptions](#).
- Any **project** you ask to take (whether forming part of a study plan or constituting its entirety) should be supervised by an academic member of staff in the admitting (host) department.
  - Where a project is a “module” selected from the host department’s curriculum the host department will manage the provision of topic and supervisor.
  - Where a host department allows an exchange student to undertake a non-curriculum project (*i.e. an “independent” project*) then we would normally expect you to find a suitable project supervisor at Imperial College in the admitting (host) department (*and to have their provisional approval to host you*) before applying on-line to study at Imperial College. **Please also note** that Imperial College does not normally allocate ECTS credit points to successfully completed “independent” projects, although there are exceptions in the Dept of Chemistry.

### [Developing a study plan](#)

### **Undergraduate study plans**

- **School of Medicine:** undergraduate exchange applicants will be advised directly by the School of Medicine as to the content of their study plan. Now go to page 7.
- **The undergraduate curriculum in the Faculties of Engineering and Natural Sciences** provides detailed information on all courses/modules taught at bachelor and masters level (*BEng/BSc curriculum and MEng/MSci curriculum*).
  - **An undergraduate curriculum is provided for each academic department in the Faculties of Engineering and Natural Sciences but – very importantly - you will need to contact the academic department for an up-to-date document or weblink. Please review our [curriculum portal for undergraduate exchange students’ enquiries](#).**

*An undergraduate curriculum **might also** refer to courses/modules in languages, humanities and management which are available to undergraduate students studying in a particular engineering or science department. You can explore such options by consulting the [Horizon’s Programme](#) .*

- **If you experience problems locating the ECTS value please [review our curriculum portal for undergraduate exchange students’ enquiries](#) for a suitable administrative contact or contact the [departmental exchange programme co-ordinator at Imperial College](#).**
- **Very important:** The majority of engineering and physical science students who are studying at their home university at masters level (*including if you expect to be a masters level student by the time you plan to be studying at Imperial College*) will be instructed by either the exchange programme co-ordinator at their home university or the exchange programme co-ordinator at Imperial College to select from the final year (Year 4, Master year of study) of the relevant Undergraduate Curriculum. **This is the norm.**
- **To reaffirm that an undergraduate study plan should focus heavily on the exchange student’s (major) degree subject at their home university.** *The inclusion of non-major-degree courses/modules (e.g. humanities, languages, management) in a study plan should be strictly limited, and an exchange student should be guided by the exchange programme co-ordinator at their home university and the departmental exchange programme co-ordinator at Imperial College.*
- **While the host academic department will consider requests to take specific courses/modules (e.g. those which your home university have indicated would match with a course/module at your home university), including courses/modules at postgraduate level (where such postgraduate courses/modules are not available as part of the undergraduate [MSci/MEng] curriculum) we cannot guarantee access, especially at postgraduate level.**
- **Please try to select from a single year of the undergraduate curriculum.** However, it is reasonable for an exchange student to request a study plan which incorporates courses/modules from different years of the relevant undergraduate curriculum at Imperial College (with the usual exception of Year 1 courses/modules). However, since our timetables are constructed (naturally) to deliver teaching for our fee-paying degree students there are likely to be timetable clashes if you were to select courses/modules from different years of the undergraduate curriculum.

- **Please do not seek to take courses/modules taught by “other” academic departments unless approval is obtained from the host academic department and your home university. Access to such courses/modules cannot be guaranteed.**
  - **To repeat:** *it is very important that an exchange student does not approach other academic departments for access to courses/modules unless they have the approval of their host academic department. Therefore, such requests normally take place after an exchange student has arrived at Imperial College and has had an opportunity to discuss their study plan face to face with the host department’s exchange programme co-ordinator.*
  - *If it is agreed that an exchange student can explore the possibility of undertaking a course/module taught by another academic department (i.e. a course/module which is not available to a regular undergraduate student of your host academic department) the host academic department might arrange this for the student or they might expect the student to organise themselves and keep the host department informed. The exchange student would need to be responsible for ensuring that they meet the needs/demands of the “other” academic department, including a.) fulfilling the attendance requirements for the course/module (for example, we cannot guarantee that you would not incur timetable clashes); b.) the coursework requirements of the course/module; and c.) being able to attend for examinations (e.g., we cannot guarantee that you would not incur exam timetable clashes).*
  - Exam results and results of other assessments for courses/modules taught by “other” academic departments (i.e. a course/module which is not available to a regular undergraduate student of your host academic department) **must** be communicated by the “other” academic department to the exchange student’s “host” academic department for reporting to the College alongside their main exam results/assessments. **It would be the exchange student’s responsibility to ensure this happens.**
- When an exchange student wishes to undertake a Horizons (languages, humanities) course (as referenced above) in addition to their formal study plan they are advised to think carefully about their overall workload before doing so.

### Postgraduate study plans

- If you are a doctoral (PhD) student then the study period would normally be research-focused.
  - Access to postgraduate courses is **not** normally allowed as part of a research-focused study period, unless agreed to by the relevant academic staff (and if agreed, then it is normally restricted to attendance at lectures, with **no** access to formal exams/assessments). Speak to your proposed supervisor at Imperial College if this is a concern.
- If you are a masters level student (including if you expect to be a masters level student by the time you plan to be studying at Imperial College as an exchange student) and have been instructed by your home university and by the relevant departmental exchange co-ordinator at Imperial College to construct a study plan on attendance as a non-degree student on a postgraduate programme (MSc) then you can find the relevant curriculum information via the Postgraduate Prospectus at: <http://www.imperial.ac.uk/study/pg/>.
  - However, applicants to the Imperial College Business School should refer to: <https://www.imperial.ac.uk/business-school/programmes/incoming-exchange-students/>.
  - **An exchange student should not seek to take postgraduate courses/modules taught by another academic department unless approved by the host academic department. Access to such courses/modules cannot be guaranteed.**
    - Normally an exchange student would undertake such actions after their arrival at Imperial College.
    - *If it is agreed that an exchange student can explore the possibility of undertaking a course/module taught by another academic department (i.e. a course/module which is not available to a regular postgraduate student of your host academic department) the host academic department might arrange this for the student or they might expect the student to organise themselves and keep the host department informed. The exchange student will need to be responsible for ensuring that they meet the needs/demands of the “other” academic department, including a.) fulfilling the attendance requirements for the course/module (for example, we cannot guarantee that you would not incur timetable clashes); b.) the coursework requirements of the course/module; and c.) being able to attend for examinations (e.g., we cannot guarantee you would not incur exam timetable clashes).*
    - Exam results and the results of other assessments for courses/modules taught by “other” academic departments (i.e. a course/module which is not available to a regular student of the host academic department) **must** be communicated by the “other” academic department to the “host” academic department for reporting to the College with the exchange student’s main exam results/assessments. **The exchange student is responsible for ensuring this happens.**
  - **Please note** that the majority of engineering and physical science exchange students who are studying at their home university at master level will be instructed by either the exchange programme co-ordinator at their home university or the exchange programme co-ordinator at Imperial College to select from the final year (Year 4) of the relevant Undergraduate Curriculum in the admitting department and **not** the postgraduate curriculum. **Such exchange students would normally apply to study at Imperial College as an undergraduate** (see earlier section).

## How to submit a formal study application to Imperial College

All exchange students nominated to study at Imperial College London should apply using the on-line application site (for Visiting non-degree Students). The on-line application website is accessed **via**:

- (Undergraduate) <https://www.imperial.ac.uk/study/apply/visiting-students/>
  - **Remember**: If you are a master level student you will normally apply as an undergraduate to Imperial College unless you are told otherwise. Please refer to previous sections if you are unsure.
- (Postgraduate) <https://www.imperial.ac.uk/study/apply/visiting-students/>

### Application Deadlines:

- **Study periods commencing at the start of the academic year at Imperial College:** Applications from students wishing to commence their programme of study on 30 September 2023 should be submitted on-line by **15 May 2023**:
  - **This is very important** if you are requesting admission for a full academic year (from 30 September 2023).
  - If you are applying for undergraduate study and you have not submitted your on-line application by 15 May 2023 it may affect your eligibility for accommodation.
  - The College will still process on-line study applications submitted after 15 May 2023. See later section on accommodation.
- **Study periods commencing at other times during 2023-24:** There is no application deadline for students wishing to commence a study period at other times, although students are encouraged to apply at least 4 to 6 months in advance of a proposed start date especially if they know they will require a visa to enter the UK for the purpose of undertaking their study period.

Advice for completing the College's on-line study application (using My Imperial):  
for Spring, Summer or Late Summer Admission Terms.

**This whole section is new (as we have a new application system).**

**Get organized:** The following guidance will be of use when completing the on-line application.

There are two stages to the application:

1. Creating a My Imperial account.
2. Completing and submitting an application, including attaching "supporting documents".

Throughout the on-line application please ensure:

- You read any short guidance notes available under individual data-field titles.
- You answer the questions correctly/accurately as they may influence what further questions are asked and what supporting documents you need to attach.
- The instructions below will tell you when you can save and exit the application safely without losing what you have inputted, and then you'll be able to go back and resume compilation/completion/submission.

### **1. Create a My Imperial account and start your application**

*(if the link does not work copy and paste into your browser; do not use Internet Explorer)*

When you create your account ensure you are on the **Applicant tab**.

The Applicant tab includes applying as a **Visiting (non-degree) Student** *[visiting placement]*

When you have created your My Imperial account an email will be sent to your mailbox

After you have created your My Imperial account you will see your homepage.

- Click on Applications.
- Click on "make a new application".
- Then search for a "programme":
  - Type into the search field the relevant subject area. A list of "programmes" will appear.

The following notes may assist you with searching for and selecting the correct "programme":

- Our "programmes" for Visiting Students normally correlate to the name of an academic department. However, there are exceptions in Medicine and Life Sciences.
- **If you propose to be hosted as an undergraduate student** **select the "programme" with the academic level "Undergraduate Occasional"**. A list is provided below so you can check that the department is what you are expecting:

| Department                          | “programme” for an undergraduate visiting student              |
|-------------------------------------|--|
| Aeronautics                         | Aeronautical Engineering (Occasional FT)                       |
| Bioengineering                      | Biomedical Engineering (Occasional FT)                         |
| Chemical Engineering                | Chemical Engineering (Occasional FT)                           |
| Chemical Engineering (projects)     | Chemical Engineering UG Research (Occasional FT)               |
| Civil & Environmental Engineering   | Civil Engineering (Occasional FT)                              |
| Computing                           | Computing (Occasional FT)                                      |
| Dyson School of Design Engineering  | Design Engineering (Occasional FT)                             |
| Earth Science & Engineering         | Earth Science and Engineering – Earth Sciences (Occasional FT) |
| Electrical & Electronic Engineering | Electrical and Electronic Engineering (Occasional FT)          |
| Materials                           | Materials Science & Engineering (Occasional FT)                |
| Mechanical Engineering              | Mechanical Engineering (Occasional FT)                         |
| Chemistry                           | Chemistry (Occasional FT)                                      |
| Mathematics                         | Mathematics (Occasional FT)                                    |
| Physics                             | Physics (Occasional FT)  |
| Life Sciences (Biological Sciences) | Biology (Occasional FT)  |
| Life Sciences (Biochemistry)        | Biochemistry (Occasional FT)                                   |
| Medicine                            | Medicine B Level Project (Occasional FT)                       |

Please remember that all exchange students in engineering and natural sciences who wish to undertake a study plan containing master level courses/modules will be hosted as undergraduates.

- If you are a master level student and propose to be hosted at Imperial College London as a **postgraduate**. For example, to undertake a master level project or a study period based solely on postgraduate curriculum (in both cases to ordinarily contribute towards your home degree) select the “programme” for your subject area which has the academic level PG Taught Occasional.

If you are a postgraduate exchange student to the Business School select as follows:

| Department (i.e. subject area)  | Academic Programme                             |
|---|--|
| Imperial College Business School (Exchange Students: MBA)               | Business School Taught Programmes (MBA OCC)    |
| Imperial College Business School (Exchange Students: Other MSc courses) | Business School Taught Programmes (Occasional) |

- If you are a **doctoral level student** and propose to be hosted for a period of research (ordinarily to contribute towards your home degree) then select the “programme” which has the academic level PG Research Occasional.
- Then focus on the appropriate “programme” and **insert** the Academic Term.
  - The Academic Term is the period in which your proposed study period would commence (start). Ordinarily this would be the beginning of the term, but for project and research periods might be during a term.
  - The “Academic Terms” are as follows:
    - Autumn (2023/24) for study periods starting 30 September 2023 and 15 December 2023.
    - Spring (2023/24) for study periods starting 6 Jan 2024 and 22 March 2024.
    - Summer (2023/24) for study periods starting 27 April 2024 and 28 June 2024.
    - Late Summer (2023-24) for study periods starting 29 June 2024 to 31 August 2024.
  - Our visiting student programmes normally require full-time attendance (i.e. the delivery mode). The “Delivery Mode” will self-populate when you have inserted the Academic Term.
- **When you have chosen your programme and entered the Academic Term and clicked “select”** you will be taken to a “programme” confirmation page. Check the details and if you wish to proceed with your application click on next. **The application will be saved at this point, and you can exit and login at your leisure.**

## 2. **Completion and submission of the remainder of your application**

Page: **Proposed studies**

- Framework: select “exchange”.
- Select your intended study plan. Choose the most appropriate.
- Enter your proposed start and end date. Your end date can be in a later academic term.

The remainder of the application pages ought to be straight forward to complete. You are requested to provide the usual range of personal information, higher education history and evidence (where necessary) of English language ability.

- If you are asked to complete a field that you do not feel is entirely relevant to your application and by leaving it blank it does not stop you from progressing to the next page then it is OK to leave that field blank.
- An applicant does **not** need to provide the details of a referee (where requested on the “references” page of the application.)
- However, **when you are on the “qualifications” page, please refer to the note on English language below.**

**Eventually you will reach the “supporting documents” page:** Below is a list of the documents you should attach as an exchange applicant. **Therefore**, if a document is listed on the “supporting documents” page **but is not listed below here**, you do **not** need to attach it.

- Your **letter of nomination** (or an email from Imperial College acknowledging receipt of your nomination as an exchange student from your home university (**compulsory**)).
- Your proposed **study plan/learning agreement**, depending on how your home university expects you to document this. Erasmus student will normally use a learning agreement. (**compulsory**).
- An **English certificate** (even if you think you are exempt please attach a document that confirms this). *Read section 3 below, including about exemption.*
- (All applicants: **compulsory**) A **transcript** of your current or last degree programme. A transcript is an official document produced by a university listing the courses/modules attended, examinations/assessments taken and results/grades achieved. Please attach a version in English.
  - (If relevant) If the transcript does not include the courses/modules which you are currently undertaking but have yet to be examined on please ensure you **include** a list of these courses so that the person reviewing your application is able to consider whether you have the necessary pre-requisites.
- However, on the “supporting documents” page of the application you can also, if you wish, attach a non-confidential letter of support/reference.

- **Always attach each document** (to the “supporting documents” page) **as a single file.**
- You must attach all the documents for your application to be considered “submitted”, and for your application to be considered by the academic department to which you seek admission.
- *Should an applicant have an issue when logging back into an application and landing on the “supporting documents” page, they may find the ability to upload a document is not present. If unresponsive it is advised to select the “Previous” button, to take them back a page. Then select Next, this should resolve the page being unresponsive.*

### 3. **English language proficiency.**

**Guidance on completing the English Language Ability section of the application** (*on the same page as “Qualifications”*):

- It is very important that a student’s English language skills (reading, listening, speaking and writing) are sufficient for them to study successfully at Imperial College. **Therefore, the College requires all students to submit acceptable evidence of their English language proficiency** within their application to study at Imperial College.
- If your home university is in Australia, Canada or the United States of America, Imperial College will consider you to have met the College English Language requirement, so **when you are asked on the “qualifications” page “Do you hold an English qualification?” please select ‘I think I’m exempt’.**
- **For all other exchange applicants, when asked on the “qualifications” page “Do you have an English qualification?” select YES** as we would expect all **exchange applicants** to have achieved by the time of their application one of the following:
  - a qualification **or** proficiency test listed (with at least the minimum grade stipulated) at: <https://www.imperial.ac.uk/study/apply/english-language/>  
**or**
  - to have undertaken in the 12-month period prior to 15 May 2023 an English test at their home university (equating their proficiency to at least level B2 of the [Common European Framework of Reference for Languages](#)). **Very important:** The document from your home university confirming your test result should include a breakdown of your proficiency in the four component areas (reading; listening; speaking; writing).  
**or**
  - the DAAD Certificate of English: B2 competence in all four components required (**reading; listening; speaking; writing**).
- **However, if you have yet to take any test then choose the appropriate menu option:** “No-I’m planning to take a test soon”.

When attaching your English language supporting document(s) to the “supporting documents” page of the application always attach as a single file.

### What happens next to your English language document/evidence?

- The College will consider the evidence provided.
- If the evidence is unacceptable, but we wish to offer you admission, the College will inform you as a condition of entry that further evidence of English language proficiency is required.

**Please note:** The College is committed to supporting the English language needs of its students once they are enrolled. Imperial College’s **Centre for Academic English** is available **free of charge** (subject to assessment and certain conditions) to all registered/enrolled non-native English-speaking students: <http://www.imperial.ac.uk/academic-english>

### Who will consider your application and when/how shall you hear the outcome?

- Once you have submitted your on-line application and uploaded all relevant supporting documents, your application will be reviewed by Imperial College’s Admissions team. If your application has been completed satisfactorily then it will be recorded as ‘submitted and you will be informed by email. That email will include your College ID number (CID), which will be your unique ID for your time at the College. **It is helpful if you could include the CID in all subsequent correspondence with the College.**
- **Your “submitted” application will then be assessed by the College’s Admissions team before they send your application to the relevant academic department.**
- **The academic department is responsible for making the decision as to whether an offer of admission can be made**, which will include a.) whether the study plan which has been proposed is viable (*subject to possible modification due to curriculum and timetable restraints*) and b.) whether the applicant is academically prepared to undertake the proposed study plan (*including their English language competence*). **The academic department will communicate the “decision” to the College’s Admissions team.**
- **The College’s Admission team would normally expect to communicate a decision to the applicant within 8 weeks** of receipt of a “submitted” application. However, if the academic department to which the applicant seeks admission requires further information in order to make a decision on their admission, the 8-week period will not commence until they have received all required information. **If additional information is required the academic department will request it from either the applicant or their home university.**
- **The outcome (decision) of an application will be made available to applicants via their My Imperial account**, and the applicant will be prompted by email.
- **If the decision is to offer admission, the applicant will receive (via My Imperial) a copy of their offer (admission) letter which will include any relevant conditions of entry which the applicant must meet before their admission is confirmed (i.e. made “unconditional”).**
  - The offer letter will indicate whether the College considers the applicant to be an “undergraduate” or “postgraduate” student.
  - If the exchange student plans to attend for a period other than a full academic year they should double-check that the dates offered for attendance are correct (see term dates below), and query them with the College’s Admissions team if necessary.
  - **ATAS (UK’s Academic Technology Approval Scheme): some** applicants also need to provide an ATAS certification. **If this affects an applicant they will be notified as a condition to their offer of admission, i.e. that ATAS clearance is required.** ATAS certification is required before the College’s Admission team can confirm an unconditional offer.
    - Information on ATAS is provided by Imperial College’s International Student Support team: <http://www.imperial.ac.uk/study/international-students/visas-and-immigration/atas/>
    - **External [UK Government] ATAS website:** [www.gov.uk/academic-technology-approval-scheme](http://www.gov.uk/academic-technology-approval-scheme)
- **If an applicant is offered admission by the College, they will need to reply to their offer via their My Imperial account, accepting or declining the offer.**

- If the College sets an applicant a “condition or conditions of entry” (e.g. a language “condition”) then the applicant must satisfy these “conditions of entry” before their admission can be confirmed as unconditional. *See also later sections on immigration and accommodation.*
- If, at any stage, an applicant wishes to **withdraw** their application they should email the College Admissions team responsible for their application (copying to [Adrian Hawksworth](mailto:Adrian.Hawksworth@imperial.ac.uk))
  - Undergraduate: <https://www.imperial.ac.uk/study/apply/contact/>
  - Postgraduate: <https://www.imperial.ac.uk/study/apply/contact/>
- Exchange students enrolled at Imperial College are covered for **insurance purposes by the College’s employer and public liability insurance policy while on campus** (and off-campus if part of their study plan requires it, e.g. a site visit).

### Immigration: guidance for students who require entry clearance to the UK

Guidance on entry clearance (visas etc) is provided by our College’s International Student Support team: <https://www.imperial.ac.uk/students/international-students/visas-and-immigration/>

Questions concerning visas can be addressed to the International Student Support team: [international@imperial.ac.uk](mailto:international@imperial.ac.uk)

The **type of entry clearance** will normally depend on the length of the study period at Imperial College.

- **Student Route Visa:** for a period of study lasting **more than 6 months**. If an applicant is offered admission **for more than 6 months** and once they have met any offer conditions (*i.e. the applicant possesses an unconditional offer of admission*) the College’s Admissions team will send the applicant a “**confirmation of their acceptance for studies (CAS)**” number and further details (*for inclusion in their application for a student visa*). A CAS number must be quoted in a student visa application.
  - **VERY IMPORTANT:** A student route visa **must have been obtained prior to a student travelling to the UK for the purposes of undertaking a study period at Imperial College.**
- **Visitor (for short-term study):** If an applicant is offered admission **for 6 months or less** and once they have met any offer conditions (*i.e. the applicant possesses an unconditional offer of admission*) the College’s Admissions team will make available to the applicant an (unconditional) acceptance letter on My Imperial.
  - Information on short-term study is provided by our International Student Support team: <https://www.imperial.ac.uk/students/international-students/visas-and-immigration/short-term-study/>
  - Your nationality will dictate whether you need to apply for a Visitor visa before travel to the UK (i.e. you are a Visa National) or whether you can enter the UK without a visa (i.e. you are a non-Visa national):
    - **Visa-national:** Your acceptance letter can be used when applying (before travel) for a Visitor visa.
    - **Non-visa national:**
      - If you are a non-visa national and are not required to obtain a Visitor visa prior to travelling to the UK then entry is normally approved (i.e. passport stamped) by the immigration officer at the airport or train terminus, and amongst the documents you may be asked for (see the webpage above) would be your unconditional acceptance letter from Imperial College.
      - However, if you are eligible to enter the UK via e-gates you will not normally speak to an immigration officer nor be provided with any stamp in your passport, so you must **retain** proof of your date of entry to the UK (boarding pass or train ticket) and upload when you enrol with Imperial. **Don’t throw boarding passes/tickets away.**

### Term Dates (2023-24)

- **Term 1 (Autumn Term)**  
30 September 2023 to 15 December 2023
- **Term 2 (Spring Term)**  
6 January 2024 to 22 March 2024
- **Term 3 (Summer Term)**  
27 April 2024 to 28 June 2024

Approved attendance can also include part or all of the period of 29 June 2024 to September 2024 (~“late summer term”).

#### Important notes regarding the College's term dates:

- The College does **not** operate a semester system.
- The summer term for undergraduates typically focuses on examinations and project work.
- Study periods for students who are admitted to undertake projects tend not to mirror/match term-dates. Dates of attendance are normally decided after consultation with the host project supervisor.
- Study periods which follow the whole of a particular postgraduate programme normally conclude at the end of September. However, some postgraduate programmes commence and end at other times. Dates of attendance are normally decided after consultation with the host department.

### Accommodation for Exchange Students

*Information is correct at the time of writing (January 2023)*

As a starting point, carefully select the category below (1 – 4) which applies to you. This will inform you as to your eligibility for a room in an Imperial College hall of residence.

#### Category 1.

- Any exchange student who is admitted to the College as a **postgraduate** for any period of time **cannot** apply for accommodation in a College hall of residence.
  - Therefore, students are advised now to consider how to secure alternative accommodation in London prior to arrival or to arrive in advance of their study period in order to have sufficient time to look for suitable accommodation.
  - For assistance please review the information about Private Housing at <https://www.imperial.ac.uk/students/accommodation/private-accommodation/> (including the specialist assistance provided by Imperial Home Solutions: <https://www.imperial.ac.uk/students/accommodation/private-accommodation/private-accommodation/>).

#### Category 2.

- An exchange student **who accepts admission to Imperial College as an undergraduate** (full-time) **for a full academic year** (30 September 2023 – 28 June 2024) will be **guaranteed** accommodation in an Imperial College hall of residence for the three terms from 30 September 2023 – 28 June 2024 **IF they have:**
  - submitted their on-line study applications by 15 May 2023 deadline (*important: this is an **additional** requirement to that listed at <https://www.imperial.ac.uk/students/accommodation/prospective/ug/how-to-apply/accommodation-guarantee/>*);
  - been offered admission for the said period (a full academic year) as an undergraduate student on My Imperial by 14 July 2023 (*important: this is an **additional** requirement to that listed at <https://www.imperial.ac.uk/students/accommodation/prospective/ug/how-to-apply/accommodation-guarantee/>*);
  - subsequently submitted their accommodation application by the deadline which will be published on the Student Accommodation Office webpages.
  - and have met in full any conditions of entry (e.g. English language) and had an “unconditional offer” confirmed on My Imperial by the deadline which will be published on the Student Accommodation Office webpages.
- Please note that an undergraduate exchange student will not be invited to apply for accommodation (*i.e. receive an email from our Student Accommodation Office, the unit at Imperial College who manage the College's undergraduate halls of residence*) until the College's Admission team has offered the student admission (with or without conditions of entry) on their My Imperial account.
  - **Please note:** a student will receive more detail about the application process when they are invited to apply for accommodation by our Student Accommodation Office.
  - **Please also note** that while we guarantee to offer an undergraduate exchange student (*who is due to be admitted for a full academic year and complies with the aforementioned conditions and deadlines*) with a room in an undergraduate hall of residence, we reserve the

right to offer a place in a hall of residence and room type of our choosing. However, the College does work hard to try and place a student with due reference to the preferences they make in their accommodation application.

- When you receive the email from our Student Accommodation Office inviting you to apply for accommodation please ensure that you complete and submit the application as soon as possible and no later than the [published accommodation application deadline](#).
- **Late applications will not be considered.**
- Please be rest assured that the [College's Student Exchange Co-ordinator \(Adrian Hawksworth\)](#) will ensure that all who wish to apply for accommodation are able to do so by the published deadline.
- However, **if you are offered admission to study at Imperial College after 7 July 2023 but before the [published accommodation application deadline](#) please email [the Accommodation section \(quoting your CID\)](#) to ensure you receive the invitation to apply.**

○ **VERY IMPORTANT:**

- **An undergraduate exchange student will receive a decision on their accommodation application in either late August or, more usually, early September.**
- **An exchange student will be asked to accept or decline the offer of accommodation.**
- Please note that you are normally given only two days to accept or decline so if you plan to be on holiday during the summer please ensure you check your email account every day to not miss out.
- If you accept the offer of accommodation in a College hall of residence then you will be provided with on-line support prior to arrival (accommodation e-induction).
- Please note that if your proposed study period includes any part of the following period (29 June 2024 – c.20 Sept 2024) that the Student Accommodation Office can advise you as to how and when to apply for “summer vacation undergraduate student accommodation”. **NB:** do this after your arrival at College.

**Category 3.**

- An exchange student who accepts admission to Imperial College as an undergraduate:
  - for at least a full academic year (**but** applied after the 15 May on-line study application deadline)
- or**
- for less than a full academic year but still plans to commence their study period on 30 September 2023.

**cannot** be guaranteed accommodation in a College hall of residence. **However, you might still be invited to apply** as rooms occasionally (sometimes) become available.

- Please note that category 3 undergraduate exchange students will **not** be invited to apply for accommodation (*i.e. receive an email from our Student Accommodation Office, who manage the College's halls of residence*) **until** the College's Admissions team has offered them admission (with or without conditions of entry) on their My Imperial account.
- Communication from our Student Accommodation Office may happen at any time if your admission is for a full academic year, so keep an eye on your mailbox, **or** if you are planning to stay for less than a full academic year (from September) it will normally not happen until August at the earliest. **Any communication from our Student Accommodation Office will indicate a method of application and a deadline.**
- If a category 3 undergraduate student is offered a room in a College hall of residence they would also need to have met in full any conditions of admission (e.g. English language) **and** had that confirmed on their My Imperial account by the [published deadline](#).
- The College's Student Accommodation Office will do its upmost to assist you but can only allocate accommodation **if it is available**.

- **Therefore**, you are advised now to consider how to secure alternative accommodation in London prior to arrival or to arrive in advance of your study period in order to have sufficient time to look for suitable accommodation.
  - For assistance, please review the information about Private Housing: <https://www.imperial.ac.uk/students/accommodation/private-accommodation/>
  - If you have already arranged private accommodation by the time a room in a College hall of residence might be offered by our Student Accommodation Office (because perhaps you also applied to College for a room: see above) you'll have to decide what path to take.
  - Please note that if your proposed study period includes any part of the following period (29 June 2024 – c.20 Sept 2024) our Student Accommodation Office can advise you as to how and when to apply for “summer vacation undergraduate student accommodation”.

#### Category 4.

- An exchange student **who accepts admission to Imperial College as an undergraduate but plans to commence their study period at Imperial College on a date other than the start of the academic year (other than 30/9/23-2/10/23) cannot** be guaranteed accommodation in a College hall of residence.
  - However, if a category 4 student still wishes to apply, then they should contact our Student Accommodation Office (typically no earlier than two months before your proposed start date).
  - To be considered for a room in a College hall of residence the College's Admission team needs to have confirmed your admission (having met any conditions of entry; i.e. you need to hold an “unconditional offer”) on your My Imperial account.
  - The College's Student Accommodation Office will do its utmost to assist you but can only allocate accommodation if it is available.
- Therefore, you are advised now to consider how to secure alternative accommodation in London prior to arrival or to arrive in advance of your study period in order to have sufficient time to look for suitable accommodation.
  - For assistance please review the information about Private Housing: <https://www.imperial.ac.uk/students/accommodation/private-accommodation/>
  - Please note that if your proposed study period includes any part of the following period (29 June 2024 – c.20 Sept 2024) that our Student Accommodation Office can advise you as to how and when to apply for “summer vacation undergraduate student accommodation”.

**Please note (categories 2, 3, 4):** Undergraduate exchange students for whom applying for a room in an Imperial College hall of residence is an option (whether guaranteed or not) are not compelled to do so. **It is OK for an undergraduate exchange student to decide not to apply for a room in an Imperial College hall of residence, and to make their own arrangements in the private sector.**

#### IMPORTANT OTHER INFORMATION REGARDING ACCOMMODATION

All exchange students: when communicating with our Student Accommodation Office:

- It is in the interest of all students to reply swiftly to any correspondence received from the Student Accommodation Office, especially if you are offered a room in a hall of residence. However, the College handles a large amount of correspondence from applicants and you must be patient in waiting for a response. The Student Accommodation Office aims to respond to emails within 5 working days, so please do not expect to receive a response the same day: <https://www.imperial.ac.uk/students/accommodation/>

**All exchange students should note the following:**

- Imperial College halls of residence (for undergraduates only) are normally **self-catering** with some located within a reasonable walking distance of the South Kensington Campus and others a 30-45 minute distance away by tube/bus.

**For insight into our undergraduate accommodation provision please click on:**

<https://www.imperial.ac.uk/students/accommodation/prospective/ug/ug/>  
and <https://www.imperial.ac.uk/students/accommodation/prospective/ug/compare/>

- Imperial College halls of residence (for undergraduates only) offer a variety of accommodation, and [prices vary between the halls which are available](#). Usually you can save money by sharing with another student; however, this solution has to be considered carefully.
- If the College cannot provide an undergraduate exchange student with accommodation in a hall of residence OR you decide to reject any offer of College accommodation OR you just prefer to do your own thing, your option would be to look for a room in the private sector.
  - In general, unlike in some other countries, to rent a flat in London can be an expensive option. You may need to share to keep costs down.
  - For assistance you are **strongly advised** to first review the information about Private Housing at: <https://www.imperial.ac.uk/students/accommodation/private-accommodation/>
  - Be prepared to arrive before your study period commences in order to find a place to live.
 

**\*\*\*Caution: if you are entering the UK on a Visitor entry/visa and your study period lasts 6 months exactly, you don't have extra days to do this, as your permission to stay in the UK is 6 month maximum (and if you are a visa-national and have had to apply for a visa before you travel to the UK please check your actual visa dates).....so ensure you plan appropriately. Any queries to [Adrian Hawksworth](#)\*\*\***
  - The College can provide expert assistance with housing contracts (if you need advice).
- The College cannot accommodate the partners, dependants or children of exchange students.

### Do you have a disability?

The College's Disabilities Advisory Service (DAS) is available to discuss any matter concerning access. You can approach DAS at any stage during the process of applying to and securing admission to Imperial College (and, if relevant, at any stage during the College accommodation application process) and whilst registered as a student of the College.

The Disability Advisory Service is committed to providing the best possible support for all students at Imperial. We understand that each person's disability or impairment can affect them in different ways and therefore the support offered is flexible and tailored.

**Understanding disability:** <http://www.imperial.ac.uk/disability-advisory-service/understanding-disability/>

The Disabilities Advisory Service: <https://www.imperial.ac.uk/disability-advisory-service/>

### Tuition Fees and other possible charges

- **Exchange students do not pay tuition fees to Imperial College** (up to a maximum period of 12 months). However, such students can expect to continue paying any tuition fees required of them by their home institution.
- The host academic department should indicate any compulsory miscellaneous financial charges that are applicable to an exchange student while they are a student in their department.
- The host academic department should indicate whether any of these miscellaneous financial charges (un-refundable; refundable) are associated with items an exchange student may already have as a student of that discipline at their home university, and therefore are possibly not relevant. A couple of random examples might be a requirement to have a hard safety helmet or a lab coat, items which you may already possess. **Ask your host department in advance of arrival if this is not clear to you.**
- Most departments provide a student with a photocopying/scanning allowance.

### Cost of Living

- It is important to note that living in London can be relatively expensive and an exchange student should consider seriously how they will fund their time in London. Information and advice on living costs in London can be found in our [managing your money section](#).

- It is an exchange student's responsibility to ensure they have sufficient financial resources for their whole study period.
- **Please note:** Imperial College does not provide specific grants/scholarships for exchange students.
- It is the responsibility of an exchange student's home university to inform them as to their eligibility for any scholarships.

### Imperial College Union (ICU) and the ICU Erasmus Student Network ERASMUS Club

- All registered students of Imperial College London are automatically members of the Imperial College Union. The Imperial College Union represents the student body, and its website contains links to its many societies and clubs plus a lot of valuable advice: [www.imperialcollegeunion.org](http://www.imperialcollegeunion.org)
- Imperial College has an ERASMUS Club - one of the Imperial College Union's many clubs and societies. The ERASMUS Club is run by Imperial College students and was established in 1998 to help exchange and other visiting students at Imperial College get the most out of their time at the College **and** assist Imperial College students planning to go abroad. The ERASMUS Club is open to everybody and has a range of activities such as pub evenings, club nights, excursions to other areas of the UK, parties and untraditional sightseeing events. The Club is affiliated to ESN (the [Erasmus Student Network](#)).
- Exchange students starting on 30 September 2023 will receive information from the Club during September 2023. The Club's contact email address is [erasmus@imperial.ac.uk](mailto:erasmus@imperial.ac.uk).
- The College's "Orientation Information for Visiting Students" (*which an exchange student can expect to receive prior to their arrival: see below*) also refers to the Erasmus Club and provides their contact details.

### Orientation information for Visiting Students

Intended for exchange students whose admission to Imperial College has been confirmed.

Our orientation information [for Visiting Students] aims to help new exchange students better understand the College's web-based information for New Students who arrive at the start of the academic year (*i.e. better understand the information for new undergraduate and postgraduate full-degree students which is available via <http://www.imperial.ac.uk/students/new-students/> from late summer 2023*).

**You should consult our orientation information prior to arrival at Imperial College.**

- Our orientation information (document) is published in early September and will be emailed to all exchange students starting their studies at Imperial College on 30 September 2023.
- For exchange students starting their studies at Imperial College at **other times** during the academic year, a revised orientation information (document) is published in early October 2023 and will be available on the same [webpage](#) you obtained this guidance note.

The College's orientation information for visiting students will include **topics** such as:

- Pre-arrival on-line enrolment with the College.
  - Reminders for international students about additional enrolment actions to be taken (immigration).
  - A reminder about private accommodation guidance if you are still searching for somewhere to live.
  - Access to mailbox, IT accounts, student learning resources, library and sports facilities.
  - Accessing health care in the UK.
  - How to obtain discounts within the Transport for London travel network.
  - How to open a bank account.
  - **having any certificates of attendance/arrival and "learning agreements" signed & stamped.**
  - Advice on how the College issues transcripts (if relevant).
  - How to join the College's Erasmus Club which will normally have exchange student specific events on during the opening weeks of term.
  - How to engage with the Imperial College Union (Student Union) clubs and societies
- You can view maps of the various campuses, including South Kensington where most students will study, and directions for finding Imperial College at: <http://www.imperial.ac.uk/visit/campuses/>
  - **Queries to:** [exchangestudents@imperial.ac.uk](mailto:exchangestudents@imperial.ac.uk)



### (A) Exchange students starting their studies at Imperial College on 30 September 2023

- Over the summer an exchange student can continue their conversation with their host academic department regarding their proposed study plan (completing learning agreements, for example), and depending on how the host academic department operates some students may find that further actions, such as registering for individual courses/modules can be completed before they arrive. **However**, some academic departments will register an exchange student for courses/modules when they arrive (within the first 1-2 weeks).
- **The host academic department will contact a new exchange student by email during September with a welcome and induction timetable for the first 7 days** (including when and where to arrive in the department; the time/venue of the “initial meeting” with the departmental exchange programme co-ordinator, often on the first Monday but perhaps later in that week; departmental registration; course/module registration mechanisms, and access to timetables; access to learning resources and other information).
- Exchange students who commence at the beginning of the academic year are greatly encouraged to take part in normal orientation events for new students during the first week of the academic year (Welcome Week), such as Faculty Welcomes; the Welcome Fair (clubs and societies); sports trials; departmental societies etc.



### **(B) Exchange students starting their studies at Imperial College at other times**

- **Your host academic department should contact you by email during the month prior to your arrival with a welcome and induction timetable for the first 5 days** (including when and where to arrive on the first Monday; the time/venue of the “initial meeting” with the departmental exchange programme co-ordinator or project supervisor, depending on the nature of the study plan); departmental registration; course/module registration mechanisms (if applicable); and access to timetables and other information).
- Email [exchangestudents@imperial.ac.uk](mailto:exchangestudents@imperial.ac.uk) if you do not receive such a message from your host academic department by the week before your planned commencement date.

|  |
|--|
| <p><b>Do you have a question? Who to contact about information in this document?</b></p> |
|--|

**Adrian Hawksworth,**

Imperial College Student Exchange Co-ordinator  
Registry (via the Student Hub, Level 3, Sherfield Building, South Kensington Campus)  
Imperial College London, London SW7 2AZ

Email: [exchangestudents@imperial.ac.uk](mailto:exchangestudents@imperial.ac.uk)

Telephone: +44 (0)20 7594 8044

**MS Teams by appointment only.**

<http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/>