

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

## Admissions for the period 2023-24

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

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### Considering the options available at Imperial College London

Read **this guidance note** carefully.

This guidance note can be downloaded from <https://www.imperial.ac.uk/study/apply/visiting-students/>.

The aforementioned webpage provides the portal to the College's on-line application site for visiting students (non-degree).

**It is very important that a prospective applicant check the above website** (to review the item entitled "exclusions") **since Imperial College may not offer you the study option you are seeking.** For example, the College does not operate a semester system and for this and other reasons, Imperial College London's provision may not necessarily fit with your current study at your home institution (where this is applicable).

You are welcome to investigate the options which are available and if, after any further discussion with the College, you are subsequently invited to apply (normally by the department in which you wish to study), then the guidance in this document will be of assistance.

Please note:

- Our alternative name for a visiting student is an "occasional" student.
- If you are a student planning to undertake a research period within the framework of the Erasmus "traineeship" scheme (*which is a non-reciprocal/non-exchange activity*) please read [Erasmus Traineeships at Imperial College London](#), and follow the guidance provided.
- There is a separate application procedure for [clinical \(medicine\) elective periods](#) for penultimate and final year medicine undergraduates (*therefore this guidance document is **not** relevant to those students*). *Clinical (medicine) elective periods are not compatible with Erasmus Traineeships.*

## Tuition fees

- All non-exchange visiting students who are offered admission to Imperial College. **are liable to pay a tuition fee.**
- If an application is successful the tuition fee which a student will be required to pay (and method and timing of payment) will be quoted in the correspondence from the College confirming their offer of admission.
- While the admitting academic department can decide to reduce or waive the applicable tuition fee (*and it is the admitting academic department's decision alone, i.e. a student cannot petition to have their tuition fees reduced*), a non-exchange student holding an offer of admission must assume – *until they are advised otherwise* - that they will be required to pay the full tuition fee applicable for the period they would be in attendance.
- Advice on tuition fees for non-exchange visiting (non-degree) students can be addressed to [tuition.fees@imperial.ac.uk](mailto:tuition.fees@imperial.ac.uk) .
- See also page 8.

## Planning a non-degree study programme (study period) at Imperial College

### What should you do first?

- Seek the advice of someone at your home university who can provide academic guidance (*this presumes that you are registered as a student elsewhere, although some applicants may not be.*)
- **If you wish to make enquiries about undertaking a study period comprising courses/modules leading to examinations and other assessments** (on a non-degree basis) you should contact the College's Admissions team before applying on-line: <https://www.imperial.ac.uk/study/apply/contact/>
- The College's Admissions team will forward your enquiry to the relevant academic department. **Please note** that you would only be able to apply to a single academic department.
- **If you are seeking a research-based project or research period** at Imperial College then we would normally expect you to find a suitable project supervisor (*and preferably to have obtained their provisional approval/willingness to host you*) before applying on-line (*please also refer to the note above about Erasmus Traineeships if you are intending to be mobile under that programme*). You would only be able to apply to a single academic department.
- **Academic recognition and credit transfer** (where relevant): it remains the responsibility of a student's home university to consider whether a study period at Imperial College can be recognised as part of a student's home degree programme and, if so, how academic workload and grades can be transferred from the Imperial system to the system of the home university. However, please remember that not all "projects" undertaken at Imperial will be assessed by Imperial (often they are formally assessed only by the home university, with the co-operation of the "supervisor" at Imperial College). **Consult your own university for further guidance.**

### Curriculum

- The College's undergraduate curriculum provides detailed information on courses/modules at bachelor and masters level (BEng/BSc curriculum & MEng/MSci curriculum). A curriculum is provided for each academic department and is available on the department's website. Departmental websites can be accessed via: <http://www.imperial.ac.uk/faculties-and-departments/> (*plus contact details for the department's undergraduate student/teaching/education offices can also be found on the department's website.*)
- Information on the College's graduate masters level programmes can be found in our "study" section: <https://www.imperial.ac.uk/study/courses/>. For assistance contact the relevant departmental postgraduate office (see next item).
- Links to the College's departments can be found at: <http://www.imperial.ac.uk/faculties-and-departments/> (*plus contact details for the department's postgraduate office can also be found on the department's website.*)

## How to apply

The on-line application website for **all non-exchange** visiting students can be accessed via: <https://www.imperial.ac.uk/study/apply/visiting-students/>

### Application deadline:

- **There is no official deadline for the receipt of an on-line study application from a non-exchange applicant.**
- **However, we would kindly ask that:**
  - if you are seeking to commence a programme of study on 30 September 2023 (i.e. the beginning of the College's academic year) you apply by **15 May 2023**
  - 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.
  - **Please note:** departments at Imperial College London can reject an application from a non-exchange visiting student without explanation.

### Advice for completing the College's on-line study application (using My Imperial)

[amendments throughout pages 3 and 4]

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. Creating a My Imperial account and starting 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**.

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. Our "programmes" for Visiting Students normally correlate to the name of an academic department. However, there are exceptions in Medicine and Life Sciences.
- Then select the "programme" and insert the Academic Term. The following notes may assist you.
  - **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)

- 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 to contribute towards your home degree) select the “programme” for your subject area which has the academic level PG Taught 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 “non-exchange”.
- Then answer the question regarding Erasmus Traineeships.
- 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.

**Eventually you will reach the “supporting documents” page.** Below is a list of documents you should attach as a non-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.

- A letter of application (**compulsory**).
- Your proposed study plan (**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.
- You can also, if you wish, attach a non-confidential letter of support/reference.
- An applicant does **not** need to provide the details of a referee, if requested.

**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** (at the time of their application to study at Imperial College).
- An applicant should view the relevant link below for a list of acceptable qualifications and the scores and/or grades required: <https://www.imperial.ac.uk/study/apply/english-language/>
- Additionally, the DAAD Certificate of English is acceptable where B2 competence has been achieved in all four components required (reading; listening; speaking; writing).
- Please insert information about any existing English language qualifications or test-scores. If your “English Qualification Type” is not listed or you have more than one qualification which you would like to present as evidence then email the relevant [Imperial College Admissions team](#).

**Guidance on attaching the document(s) evidencing your English language ability to the “Supporting Documents” section, and what happens next:**

- When attaching your English language supporting documents always attach as a single file.
- The College will consider the evidence provided.
- If the evidence is unacceptable to us but we wish to offer you admission the College will inform you as a condition of entry (of admission) that you are required to provide further evidence of English language proficiency.

**Please note:** The College is committed to supporting the English language needs of its students once they are enrolled. Please note that 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>

<b>Who will consider your application and when/how shall you hear the outcome?</b>
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- Once you have submitted your application with all relevant supporting documents, your application will be reviewed by the College Admissions team. If your application has been completed satisfactorily, the Admissions team will mark your application “submitted” and confirm this to you via email, along with your College ID number (CID), which will be your unique ID for your time at the College. It is helpful if you could include your CID number in all correspondence with the College.
- Your application will be assessed by the Admissions team who will then 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*). **Please note:** departments at Imperial College London can reject an application from a non-exchange visiting student without explanation.
- 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 the applicant.
- **The outcome (decision) of an application and any relevant admission conditions of an offer will be made available to applicants via their My Imperial account, including a copy of their offer letter.** The decision will indicate whether the College considers the applicant to be an “undergraduate” or “postgraduate” student. If the student does not plan to attend for the full academic year they should double-check that the dates offered for attendance are correct (see term dates below), and query them with the [Admissions team](#) if necessary.

- If the College sets an applicant a “condition or conditions of entry” (e.g. a language “condition”) then the applicant must have satisfied these “conditions of entry” before their admission can be confirmed as unconditional. *See also later sections on immigration and accommodation.*
- 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, at any stage, an applicant wishes to withdraw their application they should email the College’s Admissions team responsible for their application: <https://www.imperial.ac.uk/study/apply/contact/>
- Visiting 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, e.g., a site visit).

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

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 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. they possess an unconditional offer of admission*) the College’s Admissions team will send the applicant a “**confirmation of their acceptance for studies (CAS)**” number and 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 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. an applicant possesses an unconditional offer of admission*) the College’s Admissions team will make available to the applicant (on My Imperial) 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 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 (*using a separate facility called My Imperial, about which you would be provided with user info nearer to your start date*). **Don’t throw boarding passes/tickets away.**

### Accommodation information

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

**Postgraduate** non-exchange visiting students cannot apply for accommodation in a College hall of residence. Further information on accommodation options can be found at: <https://www.imperial.ac.uk/students/accommodation/private-accommodation/>

**Undergraduate** non-exchange visiting students can normally make enquiries concerning accommodation in a College hall of residence but are **not** guaranteed to be offered a room. Undergraduates should carefully select the option below which applies to them.

- (Option 1) An **undergraduate non-exchange** student who has been offered admission for a **full academic year commencing 30 September 2023 cannot** be guaranteed College accommodation.
  - Please note that applicants will not be eligible to be invited to apply on-line for accommodation (i.e. receive an email from our Student Accommodation Office) until the College has offered admission on My Imperial and the student has accepted the offer.
  - Therefore, if you have accepted an offer of admission on My Imperial by 15 July 2023 **and** the **Student Accommodation Office** subsequently emails you inviting you to apply for College accommodation, you are advised to complete the on-line accommodation application form as directed by the deadline indicated **just in case** the College can assist. *Please note that the College does not guarantee to confirm the admission of any applicant by 15 July 2023 although it will do its utmost to do so.*
  - The College's Student Accommodation Office will only offer you accommodation if it is available **and** you have satisfied any conditions of admission (e.g. English) by the advertised deadline in August 2023. If a room in an undergraduate hall of residence is offered to you the communication would be sent by early September, and you would be given a deadline to respond in order to secure it (normally only a couple of days).
  - 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/>
  - 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.
- (Option 2) An **undergraduate non-exchange** visiting student who is offered admission for a.) a **period of study commencing during the academic year** (i.e. start dates other than the beginning of the academic year) or b.) **from the start of the academic year but for less than a full academic year cannot** be guaranteed College accommodation if they are invited to apply.
  - You are welcome to contact the Student Accommodation Office about possible vacancies (typically no earlier than two months before your proposed start date).
  - The College's Student Accommodation Office will only allocate accommodation if it is available and to be considered you must have accepted an offer of admission on My Imperial and subsequently you must have fulfilled any conditions of entry (e.g. English).
  - 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** at <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 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.

**# 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.*

## Other useful information

### Term dates

- **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 27 September 2024 (what is now called the “late summer term”).

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

- The College does **not** operate a semester system.
- The summer term 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.

#### **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/>

#### **Financial issues**

##### Tuition Fees

- Refer to the statement concerning tuition fees on page 2 of this document. If an application is successful the College would expect you to confirm your liability for and ability to pay a tuition fee. Further information on how fees can be paid would be available at that stage.

##### Cost of Living

- It is important to note that living in London may be relatively expensive and a visiting 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 the student’s responsibility to have access to sufficient financial resources for the whole of their study period.
- Please note that Imperial College does **not** provide any specific grants/scholarships for **non**-exchange visiting students.

#### **Imperial College Union**

- 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)

#### **Our orientation information**

For students whose admission to Imperial College has been confirmed.

The College provides orientation information for new Visiting Students. The orientation information aims to help a new visiting student to 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*).



**The College publishes a version of the orientation for Visiting Students commencing their stay at the College at the beginning of the new academic year, and a version for Visiting Students who commence during the academic year.**

You should consult our orientation information for Visiting Students prior to arrival at Imperial College. It is normally available alongside our admissions information at: <https://www.imperial.ac.uk/study/apply/visiting-students/>

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 visiting 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/>

**The host academic department should contact a Visiting Student by email during the month prior to their arrival with a welcome and induction timetable for the first 5 days** (including when and where to arrive on the first day.)