

GUIDANCE / INFORMATION FOR **NON-EXCHANGE VISITING STUDENTS (NON-DEGREE)**
APPLYING TO IMPERIAL COLLEGE LONDON

Compiled by the Registry and **applies to admissions in the period 2020-21**

If you are intending to apply for a study period during 2021-22 we advise you to await the guidance for 2021-22 (available January 2021)

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Considering the options available at Imperial College London

Ensure you READ **this guidance note** carefully.

Refer to the guidance hyperlinked below:

- (Undergraduate) <http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/>
- (Postgraduate) <http://www.imperial.ac.uk/study/pg/apply/how-to-apply/visiting/>

This is the portal to the College's on-line application site for visiting students (non-degree), and from which this guidance note can be downloaded:

It is very important that an applicant check the above website (see 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 (when this is applicable).

You are welcome to investigate the options which are available and if 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.
- There is a separate application procedure for [clinical \(medicine\) placements](#) for penultimate and final year medicine undergraduates (*therefore this guidance document is not relevant to those students*).
- If you are a student planning to undertake a research period within the framework of the Erasmus "traineeship" scheme (*which is normally a non-reciprocal/non-exchange activity*), please ensure you read the information on [Erasmus "traineeships"](#), as the College may have a different method of hosting you.

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
- See also page 8.

Planning a 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 Registry Admissions Team before applying on-line:
 - (Undergraduate) <http://www.imperial.ac.uk/study/ug/apply/contact/>
 - (Postgraduate) <http://www.imperial.ac.uk/study/pg/apply/contact/>The Registry Admissions Team can forward your enquiry to the relevant academic department. 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 then we would normally expect you to find a suitable project supervisor (*and preferably to have obtained their provisional approval 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/college to consider whether a study period at Imperial 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/college. 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). **Consult your own university/college for further guidance.**

Curriculum

- The College's Undergraduate Curriculum provides detailed information on courses/modules at bachelor and masters level (BEng/BSc curricula & MEng/MSci curricula). A curriculum is provided for each academic department and is available on their webpages. Departmental webpages can be accessed via: <http://www.imperial.ac.uk/faculties-and-departments/> (contact the departmental Undergraduate Student/Teaching/Education Office)
- The Postgraduate Prospectus includes information on graduate masters level courses/modules: <http://www.imperial.ac.uk/study/pg/>
- Links to the college's departments and centres can be found at: <http://www.imperial.ac.uk/faculties-and-departments/>

How to apply

The on-line application website for all non-exchange visiting students can be accessed via:

- (Undergraduate) <http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/>
- (Postgraduate) <http://www.imperial.ac.uk/study/pg/apply/how-to-apply/visiting/>

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:**
 - if you are seeking to commence a programme of study on 3 October 2020 (i.e. the beginning of the College's academic year) that you apply by **15 May 2020**
 - if you are seeking to commence a programme of study at any other time that you apply as soon as possible (*preferably 4-6 months prior*), especially if you expect to require a visa to enter the UK for the purpose of undertaking a study period (*see later section on visas*).

Advice: completing the On-Line Application (using Imperial Gateway)

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

There are three stages to the application:

1. Creating an Imperial Gateway account.
2. Completing and Submitting an application
3. Attaching and submitting "supporting documents".

Throughout the on-line application please ensure:

- You read any short guidance notes available under individual field titles.
- You answer the questions correctly/accurately as they influence what further questions are asked and what documents you need to attach.
- You remember that you can save and exit the application at any time, and then go back and resume compilation/completion/submission.
- **Please note: you can only attach a supporting document after you have submitted the application.**

1. Creating an Imperial Gateway Account: <https://imperialuk.elluciancrmrecruit.com/Apply>

(if the link does not work; copy and paste into your browser)

When you create your account:

- Select **Visiting (Non-degree) Students** as your **Course Type**.
- Select the appropriate Entry Term as follows;
 - Autumn (2020/21) for placements starting 3 October 2020 and 18 December 2020
 - Spring (2020/21) for placements starting 9 Jan 2021 and 26 March 2021
 - Summer (2020/21) for placements starting 24 April 2021 and 25 June 2021
- **When selecting an Academic Programme please note:**
 - The programme titles do not always correlate to an academic department.
 - If you propose to be hosted as an **undergraduate student** (e.g. BSc/BEng/MSci/MEng) select as follows:

Department (i.e. subject area)	Academic Programme
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)
Earth Science & Engineering	Earth Science & Engineering – Earth Sciences (Occasional FT)
Electrical & Electronic Engineering	Electrical & 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** (master level project for example; or a study period based solely on postgraduate curriculum) **select the Academic Programme for your subject area which includes the word “taught”**; except:
- If you are a **doctoral level student** and propose to be hosted for a period of research then **select the Academic Programme which includes the word “research”**.

When you have created your account an email will be sent to your mailbox requiring you to “activate” your Imperial Gateway account.

2. Completing and Submitting an application

Log back into your Imperial Gateway account and click on the subject that interested you in order to complete your application to study at Imperial College London as a visiting student.

You will be presented with three choices of application. **You should select “Short Courses and Visiting Student (Non-Degree)”**.

(as appropriate) on page 1 of the application (“proposed studies and personal information”) select “Other NON- Exchange” or “Erasmus Traineeship (NON-Exchange)” as the framework under which you are applying and be clear as to the proposed type of study plan.

The remainder of the application pages are straight forward, requesting the usual range of personal information, higher education history and evidence (where necessary) of English language ability.

When completing the section on English Language Ability you must follow the instructions in Note 1 below.

3. Attaching and submitting “supporting documents”.

Once you have submitted your application log back into your Imperial Gateway account, click on your application and you will discover that the “Supporting Documents and References” TAB at the top of your application is now populated with a list of required documents. You MUST attach all the documents in order for your application to be considered “complete”, and for your application to be considered by the department to which you seek admission.

The following are some **notes** regarding key elements of the application:

Note 1: English Language Proficiency

Guidance on completing the English Language Ability section of the application

- 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 grades required, so that you are aware of what our requirements are:
 - Undergraduate: <http://www.imperial.ac.uk/study/ug/apply/requirements/english/> (*when viewing the College’s general admissions pages, such as this one, it is very important to please **ignore** references to UCAS*)
 - Postgraduate: <http://www.imperial.ac.uk/study/pg/apply/requirements/english/>
- 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 select “*other qualification not listed above*” from the drop down menu.
- **Once you have submitted your study application you will be able to log back into your Imperial Gateway account in order to upload a document evidencing your English language ability.**

Guidance on attaching documents 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 that you would be 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>

Note 2

Other documents which an applicant will need to attach to the “Supporting Documents” section

Please note: you can only attach a document once you have submitted the application. You will receive an email reminding you to go back into your Imperial Gateway account to attach the following:

- A letter of application (**Compulsory**).
- Your proposed study plan (**Compulsory**).
- (All Applicants: **Compulsory**) A **Transcript** of your current or last degree programme. A transcript is an official document produced by your home university/college listing the courses attended, examinations/assessments taken and results/grades achieved. Please attach a version in English if at all possible.
 - (If relevant) **If the transcript does not include courses 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**
 - **Always attach documents as a single file**

Note 3

Academic Reference

- An applicant does **not** need to provide the details of a referee.
- **However, you can upload a non-confidential letter of support/reference**
- If the College has concerns about your application you will be asked to submit a confidential reference.

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

- **Once you have submitted your application and uploaded all relevant supporting documents**, your application will be reviewed by the College Registry Admissions Team. If your application has been completed satisfactorily, Registry will at this point mark your application ‘complete’ 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 this 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).**
- **If upon review of an on-line study application the College decides that it has all the information required to make a decision, the Admission Team would normally expect to communicate that decision to the applicant within 8 weeks of receipt of a completed 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/college.

- **The outcome of an application and any relevant conditions of an offer will be made available to applicants via their Imperial Gateway 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 plans 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 visas and accommodation.*
- **If an applicant is offered admission by the College, they will need to reply to their offer via their Imperial Gateway account, accepting or declining the offer as appropriate.**
- If, at any stage, an applicant wishes to withdraw their application they should email the Admissions Team responsible for their application:
 - Undergraduate: <https://www.imperial.ac.uk/study/ug/apply/contact/>
 - Postgraduate: <https://www.imperial.ac.uk/study/pg/apply/contact/>
- **Visiting students enrolled at Imperial College are for insurance purposes covered 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).

Students who require a Visa to enter the UK for study purposes

(also known as Entry Clearance)

Full Guidance on visas is provided by our College's International Student Support Team (which forms part of the College's Registry) at: <http://www.imperial.ac.uk/study/international-students/visas-and-immigration>

Specific questions concerning visas can be addressed to the International Student Support Team: international@imperial.ac.uk

The **type of visa** (*which Imperial College will act as sponsor to*) will normally depend on the length of the study period at Imperial College.

- **Student Visa for a period of studies lasting more than 6 months:** If an applicant is offered admission **for more than 6 months** and once they have met any conditions of entry (*i.e. they have an unconditional offer of admission*) the College's Admissions Team will send the applicant **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.**
- **Short-Term Study Visa:** If an applicant is offered admission (on Imperial Gateway) **for 6 months or less** and once they have met any conditions of entry (*i.e. they have an unconditional offer of admission*) the College's Admissions Team will send the applicant an acceptance letter for inclusion in their short-term study visa application. Normally, a short-term study visa should be obtained prior to travelling to the UK for the purposes of undertaking the study period at Imperial College, although students' with certain nationalities can obtain it upon entry to the UK (e.g. at the airport). **Check carefully.** Further information on short-term study visas from our International Student Support Team at: <http://www.imperial.ac.uk/study/international-students/visas-and-immigration/short-term-study-visa/>
- **ATAS (UK's Academic Technology Approval Scheme):** Certain applicants who require a short-term-study visa or a (6 months or more) full Student Visa to enter the UK to study certain subject areas at either undergraduate or postgraduate level will also need to meet ATAS requirements. **If this affects an applicant they will be notified as a condition of entry, i.e. that ATAS clearance is required.** ATAS certification is required before the College's Admission Team can issue a short-term-study-visa letter or CAS number and therefore before the applicant can submit their visa application.
 - **Further information on ATAS** from Imperial College's International Student Support Team: <http://www.imperial.ac.uk/study/international-students/visas-and-immigration/atas/>
 - External ATAS Website: www.gov.uk/academic-technology-approval-scheme

ACCOMMODATION INFORMATION FOR Non-Exchange VISITING STUDENTS

Information is correct at the time of writing (January 2020)

Postgraduate Non-Exchange Visiting Students cannot apply for accommodation in a College hall of residence. Further information on accommodation options can be found at: <http://www.imperial.ac.uk/study/campus-life/accommodation/prospective/pg/>

However, **Undergraduate** Non-Exchange Visiting Students can apply for accommodation in a College hall of residence but are **not** guaranteed accommodation in a College hall of residence. 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 period of study commencing 3 October 2020 cannot** be guaranteed College accommodation.
 - Please note that applicants will not be invited to apply on-line for accommodation (*i.e. receive an email from our Student Hub, who manage the College's halls of residence*) until the College has offered admission on Imperial Gateway;
 - Therefore, if the College has offered admission on Imperial Gateway by 15 July 2020 (and the Student Hub emails you soon thereafter inviting you to apply for College accommodation) you are advised to complete the on-line accommodation application form 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 although it will do its utmost to do so;
 - The College's Student Hub will only allocate accommodation if it is available **and** you have satisfied any conditions of entry (e.g. English) by Friday 21 August 2020; If a room in an undergraduate hall of residence is offered to you the communication would be sent in September, and you would be given a deadline to respond in order to secure it.
 - 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 first review the information about Private Housing at: <http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/>
 - Please note that if your proposed period at Imperial includes any part of the following period (26 June 2021 – 19 Sept 2021) that the Student Hub can advise you as to how and when to apply for "summer vacation student accommodation". NB: do this after your arrival at College.

- (Option 2) An Undergraduate **non**-exchange student who is offered admission for **a period of study commencing during the academic year** (i.e. start dates other than 3, 4, 5 October 2020) **cannot** be guaranteed College accommodation.
 - You should contact the Student Hub (typically no earlier than two months before your proposed start date). Vacancies (if there are any) are listed at: <http://www.imperial.ac.uk/study/campus-life/accommodation/current-residents/vacancies/>
 - The College's Student Hub will only allocate accommodation if it is available and to be considered you must have received formal confirmation of your offer of admission on Imperial Gateway 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 first review the information about Private Housing at <http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/>.
 - Please note that if your proposed period at Imperial includes any part of the following period (26 June 2021 – 19 Sept 2021) that the Student Hub can advise you as to how and when to apply for "summer vacation student accommodation". NB: do this after your arrival at College.

Term Dates

- Term 1 (Autumn Term)
3 October 2020 to 18 December 2020
- Term 2 (Spring Term)
9 January 2021 to 26 March 2021
- Term 3 (Summer Term)
24 April 2021 to 25 June 2021

Approved attendance can also include part or all of the period of 26 June 2021 to 30 September 2021.

Important notes regarding the College's Term Dates:

- The College does **not** operate a semester system.
- 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 supervisor.
- The summer term is typically focused on examinations and project work.
- Study periods which follow the whole of a particular postgraduate programme normally commence 3 October 2020 BUT continue normally until 30 September 2021. Some postgraduate programmes commence at other times.

Do you have a disability?

At any stage during the study and accommodation application processes (and whilst registered as a student of the College) students who have a disability should be aware that the College's Disabilities Advisory Service is available to discuss any matter concerning access and accommodation, as well as any general concerns an individual may have. The Disabilities Advisory Service has a comprehensive website at: www.imperial.ac.uk/disabilityadvisoryservice

What is a disability? A disability is any long-term condition that has a substantial impact on your ability to study effectively, such as:

- a specific learning difficulty, e.g. dyslexia, dysgraphia
- an enduring mental health condition, e.g. depression, OCD, generalised anxiety disorder
- a visual, hearing or other sensory impairment
- a long-term medical condition, e.g. IBS, ME, diabetes
- a social/communication difficulty, e.g. autistic spectrum/Asperger's syndrome
- a mobility or dexterity issue

Financial issues

Tuition Fees

- First of all 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 any tuition fees which are required. 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 can be expensive and a visiting student should consider seriously how they will fund their time in London.
 - Information and advice on living costs can be found at [managing your money \(UG\)](#) or [managing your money \(PG\)](#)

- for an **independent** viewpoint see Study London <http://www.studylondon.ac.uk/application-advice/cost-of-studying-in-london> (Please note that the Study London website is for all types of students applying to London universities and covers all sorts of issues/topics, **so please do not get distracted by the “application” pages etc!!!**).
- It is your responsibility to have access to sufficient financial resources for your whole 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: www.imperialcollegeunion.org

About our Orientation Information: For students whose admission to Imperial College has been confirmed. *To be consulted prior to arrival.* Please also see page 7 of this document concerning **accommodation**.
Our orientation information will address covid-19.

- A. Visiting students (non-degree) admitted to start their studies at Imperial College on 3 October 2020.
- B. Visiting students (non-degree) admitted to start their studies at Imperial College at other times



(A) Visiting students (non-degree) admitted to start their studies at Imperial College on 3 October 2020

- Orientation information regarding the 2020-21 academic year will be available during September 2020 from either:
 - (Undergraduate) <http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/>
 - (Postgraduate) <http://www.imperial.ac.uk/study/pg/apply/how-to-apply/visiting/>
- The orientation information aims to help the new visiting students to better understand the College’s web-based information for New Students who arrive at the start of the academic year (*i.e. the information for new undergraduate and postgraduate full-degree students available via <http://www.imperial.ac.uk/students/new-students/> from summer 2020*).
- The orientation information for visiting students will include topics such as:
 - Pre-arrival on-line enrolment with the College.
 - In-Person Registration (upon arrival) for all students who have entered the UK on a visa
 - Access to IT accounts, student learning resources, library and sports facilities.
 - Accessing health care in the UK.
 - How to obtain discounts on London Transport.
 - How to open a bank account.
 - Having certificates of attendance/arrival and “learning agreements” signed & stamped.
- New visiting students (from outside the UK) commencing at the beginning of the academic year are invited to a welcome event for new international students on Sunday 4 October 2020.
- All new visiting students who commence at the beginning of the academic year are encouraged to take part in normal orientation events for new students during the first week of the academic year, such as Faculty Welcomes; the Freshers Fair (clubs and societies); sports trials etc etc.

(B) Visiting students admitted to start their studies at Imperial College at other times

- Orientation information from the Registry website from October 2020:
 - (Undergraduate) <http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/>
 - (Postgraduate) <http://www.imperial.ac.uk/study/pg/apply/how-to-apply/visiting/>