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

This information has been compiled by the Registry and applies to 2016-2017.

Considering the options available at Imperial College London

You should ensure that you have READ this guidance/information note carefully, especially the section below entitled “planning a study programme”

You should also refer to:
- (UG) http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/
- (PG) 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 you would normally have obtained this guidance/information note:

It is very important that you check the above website since Imperial College may not offer you the study option you are seeking. For example, (1) the College does not operate a semester system, (2) nor does it construct its programmes on a modular basis. For these and other reasons Imperial College is not easily accessible to the “visiting student”.

You are welcome to investigate the options which are available and if you are subsequently given the “green light” to apply by Imperial College (normally by the department to which you wish to apply), then the following guidance will be of assistance.

Please note:
- An alternative name for a visiting non-degree student at Imperial College is an “occasional” student.
- if you are a student planning to undertake a research period as an Erasmus “traineeship” student (which is normally a non-reciprocal/non-exchange activity), please ensure you read the information on Erasmus “traineeships” on the above website first, as the College may have a different method of hosting you.
- there is a separate application procedure for clinical (medicine) placements.

Tuition fees

- All non-exchange visiting students are liable to pay a tuition fee.
- You must assume that you will pay the appropriate tuition fee for the whole of your registration period.
- If your application is successful the tuition fee you will be required to pay will be quoted in electronic correspondence from the College confirming your offer of admission.
- Advice on tuition fees for non-exchange visiting (non-degree) students can be addressed to tuition.fees@imperial.ac.uk

Planning a study programme at Imperial College

What should you do first?
- Seek the advice of someone at your home university (presuming that you are registered as a student elsewhere, although some applicants may not be) who can provide academic guidance;
- If you are seeking a research-based project or research placement at Imperial then we would normally expect you to find a suitable project supervisor (and preferably to have their provisional agreement to host you) before applying on-line;
If you are seeking to undertake a placement comprising courses leading to examinations and other assessments (on a non-degree basis) then go to either:

- (UG) http://www.imperial.ac.uk/study/ug/apply/contact/
- (PG) http://www.imperial.ac.uk/study/pg/apply/contact/

for contact details in the Registry Admissions Team;

Academic Recognition and Credit Transfer: 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.

Current syllabuses and other useful links:

- The Undergraduate Syllabus provides detailed information on courses at bachelor and masters level (BEng/BSc curricula & MEng/MSci curricula). A syllabus is provided for each academic department on their webpages. Departmental webpages can be accessed via: http://www.imperial.ac.uk/faculties-and-departments/
- The Postgraduate Prospectus which includes information on graduate masters level courses can be found via: 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

- ALL non-exchange visiting students should apply using the on-line study application site.
- The on-line application site for visiting students can be accessed via:
  - (UG) http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/
  - (PG) 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.
- However, we would kindly ask:
  - that if you are seeking to commence a programme of study on 1 October 2016 (i.e. the beginning of the College’s academic year) that you apply by 15 May 2016
  - that 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)

Advice on completing the On-Line Study Application

Get organized: Be ready to complete the On-Line Application! The following guidance (“notes”) will be of use when completing the on-line application.

You will first need to create an account for the on-line application: (the direct link is: https://apply.imperial.ac.uk/

Please ignore the instructions on the main landing page.

Go straight to the TAB entitled Visiting (Non-degree) Students and follow the instructions provided.

Throughout the on-line application please ensure:
- you read the short guidance notes available on the right hand side of the screen under field titles.
- you answer the questions correctly 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 completion.
- When you have submitted your application you will receive an email acknowledgement.
**Note 1: Selecting a Programme Title** (TAB 2 of the application: entitled “Personal”)
- The drop down menu is sorted by level of study (undergraduate; postgraduate masters; doctoral) plus the academic departments for which admission can be applied.
  - **Important:** Please remember that “undergraduate” will apply if you are a masters level student at your home university (who is studying an engineering or physical science subject) but who has been advised by either their home university or Imperial College to select from the MEng/MSci Undergraduate Syllabus.
- You may only select one host department (see previous section on syllabuses).

**Note 2: Are you an Exchange Student or a non-Exchange Student** (TAB 2 of the application: entitled “Personal”)
- You are asked a Question about your status (Exchange or Non-Exchange). **Please ensure you complete this question precisely as it may alter the subsequent fields to be completed.** Since you are reading the guidance for non-exchange applicants then the answer should be clear! If you consider yourself to be an exchange student then read the correct guidance.

**Note 3: Documents you will need to attach to TAB 2: Proposed Studies section**
- (Non-Exchange applicants ONLY): a letter of application. For project-only applicants this may be very brief if you have already had discussions with a member of staff (alternatively attach email communications you have had with members of administrative or academic staff at Imperial College).
- (All applicants): Your proposed study plan (detailing the proposed programme of study – projects, courses etc - you wish to be considered for). This might be very brief if you plan to do a project or a research placement.

**Important:**
Imperial College **DOES NOT** normally allow study placements which require contributions of formal teaching from more than one academic department and/or from both the undergraduate syllabus (BEng/MEng/BSc/MSci) and postgraduate syllabus (MSc/MRes) unless that formal teaching is normally available to full-degree students of the admitting academic department.

**Note 4: Documents you will need to attach to TAB 4: English Language Ability section**
- (Compulsory for all Applicants) Please insert appropriate information about any existing English language qualifications and attach a copy of a document evidencing this. The College will consider the evidence provided.
  - **Important:** READ Note 7 below

**Note 5: Documents you will need to attach to TAB 5: Additional Supporting Documents section**
- (All Applicants: Optional) A Transcript of your current studies. 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. While attaching a transcript is not compulsory, it is strongly recommended that those wishing to take modules/courses are best advised to obtain this document and attach it.
- (All Applicants: Optional) an “open” (i.e. non-confidential) academic reference/testimony
- (All Applicants: Optional for Non-Exchange) a self-prepared list of courses/projects you are currently undertaking
- (All Applicants: Optional for Non-Exchange) a self-prepared list of courses and/or projects you plan to take when you return to your home university/college

Attach the documents which you consider will best support your application.

**Note 6: Academic Reference**
- On TAB 3 the application will request that you provide us with the name and (university/college) email address of a professor/academic tutor (a “referee”) who is able to comment confidentially on your academic performance to date (i.e. provide an academic reference/testimony). Your “referee” will be contacted by the academic department considering your study application **only if required.**
Note 7: Language requirements

- It is very important that your English language skills (reading, listening, speaking and writing) are sufficient for you to study successfully at Imperial College. Therefore, the College requires all students to produce acceptable evidence of their English language proficiency, for example your English grade in your school leaving certificate plus any English tests taken at your university.

- However, if you are currently undertaking a first degree in a country which has English as an official language (Australia, Canada, New Zealand, Ireland, UK, South Africa, United States of America, West Indies) the College will normally consider you to have met the College English Language requirements based on your current study.

- If the College has concerns about your English proficiency this will be discussed with you. As part of any offer of admission you may be required to achieve a particular grade in an approved English test.

- All other students should view for a list of acceptable qualifications and grades required:
  - 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 note: The College is committed to supporting the English language needs of its students once they are with us. 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://www3.imperial.ac.uk/academic-english

Who will consider my application and when/how shall I hear the outcome?

- The College will confirm (by email) receipt of your on-line study application. This email will quote a CID Number (College Identifier Number). At the same time you will also be advised by email as to how to access the on-line Student e-Service system where you will be able to track your on-line study application and view any decision the College makes;

- Your application will be considered by the academic department/division in which you wish to study. The academic department/division is responsible for making a decision as to whether you are academically prepared to undertake the type of programme of study which you are proposing and/or whether that study opportunity is available at the time you wish to attend (i.e. the programme of study you propose and attach on Tab 2 of the on-line application);

- Failure to complete the online study application fully or to provide supporting documentation may delay consideration of your application;

- Should the College have all the information required to make a decision the College expects to communicate a decision within 8 weeks of receipt of your application;

- The decision of the academic department/division will be communicated to you on Student e-Service (including any conditions of entry, e.g. confirmation of ability to pay tuition fees; provision of an acceptable English language test result or qualification);

- You should quote your CID number in all phone/email correspondence with the College.

Students who require a Visa to enter the UK for study purposes (also known as Entry Clearance)

The type of visa (which Imperial College will sponsor you for) will normally depend on the length of your study period at Imperial College.

- TIER 4 Student Visa: If you are offered admission (on Student e-Service) for more than 6 months and once you have met any conditions of entry (i.e. you have an unconditional offer of admission) the College will send you an email notification that your CAS number and details (for inclusion in your application for a TIER 4 Student Visa) are available on Student e-Service. A CAS number must be quoted in a TIER 4 Student Visa Application. A TIER 4 visa must have been obtained prior to travelling to the UK for the purposes of undertaking the study placement
  - ATAS: Certain applicants who require a TIER 4 Student Visa to enter the UK to study certain subject areas at either undergraduate or postgraduate level will also need to meet the requirements of the UK’s Academic Technology Approval Scheme (ATAS). If this affects an applicant they will be notified on e-Service as a condition of entry, i.e. that ATAS
Non-Exchange Visiting Student (non-degree) Application Guidance

Note for 2016-17: Registry - Version 1 (issued Jan2016)

Certification is required. ATAS certification is required before Imperial College can issue a CAS number and before the applicant can submit their visa applications can be made.

- External Website: www.gov.uk/academic-technology-approval-scheme
- Further information from Imperial College’s International Student Support Team: http://www.imperial.ac.uk/study/international-students/visas-and-immigration/atas/

- Short Term Study Visa: If you are offered admission (on Student e-Service) for 6 months or less and once you have met any conditions of entry (i.e. you have an unconditional offer of admission) you should contact Admissions and request a letter for inclusion in your student visitor visa application. Normally, a short term study visa should be obtained prior to travelling to the UK for the purposes of undertaking the study placement, although there are certain nationalities who can obtain it upon entry to the UK. Check carefully.
  - Further information from our International Student Support Team at: http://www.imperial.ac.uk/study/international-students/visas-and-immigration/short-term-study-visa/

- For full external advice on immigration matters please consult the following external website: www.ukvisas.gov.uk/

- Specific questions concerning visas can be addressed to the College’s International Student Support Team (which forms part of the College Academic Registry): international@imperial.ac.uk

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**Orientation Information**

For students whose admission to Imperial College is confirmed. 

*To be consulted prior to arrival*

Please also see Page 6 of this document concerning accommodation.

A. Visiting students (non-degree) admitted to start their studies at Imperial College on 1 October 2016.

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

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(A) Visiting students (non-degree) admitted to start their studies at Imperial College on 1 October 2016

- Such students can obtain up to date orientation information regarding the 2016-17 academic year during September 2016 from either:
  - (UG) http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/
  - (PG) 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 (available via www.imperial.ac.uk/students from late summer 2016).

- The orientation information for visiting students will include:
  - enrolment/Registration with the College (this is an on-line process via the e-Service facility);
  - how to find Imperial;
  - access to College services, such as IT accounts, student learning resources, library facilities and sports facilities
  - accessing to health care;
  - how to obtain discounts on London Transport;
  - how to open a bank account;
  - how to get any certificates of attendance/arrival and “learning agreements” signed and stamped;

- You will normally be able to register with the College in advance of arrival (should the College have fully approved your admission on Student e-Service) so normally no queuing when you arrive.
New visiting students who commence at the beginning of October are invited to a specific welcome event for new international students on Sunday 2 October, 2016 and are encouraged to take part in normal orientation events for new students during the first week of the academic year.

(B) Visiting students admitted to start their studies at Imperial College at other times
(i.e. dates other than 1 October 2016)

Such students can obtain similar orientation information from the Registry website after the beginning of October 2016:
- (UG) http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/
- (PG) http://www.imperial.ac.uk/study/pg/apply/how-to-apply/visiting/

ACCOMMODATION INFORMATION FOR Non-Exchange VISITING STUDENTS

Information is correct at the time of writing (January 2016)

**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.

- An undergraduate **non-exchange** student who has been offered admission for a period of study commencing 1 October 2016 **cannot** be guaranteed College accommodation.
  - Please note that study applicants will not be invited to apply on-line for accommodation (i.e. receive an email from our Student Hub) until the College has offered admission on Student e-Service.
  - Therefore, if the College has offered admission by 15 July 2016 (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 29 July 2016 accommodation deadline **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 upmost 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 19 August 2016;
  - 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 (1 July 2017 – 23 Sept 2017) 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.

- 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 1 October 2016) **cannot** be guaranteed College accommodation.
  - You should contact the Student Hub (typically no earlier than a month 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 Student e-Service and subsequently you must fulfill any condition 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 (1 July 2017 – 23 Sept 2017) 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.
Other Useful Information

Term Dates: 2016-2017

- Autumn term
  Saturday 1 October 2016 – Friday 16 December 2016

- Spring term
  Saturday 7 January 2017 – Friday 24 March 2017

- Summer term
  Saturday 29 April 2017 – Friday 30 June 2017

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 1 October 2016 BUT continue normally until 30 September 2017. Some postgraduate programmes commence at other times.

Have you 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 concern an individual may have. The Disabilities Advisory Service has a comprehensive website at: www.imperial.ac.uk/disabilityadvisoryservice

Financial issues

Tuition Fees

- First of all refer to the statement concerning tuition fees on Page 1 of this document. If your application is successful the College would expect you to confirm your liability for and ability to pay any tuition fees which are requested. 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 you should consider seriously how you will fund your time in London.
- You can find information and advice on living costs at managing your money (UG) or managing your money (pg) and for an independent viewpoint at the web site of Study London http://www.studyloondon.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 ensure you have 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

- Imperial College Union’s website, containing links to its many societies and clubs is found at: www.imperialcollegeunion.org

- Imperial College has an ERASMUS Club - one of the Imperial College [Students'] 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 placement 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 club nights, excursions to other areas of the UK, pub evenings, parties, trips, untraditional sightseeing events and much more. The Club is affiliated to ESN (Erasmus Student Network). The College’s Orientation information makes reference to the Erasmus Club and provides their contact details.