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 the College year 2017-18

If you are intending to apply for a study period on or after 1 September 2018 we advise you to await the guidance for 2018-19 (available January 2018)

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:
  o (UG) http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/
  o (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, the College does not operate a semester system. For this 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:
  o An alternative name for a visiting non-degree student at Imperial College is an “occasional” student.
  o There is a separate application procedure for clinical (medicine) placements.
  o 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/admitting you.

Tuition fees

  o All non-exchange visiting students are liable to pay a tuition fee.
  o You must assume that you will pay the appropriate tuition fee for the whole of your registration period.
  o 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.
  o Advice on tuition fees for non-exchange visiting (non-degree) students can be addressed to tuition.fees@imperial.ac.uk

Planning a study programme (study period) at Imperial College

What should you do first?

  o 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 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 online:
- (UG) http://www.imperial.ac.uk/study/ug/apply/contact
- (PG) http://www.imperial.ac.uk/study/pg/apply/contact
The Registry Admissions Team can forward your enquiry on to the relevant 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 online (please also refer to the note above about Erasmus Traineeships if you are intending to be mobile under that programme). Again, you can submit enquiries to the relevant Registry Admissions Team:
- 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/
- 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:
  - that if you are seeking to commence a programme of study on 30 September, 2017 (i.e. the beginning of the College’s academic year) that you apply by **15 May 2017**
  - 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), especially if you expect to require a visa to enter the UK for the purpose of undertaking this type of study period (see later section on visas).

**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 should you be a masters level student at your home university (or would expect to be, come the period of any proposed stay at Imperial College) who is studying an engineering or physical science subject and who has been advised by either their home university or Imperial College to select from the MEng/MSci Undergraduate Curriculum.
- You may only select one host department (see previous section on curriculum).

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 will alter the subsequent fields you need to complete. Since you are reading the guidance for non-exchange applicants then the answer should be clear! However, if you consider yourself to be an exchange student (i.e. that you have been selected and nominated to Imperial College as an exchange student, within the framework of an official student exchange agreement) then read the correct guidance at either http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/ or http://www.imperial.ac.uk/study/pg/apply/how-to-apply/visiting/.

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 period.

Important:
Imperial College DOES NOT normally allow study periods which require contributions of formal teaching from more than one academic department and/or from both the undergraduate curriculum (BEng/MEng/BSc/MSci) and postgraduate curriculum (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: Optional documents you may wish 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 non-exchange applicants to produce evidence of their English language proficiency as part of their on-line application, for example your English grade in your school leaving certificate; English tests taken at your university; other English language qualifications and test scores. The College will then make a decision as to whether you need to provide further evidence of your English language proficiency in order to meet the College’s English Language requirements for admission.
- 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.
- (For all other applicants) As part of any official offer of admission you may be required to achieve a particular grade in an approved English test. You should view the relevant link 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/](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/](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://www.imperial.ac.uk/academic-english](http://www.imperial.ac.uk/academic-english)

Who will consider your application and when/how shall you 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 in which you wish to study. The academic department 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 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; a requirement to provide an ATAS certificate);
- You should quote your CID number in all phone/email correspondence with the College.
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

Full Guidance provide by our College’s International Student Support Team at: http://www.imperial.ac.uk/study/international-students/visas-and-immigration

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.
  - **VERY IMPORTANT**: A TIER 4 visa must have been obtained prior to travelling to the UK for the purposes of undertaking the study period.
  - **ATAS** (UK’s Academic Technology Approval Scheme): 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 ATAS requirements. **If this affects an applicant they will be notified on e-Service as a condition of entry, i.e. that ATAS certification is required.** ATAS certification is required before Imperial College can issue a CAS number and before the applicant can submit their visa application.
  - Further information from Imperial College’s International Student Support Team: http://www.imperial.ac.uk/study/international-students/visas-and-immigration/atas/
  - External Website: www.gov.uk/academic-technology-approval-scheme

- **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 period, 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/

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**About our Orientation Information**

For students whose admission to Imperial College has been confirmed To be consulted prior to arrival.

Please also see page 6 of this document concerning accommodation.

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A. Visiting students (non-degree) admitted to start their studies at Imperial College on 30 September, 2017.

B. Visiting students (non-degree) 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 30 September, 2017

- Orientation information regarding the 2017-18 academic year will be available during September 2017 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 2017).
The orientation information for visiting students will include:
- Pre-arrival enrollment with the College (this is an on-line process via the e-Service facility which you can normally achieve prior to arrival should the College have fully approved your admission on Student e-Service);
- Organising contact with your host academic department ahead of arrival.
- How to find Imperial;
- In-Person Registration (upon arrival) for all students.
- Access to College services, such as IT accounts, student learning resources, library facilities and sports facilities
- Accessing 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;

New visiting students who commence at the beginning of the academic year are invited to a specific welcome event for new international students on Sunday 1 October, 2017 and 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 trails etc etc.

(B) Visiting students admitted to start their studies at Imperial College at other times
(i.e. dates other than 30 September – 2 October 2017)
- Orientation information from the Registry website from September 2017:
  - (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/

<table>
<thead>
<tr>
<th>ACCOMMODATION INFORMATION FOR Non-Exchange VISITING STUDENTS</th>
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<tbody>
<tr>
<td>Information is correct at the time of writing (January 2017)</td>
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<tr>
<td>Postgraduate Non-Exchange Visiting Students cannot apply for accommodation in a College hall of residence. Further information on accommodation options can be found at: <a href="http://www.imperial.ac.uk/study/campus-life/accommodation/prospective/pg/">http://www.imperial.ac.uk/study/campus-life/accommodation/prospective/pg/</a></td>
</tr>
<tr>
<td>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.</td>
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</tbody>
</table>
  - (1) An undergraduate non-exchange student who has been offered admission for a period of study commencing 30 September, 2017 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 on Student e-Service by 15 July 2017 (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 28 July 2017 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 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 25 August 2017;
    - 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 (30 June 2018 – 21 Sept 2018) 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.
  - (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 30 September to 2 October 2017) 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 Student e-Service and subsequently you must fulfill 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 (30 June 2018 – 21 Sept 2018) 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

- **Term 1 (Autumn Term)**
  30 September, 2017 to 15 December, 2017

- **Term 2 (Spring Term)**
  6 January, 2018 to 23 March, 2018

- **Term 3 (Summer Term)**
  28 April, 2018 to 29 June, 2018

Approved attendance can also include part or all of the period of 30 June, 2018 to 30 September, 2018.

**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 2017 BUT continue normally until 30 September 2018. 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 concerns 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.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 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

- 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