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 2018-2019

If you are intending to apply for a study period during 2019-20 we advise you to await the guidance for 2019-20 (available January 2019)

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Considering the options available at Imperial College London

Ensure you READ this guidance note carefully.

You should also 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 you would normally have obtained this guidance 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 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 following guidance will be of assistance.

Please note:
- Our alternative name for a visiting non-degree student is an “occasional” student.
- There is a separate application procedure for clinical (medicine) placements for final year medicine undergraduates (and this guidance note is not relevant to those students).
- 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”, 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 your application is successful the tuition fee you will be required to pay (and method and timing of payment) will be quoted in the correspondence from the College confirming an 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

Planning a study programme (study period) 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 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 on 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 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:
  o (Undergraduate) http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/
  o (Postgraduate) http://www.imperial.ac.uk/study/pg/apply/how-to-apply/visiting/

Application Deadline
  o There is no official deadline for the receipt of an on-line study application from a non-exchange applicant.
  o However, we would kindly ask:
    ▪ that if you are seeking to commence a programme of study on 29 September, 2018 (i.e. the beginning of the College’s academic year) that you apply by [5 May 2018]
    ▪ 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 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 at the top of the landing page entitled Visiting (Non-degree) Students and follow the instructions provided.

Throughout the on-line application please ensure:
  o You read any short guidance notes available under field titles.
  o You answer the questions correctly as they influence what further questions are asked and what documents you need to attach.
  o You remember that you can save and exit the application at any time, and then go back and resume completion.
  o When you have submitted your application you will receive an email acknowledgement.

Note 1: Selecting a Programme (Initial Screen and TAB/Screen 1 of the application: entitled “Personal”)
  o You need to search for a programme by typing the course name in the ‘Find your programme’ search box and then select the ‘apply’ button. Please note that you should search by your subject area (e.g. Aeronautics). This will then populate a list of all available programmes and their respective study levels (e.g Undergraduate level, Master’s or Doctoral level).
    ▪ Important: Please remember that you should apply as an “undergraduate” 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 propose a study plan from the MEng/MSci undergraduate curriculum.
  o You may only select one Programme Title, i.e. one host academic department.

Note 2: Are you an Exchange Student or a non-Exchange Student? (TAB/Screen 1 of the application: entitled “Personal”)
  o You are asked a Question about your status (Exchange or Non-Exchange). Please ensure you complete this question precisely as it changes the subsequent fields to be completed. 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 which a Non-exchange applicant should attach to TAB/Screen 1: “Personal”
  o a letter of application containing your proposed study plan.
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).

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 which a Non-exchange applicant should attach to TAB/Screen 2 ("Experience")
- (All Applicants: Compulsory) A Transcript of your current or most recent studies. A transcript is an official document produced by a university/college listing the courses attended, examinations/assessments taken and results/grades achieved. Please attach a version in English if at all possible.

Note 5: Guidance on English Language Proficiency PLUS the Documents which a Non-exchange applicant should attach to TAB/Screen 3 ("Additional Questions": English Language Ability):
- 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 in Tab/Screen 3 appropriate information about any existing English language qualifications or test-scores and attach a copy of a document or documents evidencing this. 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. Attach one or more documents as evidence as a single file.
- The College will consider the evidence provided. If, on the basis of the evidence supplied, the College considers an applicant not to have met the College’s English language requirements then as part of any offer of admission a student would normally be required to achieve a particular grade in an approved English test (as referenced via the weblinks above).
- Please note that if you are offered admission and you subsequently meet any conditions of entry that 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]

Note 6: Optional documents a Non-exchange applicant may wish to attach to TAB/Screen 4 “Additional Supporting Documents”:
- A CV
- an "open" (i.e. non-confidential) academic reference/testimony
- a self-prepared list of courses/projects the applicant is currently undertaking elsewhere.
- a self-prepared list of courses and/or projects the student plans to take when they return to their home university/college (if relevant). If a student is unsure as to their plans then they should simply provide a brief statement indicating this

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

Note 7: Academic Reference
- On TAB/Screen 3 the application will request the applicant to provide Imperial College with the name and (university/college) email address of a professor/academic tutor (a “referee”) who is able to comment confidentially on their academic performance to date whether they are currently studying elsewhere or not (i.e. provide an academic reference/testimony). Your “referee” will be contacted by the academic department considering your study application only if required.
Who will consider your application and when/how shall you hear the outcome?

- The College will confirm (by email) receipt of an on-line study application. This email will quote an 8 digit CID Number (College Identifier Number). At the same time the applicant will also be advised by email how to access the College’s Student e-Service, where they will be able to track their on-line study application and view any decision made by the College.

- A study application will be considered by the academic department in which the applicant wishes to study. The academic department is responsible for making a decision, 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);

- Failure to complete the on-line study application fully or to provide supporting documentation may delay consideration of an application;

- If upon review of an on-line study application the College decides that it has all the information required to make a decision on their admission, the College’s Admission Team would normally expect to communicate that decision to the applicant within 8 weeks of receipt of the on-line study application. The applicant should receive an email prompt (to check their e-Service account) when this occurs.

- 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 that information. If additional information is required the academic department will request it from the applicant.

- The decision of the academic department will be communicated to the applicant on Student e-Service. The decision will indicate whether the College considers the applicant to be an “undergraduate” or “postgraduate” student. If the applicant 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 College’s 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.

- If an applicant is offered admission the College will ask them to formally accept or decline the offer.

- If an applicant wishes to “accept” the offer of admission Student e-Service will also ask them “who is paying your tuition fee?”

- An applicant should quote their CID number in all phone/email correspondence with the College.

- Please note that the College does not send letters confirming admission unless an applicant formally requests such a document by email or the applicant requires a short-term study visa to enter the UK to undertake their study period at Imperial College. See visa information below.

- If, at any stage, an applicant wishes to withdraw their application they should email the College 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 degree 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 Academic 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.

- **TIER 4 (General) Student Visa** for a period of studies lasting more than 6 months: If an applicant is offered admission (on Student e-Service) 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 will send the applicant an email notification that their Confirmation of Acceptance for Studies (CAS) number and details (for inclusion in their application for a TIER 4 Student Visa) are available on their Student e-Service account. 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 a student travelling to the UK for the purposes of undertaking a study period at Imperial College.

  - 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 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

- **Short-Term Study Visa**: If an applicant is offered admission (on Student e-Service) for 6 months or less and once they have met any conditions of entry (i.e. they have an unconditional offer of admission) Imperial College will automatically send the applicant a letter (using a “signed-for” postal option) 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/

### ACCOMMODATION INFORMATION FOR Non-Exchange VISITING STUDENTS

Information is correct at the time of writing (January 2018)

**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 29 September, 2018 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 Student e-Service;
  - Therefore, if the College has offered admission on Student e-Service by 15 July 2018 (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 27 July 2018 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 24 August 2018; 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 (29 June 2019 – 20 Sept 2019) 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 30 September to 5 October 2018) 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 (29 June 2019 – 20 Sept 2019) 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.

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**Other Useful Information**

**Term Dates for 2018-19**

- **Term 1 (Autumn Term)**
  29 September, 2018 to 14 December, 2018

- **Term 2 (Spring Term)**
  5 January, 2019 to 22 March, 2019

- **Term 3 (Summer Term)**
  27 April, 2019 to 28 June, 2019

Approved attendance can also include part or all of the period of 29 June, 2019 to 30 September, 2019.

**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 2018 BUT continue normally until 30 September 2019. 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 1 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 your 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 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
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.

A. Visiting students (non-degree) admitted to start their studies at Imperial College on 29 Sept, 2018.

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 29 September, 2018

- Orientation information regarding the 2018-19 academic year will be available during September 2018 from either:
  - (Undergraduate) [http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/](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/](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/](http://www.imperial.ac.uk/students/new-students/) from summer 2018).

- 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 College services, such as IT accounts, student learning resources, library facilities and sports facilities.
  - Accessing health care in the UK.
  - 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 and who are from outside the UK are invited to a specific welcome event for new international students on Sunday 30 September, 2018.

- 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 September 2017:
  - (UG) [http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/](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/](http://www.imperial.ac.uk/study/pg/apply/how-to-apply/visiting/)