

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

***Applies to admissions in the period 2022-23***

*If you are intending to apply for a non-degree study period during 2023-24 we advise that you await the guidance for 2023-24 (published January 2023)*

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## Considering the options available at Imperial College London

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/>

These are the portals to the College's on-line application site for visiting students (non-degree), and from where this guidance note can be downloaded.

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

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

Please note:

- Our alternative name for a visiting student is an "occasional" student.
- If you are an EU/EEA/Swiss student planning to undertake a research period within the framework of the Erasmus "traineeship" scheme (*which is a non-reciprocal/non-exchange activity*) please apply as a Visiting 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*).

## Tuition fees

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

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

### What should you do first?

- Seek the advice of someone at your home university who can provide academic guidance (*this presumes that you are registered as a student elsewhere, although some applicants may not be.*)
- **If you wish to make enquiries about undertaking a study period comprising courses/modules leading to examinations and other assessments** (on a non-degree basis) you should contact the College's Admissions team before applying on-line:
  - (Undergraduate) <http://www.imperial.ac.uk/study/ug/apply/contact/>
  - (Postgraduate) <http://www.imperial.ac.uk/study/pg/apply/contact/>The College's 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 College then we would normally expect you to find a suitable project supervisor (*and preferably to have obtained their provisional approval/willingness to host you*) before applying on-line (*please also refer to the note above about Erasmus Traineeships if you are intending to be mobile under that programme*). You would only be able to apply to a single academic department.
- **Academic recognition and credit transfer** (where relevant): it remains the responsibility of a student's home university/college to consider whether a study period at Imperial College can be recognised as part of a student's home degree programme and, if so, how academic workload and grades can be transferred from the Imperial system to the system of the home university/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, with the co-operation of the "supervisor" at Imperial College). **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 curriculum & MEng/MSci curriculum). 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/> (for assistance contact the departmental undergraduate student/teaching/education office.)
- The College's postgraduate prospectus includes information on graduate masters level courses/modules: <http://www.imperial.ac.uk/study/pg/> . For assistance contact the relevant departmental postgraduate office.

- 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 1 October 2022 (i.e. the beginning of the College's academic year) you apply by **15 May 2022**
  - if you are seeking to commence a programme of study at any other time 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 of this document on immigration*).

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

There are three stages to the application:

1. Creating an Imperial Gateway account, which includes commencing your application.
2. Activating your Imperial Gateway account and completing and submitting an application
3. Attaching "supporting documents" to a submitted application.

Throughout the on-line application please ensure:

- You read any short guidance notes available under individual data-field titles.
- You answer the questions correctly/accurately as they influence what further questions are asked and what supporting 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.
- **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; do not use Internet Explorer)*

**When you create your account:**

- Select **Visiting (non-degree) Students** as your "**Course Type**".
- Select the appropriate "Entry Term":
  - Autumn (2022/23) for placements starting 1 October 2022 and 16 December 2022
  - Spring (2022/23) for placements starting 7 Jan 2023 and 24 March 2023
  - Summer (2022/23) for placements starting 29 April 2022 and 30 June 2023
  - Late Summer (2022-23) for placements starting 1 July 2023 to 30 September 2023
- **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)
Dyson School of Design Engineering	Design Engineering (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.** For example, to undertake a master level project; or a study period based solely on postgraduate curriculum **select the Academic Programme for your subject area which includes the word “taught”**.
- **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”**.

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

## 2. Completion and submission of an application

Log back into your Imperial Gateway account and click on your application.

**Guidance for page 1 of the application (“proposed studies and personal information”)**

**Select the following:**

- Application category: Visiting
- Mode of study: Full-time
- Framework: either “Other non-exchange” or “Erasmus Traineeship (non-exchange)”.
- Proposed type of study plan: choose the most appropriate

The remainder of the application pages ought to be straight forward to complete. You are requested to provide the usual range of personal information, higher education history and evidence (where necessary) of English language ability.

**Important:** 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 a “*Supporting documents*” TAB has appeared at the top of your application and lists the documents you are required to attach. 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.

**Important:** 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 the scores and/or grades required:
  - Undergraduate: <http://www.imperial.ac.uk/study/ug/apply/requirements/english/> (*when viewing the College’s admissions web-content, such as this page, it is very important to **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 the document(s) evidencing your English language ability to the “Supporting Documents” section, and what happens next:

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

**Please note:** The College is committed to supporting the English language needs of its students once they are enrolled. Please note that Imperial College’s **Centre for Academic English** is available **free of charge** (subject to assessment and certain conditions) to all registered/enrolled non-native English speaking students: <http://www.imperial.ac.uk/academic-english>

### 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 a university/college listing the courses/modules attended, examinations/assessments taken and results/grades achieved. Please attach a version in English.
  - (If relevant) If the transcript does not include the courses/modules which you are currently undertaking but have yet to be examined on please ensure you include a list of these courses so that the person reviewing your application is able to consider whether you have the necessary pre-requisites.
  - 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 Admissions team. If your application has been completed satisfactorily, the Admissions team 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 application the College decides that it has all the information required to make a decision, the College’s 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 (decision) of an application and any relevant admission 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 immigration 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 College’s 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 covered for **insurance** purposes by the College’s employer and public liability insurance policy while on campus (and off-campus if part of their study plan, e.g., a site visit).

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

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

Questions concerning visas can be addressed to the International Student Support team: [international@imperial.ac.uk](mailto:international@imperial.ac.uk)

The **type of entry clearance** will normally depend on the length of study period at Imperial College.

- **Student visa for a period of study lasting more than 6 months:** If an applicant is offered admission **for more than 6 months** and once they have met any offer conditions (*i.e. they possess an unconditional offer of admission*) the College’s Admissions team will send the applicant a “**confirmation of their acceptance for studies (CAS)**” number and details (*for inclusion in their application for a student visa*). A CAS number must be quoted in a student visa application.
  - **VERY IMPORTANT: A student visa must have been obtained prior to a student travelling to the UK for the purposes of undertaking a study period at Imperial College.**
- **Visitor (for short-term study):** If an applicant is offered admission **for 6 months or less** and once they have met any offer conditions (*i.e. they possess an unconditional offer of admission*) the College’s Admissions team will make available to the applicant (on Imperial Gateway) an (unconditional) acceptance letter.
  - Information on short-term study is provided by our International Student Support team: <https://www.imperial.ac.uk/study/international-students/visas-and-immigration/short-term-study/>
  - Your nationality will dictate whether you need to apply for a Visitor visa before travel to the UK (i.e. you are a Visa National) or whether you can enter the UK without a visa (i.e. you are a non-Visa national):
    - **Visa-national:** Your acceptance letter can be used when applying (before travel) for a Visitor visa.
    - **Non-visa national:**
      - If you are not required to obtain a Visitor visa prior to travelling to the UK then entry is normally approved (i.e. passport stamped) by the immigration officer at the airport or train terminus, and amongst the documents you may be asked for (see the webpage above) would be your acceptance letter from Imperial College.
      - However, if you are eligible to enter the UK via e-gates you will not normally speak to an immigration officer nor be provided with any stamp in your passport, so you must instead upload proof of your date of entry to the UK (boarding pass or train ticket) when you enrol with Imperial (*using a separate facility called My Imperial, about which you would be provided with user info nearer to your start date*). **Check carefully.** Don’t throw boarding passes/tickets away.

## Accommodation information

Information is correct at the time of writing (January 2022)

**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/>

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

- (Option 1) An **undergraduate non-exchange** student who has been offered admission for a **full academic year commencing 1 October 2022 cannot** be guaranteed College accommodation.
  - Please note that applicants will not be eligible to be invited to apply on-line for accommodation (i.e. receive an email from our Student Accommodation Office) until the College has offered admission on Imperial Gateway and the student has accepted the offer.
  - Therefore, if you have accepted an offer of admission on Imperial Gateway by 15 July 2022 **and** the **Student Accommodation Office** subsequently emails you inviting you to apply for College accommodation, you are advised to complete the on-line accommodation application form as directed by the deadline indicated **just in case** the College can assist. *Please note that the College does not guarantee to confirm the admission of any applicant by 15 July 2022 although it will do its utmost to do so.*
  - The College's Student Accommodation Office will only offer you accommodation if it is available **and** you have satisfied any conditions of admission (e.g. English) by the advertised deadline in August 2022. If a room in an undergraduate hall of residence is offered to you the communication would be sent in early September, and you would be given a deadline to respond in order to secure it (normally only a couple of days).
  - Therefore, students are advised now to consider how to secure alternative accommodation in London prior to arrival or to arrive in advance of their study period in order to have sufficient time to look for suitable accommodation. For assistance please 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 2023 – 22 Sept 2023) that the Student Accommodation Office 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** visiting student who is offered admission for a.) a **period of study commencing during the academic year** (i.e. start dates other than the beginning of the academic year) or b.) **from the start of the academic year but for less than a full academic year cannot** be guaranteed College accommodation **if they are invited to apply**.
  - You are welcome to contact the Student Accommodation Office about possible vacancies (typically no earlier than two months before your proposed start date). Vacancies (**if** there are any) are listed at: <http://www.imperial.ac.uk/study/campus-life/accommodation/current-residents/vacancies/>
  - The College's Student Accommodation Office will only allocate accommodation if it is available and to be considered you must have accepted an offer of admission on 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 (1 July 2023 – 22 Sept 2023) that the Student Accommodation Office 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)**  
1 October 2022 to 16 December 2022
- **Term 2 (Spring Term)**  
7 January 2023 to 24 March 2023
- **Term 3 (Summer Term)**  
29 April 2023 to 30 June 2023

Approved attendance can also include part or all of the period of 1 July 2023 to 30 September 2023 (what we refer to as the “late summer term”).

### 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 typically focuses on examinations and project work.
- Study periods which follow the whole of a particular postgraduate programme normally commence 1 October 2022 BUT continue normally until 30 September 2023. However, some postgraduate programmes commence and end at other times. Dates of attendance are normally decided after consultation with the host department.

### Do you have a disability?

At any stage during the study application process (and, if relevant, the College accommodation application process) and whilst registered as a student of the College, the College’s Disabilities Advisory Service is available to discuss any matter concerning access. The Disability Advisory Service is committed to providing the best possible support for all students at Imperial. We understand that each person’s disability or impairment can affect them in different ways and therefore the support offered is flexible and tailored.

Understanding disability: <http://www.imperial.ac.uk/disability-advisory-service/understanding-disability/>

The Disabilities Advisory Service: [www.imperial.ac.uk/disabilityadvisoryservice](http://www.imperial.ac.uk/disabilityadvisoryservice)

### 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 may be relatively expensive and a visiting student should consider seriously how they will fund their time in London.
- Information and advice on living costs can be found at [managing your money \(UG\)](#) or [managing your money \(PG\)](#)
- It is the student’s responsibility to have access to sufficient financial resources for the whole of their study period.
- Please note that Imperial College does not provide any specific grants/scholarships for non-exchange visiting students.

### Imperial College Union

- All registered students of Imperial College London are automatically members of the Imperial College Union. The Imperial College Union represents the student body, and its website contains links to its many societies and clubs plus a lot of valuable advice: [www.imperialcollegeunion.org](http://www.imperialcollegeunion.org)

### **Our orientation information**

For students whose admission to Imperial College has been confirmed.

The welcome aspects are subject to change depending on the situation regarding Covid-19.

### **Visiting students (non-degree) starting their studies at Imperial College on 1 October 2022**

- Orientation information regarding the 2022-23 academic year will be available during September 2022 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 2022*).
- The orientation information for visiting students will include topics such as:
  - Pre-arrival on-line enrolment with the College.
  - International student registration (upon arrival) for all students who have entered the UK on a visa or as a Visitor
  - Access to IT accounts, student learning resources, library and sports facilities.
  - Accessing health care in the UK.
  - How to obtain discounts within the Transport for London travel network.
  - How to open a bank account.
  - Having certificates of attendance/arrival and "learning agreements" signed & stamped.
- 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 Welcome Fair (clubs and societies); sports trials etc etc.

### **Visiting students starting their studies at Imperial College at other times**

- Orientation information available from the Registry website from mid-October 2022:
  - (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 for visiting students will include topics such as:
  - Pre-arrival on-line enrolment with the College.
  - International student registration (upon arrival) for all students who have entered the UK on a visa or as a Visitor
  - Access to IT accounts, student learning resources, library and sports facilities.
  - Accessing health care in the UK.
  - How to obtain discounts within the Transport for London travel network.
  - How to open a bank account.
  - Having certificates of attendance/arrival and "learning agreements" signed & stamped.