

Richmond Global Mobility Programme Application Form

Section A: Exchange University Preferences

Please list your top **three** partnership universities below. We cannot guarantee you will be allocated your first preference. The International Programmes department do their best to allocate first preference and if this is not possible, second preference, but this depends on the number of applications received. **You can participate in partnership exchange for a full academic year at one institution or twice during your degree at separate institutions.**

	Partner University	Length of Exchange (i.e. Fall 2020)
1.		
2.		
3.		

Section B: Personal Details

Title	
Family Name	
Given names (in full)	
Date of Birth	
Nationality/Citizenships (please state all)	
Student number	
Do you have any personal challenges or concerns which you may require assistance with while at our partner institution that you wish to declare? (such as disabilities, mental wellbeing, or chronic illness)	

Section C: Contact Information

Permanent Address (HOME)	
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Current Address (UNIVERSITY if different)	
Home Telephone Number (please include country code)	
Mobile Telephone Number (please include country code)	
Email Address	

Emergency Contacts

	Contact 1	Contact 2
Name		
Relationship		
Home telephone number (please include country code)		
Mobile telephone number (please include country code)		

Section D: Academic Information

Current year of study	
Department	
Major/Degree	
Minor? (If yes, state)	
Advisor	
Expected graduation term	
Visa Status (UK/EU/International)	
Academic/Housing scholarships (state which, if any)	
Government funding (state source, if any)	

Section E: Academic Plan

We want to know that you've put thought into your application and have considered whether going on an exchange opportunity would work within your academic plan without postponing your graduation date. State how many remaining classes you have, their level (3000/4000 etc.) and type (required/elective/options) - taking into account that you **cannot** transfer 6000 level classes.

Please also note, classes taken on exchange transfer back **only as credits** towards your Richmond degree. Grades and grade point averages from other institutions do not transfer. Transfer credit is GPA-neutral. Please consult the University's Credit Transfer Policy for further information.

e.g.

1. LD ELEC 4***
2. UD ELEC 5***

<u>1</u>		
<u>2</u>		
<u>3</u>		
<u>4</u>		
<u>5</u>		

Section F: Transfer Credit Approval

Please note you must complete an online [Transfer Credit Approval Form](#) and receive your Transfer Credit Evaluation from Registry Services prior to your departure. It is your responsibility to ensure all course equivalencies are evaluated. Failure to do so, in advance of your planned departure, can lead to delayed graduation and additional fees later if the courses you register for do not transfer back as you initially plan.

Section G: Personal Statement

Please write a personal statement of 500-1000 words. There is no right way to write a personal statement – we are interested in getting a good understanding of your personality, your interests and your motivations for studying abroad.

Potential discussion topics include:

- Why you have chosen your first choice university and first choice country
- Extracurricular activities you are involved in, along with employment or volunteering experiences you have had
- Your life background and any travel experiences you have had
- Future career plans
- Academic interests and why study abroad would be beneficial to your degree/major
- Potential challenges you might encounter during your time studying abroad and how you would overcome them
- Why you believe you would be a good representative of Richmond
- Academic, cultural, professional and personal benefits of study abroad

Section H: Additional Questions

Please write 200-500 words on your second and third choices, discussing why you have chosen those institutions/countries and what interests you about them.

Section I: Monitoring Students on Study Abroad Programmes

The UKVI Compliance Officer must report to the Home Office that a Student Visa holder is undertaking a study-abroad programme within 10 working days of the start of study-abroad programme.

Richmond University has chosen to maintain its monitoring duties for students on the Study Abroad programme. A student on a Study Abroad programme is responsible for obtaining signatures each month from a relevant contact at the host organisation as proof of attendance and return this to the Global Mobility Officer or UKVI Compliance Officer on a monthly basis. If the student fails to do so for two consecutive months, we will withdraw the sponsorship. Furthermore, once the student begins their programme abroad, the Global Mobility Officer is in regular contact with them and conducts frequent check-ins via email or videocall.

Section J: Data Transfer Consent

In advance of the placement application process, RAUL will need to provide the personal details of the students who have shown an interest in study abroad/exchange placement with the partnership university

I understand that certain data (including name, contact details, date of birth, course details and transcript) I have provided in this form is to be shared with the partner university for the purpose of registering my interest as a study abroad/exchange student.

Name _____

Signature _____ Date _____

Application checklist – please return the following to burtonm@richmond.ac.uk:

- ✓ completed application form
- ✓ sample budget form
- ✓ unofficial transcript
- ✓ academic reference form

Declaration – *By completing this application form, I confirm that I have understood (and sought further advice where necessary) the information above and acknowledge that my application may be dismissed if I do not comply with the guidance notes, as expressed above; and that due to limited spaces, I may not be allocated my first choice University.*

Signature _____ Date _____