



## GUIDANCE NOTES FOR STUDENTS

### COMPLETING YOUR APPLICATION FOR A 2022-23 STUDY ABROAD PLACEMENT

**It's time for you to apply for your 2022-23 Study Abroad placement! Please use these Guidance notes to assist you. If you have any questions that are not answered in this document, please contact the UCL Study Abroad Team via [AskUCL](#).**

#### BEFORE YOU BEGIN YOUR APPLICATION

Before you begin the application process, we expect you to have consulted our Online Options Guide for the list of universities available for you to select. It is only possible to consider universities that are open to your department.

Our How to Decide Guide has been designed to help you set your priorities and pick universities that will best match your academic and personal goals. You should also have informally discussed your university choices with your departmental Study Abroad Tutor and have familiarised yourself with the application deadlines, confirmed below.

Please ensure that you are happy with your four university choices and their order of preference before you begin your application, as it is not possible to make changes afterwards.

#### WHAT DOES THE APPLICATION INVOLVE?

The application consists of 2 parts, summarised below. It is only assessed by the Study Abroad Team's Assessing Panel and is not shared with any of the universities that you are applying to. Applications are only assessed after the deadline date, so there is no advantage in rushing to complete your application quickly.

#### PART 1 (APPROVAL)

Part 1 requires you to submit your four university choices via the online form on the [How to Apply webpage](#) of the Study Abroad website.

Approval comes from your departmental Study Abroad Tutor, who confirms that they are happy to support your application with the university choices that you have selected.

#### PART 2 (APPLICATION)

Part 2 is your application for the Study Abroad programme; your opportunity to tell us about your motivation for applying and your reasons for selecting each of your four university choices. You complete your application on a Word template and send this back to us by email, along with your CV.

You will be able to begin part 2 once your Study Abroad Tutor has confirmed to us that they approve and support your four choices, so please ensure that you have allowed sufficient time before the deadline to submit your choices, wait to have these approved by your tutor and then receive the application pack to complete and return to us.

Please do take the time needed to consider and fully research your universities before you submit them, as it is not possible to change your university choices, or the order of preference once submitted.

#### DEADLINES

**The application process for 2022-23 placements opens at 12pm noon (UK time) on Friday 19<sup>th</sup> November and closes at 12pm noon (UK time) on Friday 17<sup>th</sup> December.**

**Both parts of the application (Part 1 and Part 2) must be completed by this deadline. Part 2 of the application will be sent to you by email from the Study Abroad Team once your Study Abroad Tutor has approved your university choices. Late or incomplete applications will not be considered.**

Don't forget that as part of the application process, you should allow time for your Study Abroad Tutor to approve your choices before you can proceed with Part 2 of the application; we recommend no less than 3 days before the deadline date.

Please do not wait to submit your choices until the deadline date- it is very unlikely that your Study Abroad Tutor will have time to approve these before the deadline!

## HOW WILL MY APPLICATION BE ASSESSED?

All applicants will be assessed by the Study Abroad Team's Assessing Panel on the following:

- Application Questions
- Your Curriculum Vitae (CV/resumé)
- Grade Average to date

Below are the application questions that you will be asked to answer in your application. You are welcome to begin preparing your responses whilst you await your Study Abroad Tutor to approve your choices.

1. What do you perceive to be the benefits of studying abroad? (max 200 words)
2. What are your reasons for applying to your first choice institution? (max. 300 words per institution)
3. What are your reasons for applying to your second choice institution?
4. What are your reasons for applying to your third choice institution?
5. What are your reasons for applying to your fourth choice institution?
6. What do you think you have to offer your first choice institution in particular? (max. 250 words)
7. What do you think will be the hardest aspect to adapt to when abroad? (max. 200 words)
8. What do you understand to be your key responsibilities as a UCL student abroad? (max. 200 words)

## AM I GUARANTEED AN ALLOCATION AT ONE OF MY FOUR PREFERRED UNIVERSITIES?

Although every effort is made to offer as many students as possible one of their four preferred universities, we cannot guarantee this in every case. All applicants are strongly encouraged to select four universities with a range of demand levels, to maximise their chances of being allocated one of their preferred universities.

If we are not able to offer you one of your four universities, you will have the opportunity to be considered in a second-round of allocations, which will include remaining spaces at universities open to your department (where they exist) that you are welcome to consider.

We cannot guarantee availability of specific universities or countries in our second-round of allocations.

## IS IT POSSIBLE TO SELECT FEWER THAN FOUR UNIVERSITY CHOICES?

If your department offers more than four university options and you wish to select fewer than four universities, please be aware that this reduces your chance of being allocated a study abroad placement. Selecting fewer than four universities does not give you any priority for the universities that you have selected.

If you select fewer than four universities and we are not able to offer you a placement at one of these, it will be assumed that you would not consider any other universities listed for your department and you will not be considered in our second-round of allocations.

## COMPLETING PART 1 (APPROVAL)

1. After you have consulted the Options Guide and are ready to begin, click the link to the online form on the 'How to Apply' page of the Study Abroad website
2. You will be asked to confirm your personal details and confirm the three university choices, in order of preference, that you would like to be considered for. It is your responsibility to ensure that you are only applying for institutions open to your department
3. Review your choices – make sure that all the institutions you have selected are open to your department and ensure that the order you have selected accurately reflects your preferences. **You will not be able to change your choices or order of your choices once you have submitted them.** If you are happy with your selection, press the 'Submit' button.
4. The final screen will confirm that you have submitted your choices. We, the Study Abroad Team will then contact your departmental Study Abroad Tutor to ask them to 'approve' or 'reject' your choices

#### WHAT HAPPENS NOW?

Once you have submitted your university choices via the online form, your departmental Study Abroad Tutor will receive a notification from us to approve or reject the choices.

After your Study Abroad Tutor approves your choices with us (please note that this could take up to 3 working days), you will receive an email from [studyabroad@ucl.ac.uk](mailto:studyabroad@ucl.ac.uk) containing your application pack, including instructions and the application form itself. Please ensure that you check your UCL email account regularly for this.

#### COMPLETING PART 2 (APPLICATION)

1. Once you have received your application pack by email, please take some time to read through all requirements. You will be asked to read through and agree to the Terms and Conditions of the application before you can proceed.
2. Please answer all questions included in the application form. Note the maximum word count on each question and make sure that you do not go over. Don't forget that your answers are seen by the assessing panel within the Study Abroad team only. The host universities that you have included do not see or assess this application.
3. We advise that you review your answers carefully. **You will not be able to amend your answers once you have submitted your application.**
4. Once you are happy with your answers, please follow the instructions included on the form to return your application pack to us by email. Your application must be received by us by 12pm noon (UK time) on Friday 17<sup>th</sup> December 2021. **You will not be able to make any further changes to your application after this point, so you must be sure that you are happy before you submit it.**
5. You will receive an email from us to confirm that all parts of your application have been received.

#### WHAT HAPPENS NOW?

Once your application has been submitted to us and you have received our email receipt, you do not need to take any further action. After the deadline date, the Study Abroad Team will assess all applications and you will be notified of the outcome in February 2022.

**We wish you the best of luck with your application! If you experience any technical difficulties or have any further questions not answered in this document, please contact us via [AskUCL](#)**

***Study Abroad Team, November 2021***