



# University of Dundee

## General Information for Study Abroad and Exchange

<b>University / Institution :</b>	University of Dundee, Dundee Scotland
<b>University home page address:</b>	<a href="http://www.dundee.ac.uk/">http://www.dundee.ac.uk/</a>
<b>Contact Person:</b>	<b>Annie Irving</b> International Programmes Manager 2 Airlie Place University of Dundee Dundee DD1 4HN Scotland <a href="mailto:s.n.irving@dundee.ac.uk">s.n.irving@dundee.ac.uk</a>
<b>Study Abroad webpage:</b>	<a href="http://www.dundee.ac.uk/admissions/international/studying_abroad/study_abroad/">http://www.dundee.ac.uk/admissions/international/studying_abroad/study_abroad/</a>
<b>Exchange webpage:</b>	<a href="http://www.dundee.ac.uk/admissions/international/studying_abroad/transatlantic_student_exchange/incoming.htm">http://www.dundee.ac.uk/admissions/international/studying_abroad/transatlantic_student_exchange/incoming.htm</a>
<b>University's Responsible Office for Exchange and Study Abroad:</b>	Global Programmes <a href="mailto:globalprogrammes@dundee.ac.uk">globalprogrammes@dundee.ac.uk</a>
<b>Areas NOT open for study abroad or exchange students:</b>	Medicine, Dentistry, Education, and Law
<b>Term Dates:</b> Academic Year: Semester 1 (Fall Semester): Semester 2 (Spring Semester):	September – May September 14, 2009 – December 18, 2009 January 18 - May 28, 2010
<b>Visa Requirements:</b> One semester (6 months or less) Full Year	Visa not required, can enter UK as a student visitor Visa required – new Point Based System <ul style="list-style-type: none"> <li>• Require financial certification</li> <li>• Require visa documentation</li> </ul>
<b>Housing Application:</b>	Sent directly to student after acceptance into Dundee

## Arrival, Orientation, and Living Expenses

<b>Meet and Greet Service:</b>	Dundee arranges a Meet and Greet service from Edinburgh Airport the weekend before orientation. The application form can be found online: <a href="http://www.dundee.ac.uk/admissions/international/pre_arrival/airport_meeting_service/">http://www.dundee.ac.uk/admissions/international/pre_arrival/airport_meeting_service/</a>
<b>Orientation:</b>	Students are encouraged to arrive a week before classes begin for orientation week. International students are given time to settle into their flats, purchase necessary items, meet with their advisors, and engage in various campus-wide activities
<b>Arrival dates for Study Abroad and Exchange students:</b>	September 7, 2009 (Semester 1)
<b>Dundee Residences Fee (2009/2010):</b> Full Year (5 <sup>th</sup> Sept – 5 <sup>th</sup> June) Semester 1 (5 <sup>th</sup> Sept – 9 <sup>th</sup> Dec) Semester 2 (9 <sup>th</sup> Jan – 5 <sup>th</sup> June)	£4,119.57 £1,901.34 £2,218.23
<b>Other Fees (Costs vary depending on personal choices):</b> Food Textbooks Transportation Phone Top-up Personal Expenses	£80 (per month) £10-£50 (per book) Local - £2.60 (day pas)/£69 (10 weeks) Outside Dundee – MegaBus from £2.50 £10-£20 (per month) £50 (per month)

Studies and Courses

<b>Website for courses:</b>	<a href="http://www.dundee.ac.uk/undergraduate/courses/">http://www.dundee.ac.uk/undergraduate/courses/</a>
<b>Course work load for study abroad and exchange students:</b>	60 SCOTCAT points for one semester (This is equivalent to <u>three</u> classes at lower level and <u>two</u> classes at upper level)
<b>Credit system:</b>	1 lower level class = 20 SCOTCAT points = 5 US credits 1 upper level class = 30 SCOTCAT points = 7.5 US credits
<b>Transcripts:</b>	Transcripts are sent as soon as examination marks are released to the registry office. Transcripts for CCIS students are sent to Brookdale Community College which then sends them to the student's home institution

Application Information for CCIS Applicants:

<b>CCIS Program Sponsor</b>	Brookdale Community College, International Education Center
<b>Application Deadlines</b>	Fall semester (September – December): May 1 Spring semester (January – May): November 1
<b>Section E: English Language</b>	CCIS students do <i>not</i> need to provide evidence of English proficiency. In exceptional cases , the student will be contacted directly.
<b>Section F: Details of your Home University or College</b>	The term “Personal Course Tutor” refers to the student’s general academic advisor at the home institution.
<b>Section G: Personal Statement in Support of Application</b>	Please leave this section blank. A copy of the student’s CCIS personal statement will be attached to the application by Brookdale Community College.
<b>Section J: Letter of Reference</b>	CCIS student do NOT need to submit an additional letter of reference. Please fill in with the details from one of the academic references used as part of your CCIS application.
<b>Application submission</b>	Please return the University of Dundee application and CCIS application along with supporting materials to:  International Education Center Brookdale Community College 765 Newman Springs Road Lincroft, NJ 07738



# UNIVERSITY OF DUNDEE

## APPLICATION FORM for VISITING STUDENT PROGRAMMES

Form AV-VISI-IN09

This form should be used for application to 'Study Aboard' and 'European Free Mover' Programmes only.

Before completing this application form please read the notes on the back page.

Please complete all sections of this form using a black ballpoint pen or black type in **BLOCK CAPITALS**

### A. Programme you wish to Study (see note 1)

Programme Name : (Please use exact title with subject designation/specialism, if relevant)	<input type="checkbox"/> Study Abroad Programme <i>(tick one)</i> <input type="checkbox"/> EU Free Mover Programme																				
Entry Level <i>(tick one)</i> : <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate Taught <input type="checkbox"/> Doctoral	Entry Year: <b>2009/10</b>																				
Proposed Dates of Study at the University of Dundee <i>(tick one)</i> :																					
Semester 1 (Fall)                    12 September 2009 to 18 December 2009                    Teaching starts on 21 September 2009 <input type="checkbox"/>																					
Semester 2 (Spring)                    11 January 2010 to 28 May 2010                    Teaching starts on 18 January 2009 <input type="checkbox"/>																					
Full Session                    12 September 2009 to 28 May 2010                    Teaching starts on 21 September 2009 <input type="checkbox"/>																					
Alternative period of study dates :    from <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>d</td><td>d</td><td>/</td><td>m</td><td>m</td><td>/</td><td>2</td><td>0</td><td>y</td><td>y</td></tr> </table> to <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>d</td><td>d</td><td>/</td><td>m</td><td>m</td><td>/</td><td>2</td><td>0</td><td>y</td><td>y</td></tr> </table> <input type="checkbox"/>		d	d	/	m	m	/	2	0	y	y	d	d	/	m	m	/	2	0	y	y
d	d	/	m	m	/	2	0	y	y												
d	d	/	m	m	/	2	0	y	y												

### B. Previous Contact with Dundee (see note 2)

Are you currently, or have you previously, been a student of the University of Dundee?    Yes <input type="checkbox"/> No <input type="checkbox"/>	Matriculation or Application No.
Have you previously submitted any applications to the University?    Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

### C. Personal Details (see note 3)

Surname / Family Name	Title : Mr / Miss / Ms / Mrs	Male / Female (Please circle)										
First & Middle Name(s)	Date of Birth (dd / mm / yyyy)	<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td>d</td><td>d</td><td>/</td><td>m</td><td>m</td><td>/</td><td>1</td><td>9</td><td>y</td><td>y</td></tr> </table>	d	d	/	m	m	/	1	9	y	y
d	d	/	m	m	/	1	9	y	y			
Name by which you would like to be known:	Previous Surname:											
Permanent Home Address	Correspondence/Contact Address <i>(letters/emails will be sent to this address)</i>											
City	City											
Country	Country											
Postal code/Zipcode	Postal code/Zipcode											
Email	Email											
Telephone Number(s)    Tel: (with Country and Area Code)    Mobile/Cell:	Telephone & Fax Number    Tel: (with Country and Area Code)    Fax:											
Passport Number:	Nationality:											
Country of Birth:	Country of Permanent Residence											
If you have given a home address in the EU, how long have you been resident in the EU? _____ Years.												

### FOR UNIVERSITY USE ONLY

Home	
Note	
STU id	Date Received:

**D. Additional Information****(see note 4)**

1 **Disability** : The University encourages applications from students with disabilities and special needs and is keen to provide appropriate support for study and/or accommodation. If you have a disability, special needs (including dyslexia) or medical condition, please tick the appropriate box and enclose further details where necessary:

- |   |   |
|---|---|
| <input type="checkbox"/> 0. No disability or awareness of additional support requirements | <input type="checkbox"/> T. Autistic Spectrum Disorder or Asperger Syndrome                 |
| <input type="checkbox"/> 1. Specific learning difficulty (e.g. dyslexia, dyscalculia)     | <input type="checkbox"/> 6. Mental Health difficulties                                      |
| <input type="checkbox"/> 2. Blind or partially sighted                                    | <input type="checkbox"/> 7. Unseen disability (e.g. diabetes, epilepsy, heart condition)    |
| <input type="checkbox"/> 3. Deaf or Hearing impairment                                    | <input type="checkbox"/> 8. Multiple disabilities – two or more of the above                |
| <input type="checkbox"/> 4. Wheelchair user or Mobility difficulties                      | <input type="checkbox"/> 9. Other disability – please provide information on separate sheet |

2 **Criminal Convictions**: If you have a 'relevant' criminal conviction, enter **X** in the box (note 4 explains what is meant by 'relevant')

Note : for certain programmes this may affect whether or not you are accepted on to the programme

**E. English Language****(see note 5)**

Students participating in all programmes must have sufficient proficiency in English Language to fulfill the demands of the programme.

The English language level demanded of students studying at the University of Dundee is a minimum of the following (or equivalent):

IELTS 6.0

TOEFL (old style paper test) at 580

TOEFL (computer-based test) at 237

TOEFL (internet) at 92

International GCSE or O-level English at grade C

Cambridge Certificate of Proficiency in English (CPE) at grade C

Standard Grade English Language at 3

English Language qualifications taken as part of your Home University programme may be accepted. **Please include a transcript of these.**

Please indicate whether English is: (*tick only one*)

a) Your first language

b) Your main language for education

c) Learnt as a foreign language

Indicate any **internationally recognised qualifications** gained as proof of English Language level and the score/grade achieved (e.g. IELTS, TOEFL, Cambridge, IGCSE, International O-Level). You must have completed these exams and received the results prior to matriculation.

Test type (e.g. IELTS, TOEFL)	Score/Grade	Date of Test	IELTS TRF Number (if applicable)

**F. Details of your Current Home University or College****(see note 6)**

Name of your Home Institution
Address of your Home Institution
Institution Telephone Number <i>(with Country and Area Code)</i>
Institution Fax Number <i>(with Country and Area Code)</i>

Name of your Course at Home Institution. Indicate <b>Major</b> , if known.					
Start Date of your Course					
End Date of your Course					
Current Academic Year of Study <i>(please circle)</i>	<b>1</b> Freshman	<b>2</b> Sophomore	<b>3</b> Junior	<b>4</b> Senior	<b>5</b> Graduate

**List the Courses you still have to complete before your Proposed Study Programme at Dundee** *(continue on a separate sheet, if required)*

	<b>Grade Point Average</b> (cumulative)
	_____
	<b>Number of Credits to date</b>
	_____

**PLEASE INCLUDE AN OFFICIAL ACADEMIC TRANSCRIPT OF YOUR MARKS/GRADES FOR YOUR CURRENT COURSE OF STUDY**
**Details of your Proposed Study Programme at Dundee – listed in order of preference** *(continue on a separate sheet, if required)*  
 See 'www.dundee.ac.uk/admissions/international/studying\_abroad/' for more information on modules available

	Module Code	Description	Credits
1			
2			
3			
4			
5			
6			

**Details of your Personal Course Tutor at Current Home Institution**

Name	
Title	
Department	
Telephone Number	Email

## G. Personal Statement in Support of Application

(see note 7)

Please use this section to tell us why you wish to study on a Visiting Programme at the University of Dundee, how it will relate to your present academic program and what benefits you expect to receive from the program. Include any other relevant information which has not been included elsewhere in this form. This might include relevant practical experience, outside interests, or other academic/professional interests or qualifications. Continue on an extra sheet, if required.

Please see attached document.

## H. Funding Details

How will your tuition fees and living costs be met?

- Wholly by financial aid/ scholarship
- Partly by financial aid/ scholarship, partly by yourself/ family
- Wholly by yourself/ family
- Other. Please specify \_\_\_\_\_

Note : if you are not self-funded, it is in your interests to ensure that arrangements are confirmed with your funder at an early stage.

**I. Approval from your Home University****(see note 8)****Details of your Course Director or Study Abroad Coordinator, as relevant**

Name	
Title	
Department	
Address	
Telephone Number	Fax Number
Email	

**Please arrange for either your Study Abroad Coordinator or  
the Course Director from your Home University to sign the declaration below.**

**I hereby certify that this student has been approved for studies at the University of Dundee.**

Signed:

Date:

**As signatory/approver, are you :**

the Study Abroad Coordinator	<input type="checkbox"/>
the Course Director	<input type="checkbox"/>

As signatory/approver, are there any other comments you would like to make or information you think we should know about?  
Continue on an extra sheet, if required.

**J. Letter of Reference****(see note 8)**

You must include a reference letter from your Course Director, Study Abroad Advisor, or other Academic referee who should be able to comment on your interest, ability, suitability, commitment and eligibility for your proposed programme. Please provide the contact details of your referee.

**Referee**

Name		
Occupation/Position		
Relationship to applicant		
Address		
	Postcode	
Telephone Number	Fax Number	
Email		

**K. Closing Date for Applications****(see note 9)**

For Semester 1 (Fall) or full year - applications should reach the University of Dundee (at the address at end of this form) by 12 June 2009  
For Semester 2 (Spring) - applications should reach the University of Dundee (at the address at end of this form) by 13 November 2009

## L. Source of Information on this Programme

How did you hear about this Programme? *(Please tick one)*

- |  |  |
|--|--|
| <input type="checkbox"/> Study Abroad Office/Coordinator                               | <input type="checkbox"/> University of Dundee Website                |
| <input type="checkbox"/> Study Aboard Fair/ other Overseas Fair - please specify below | <input type="checkbox"/> Other Website – please specify below        |
| <input type="checkbox"/> Home University/ staff  | <input type="checkbox"/> Publication or Guide - please specify below |
| <input type="checkbox"/> Host (Dundee) University/ staff                               | <input type="checkbox"/> Family or Friend                            |
| <input type="checkbox"/> Home University Website                                       | <input type="checkbox"/> Other – please specify below                |

## M. Supporting Documents

(see note 10)

All applicants are required to provide a passport-sized photograph, which will be used to produce a Student ID card for you.

Please tick the relevant boxes below to indicate which copies of documents you have enclosed with your completed application form.

- |  |   |
|--|---|
| <input type="checkbox"/> A passport photograph (see note 10 for more details)                        | <input type="checkbox"/> More information on your disability, if applicable       |
| <input type="checkbox"/> TOEFL/IELTS Certificate or other evidence of English Language               | <input type="checkbox"/> Academic Transcript of Studies from your home University |
| <input type="checkbox"/> Letter of Reference   | <input type="checkbox"/> Other – give details _____                               |
| <input type="checkbox"/> Digital Portfolio of Art Work on CD (Duncan of Jordanstone applicants only) | <input type="checkbox"/> Other – give details _____                               |

## N. Student Declaration

(see note 11)

I certify that the information given on this form is true, complete and accurate. If I am admitted to the University, I undertake to observe the University's Ordinances and Regulations and to ensure payment of any tuition fees and other financial liabilities to the University, as relevant.

**Data Protection Act 1998.** The personal information provided by you on this form will be used for the purposes of processing your application, monitoring your student career, and for general market research. For market research, the information will be used to produce aggregate statistics and will not be used in ways that identify any individual. The information you provide will be used for no other purpose. In signing this form you consent to the information which you provide being held and processed by the University of Dundee, in electronic and manual formats, for the purposes specified above.

I accept that information about my progress on the Visiting Programme may be shared with my Home University.

I agree to inform the University immediately if I decide not to proceed with my application.

Once you are matriculated, may we release your contact details to other students on the Visiting Programme?

Yes

No

Signed:

Date:

Please return this form to :

**Global Programmes Office  
Admissions & Student Recruitment  
University of Dundee  
4 Airlie Place  
Dundee  
DD1 4HN  
UK**

For further information, contact :

Global Programmes Office  
Fax: +44 (0)1382 386759  
Email: [studyabroad@dundee.ac.uk](mailto:studyabroad@dundee.ac.uk)

Note: This form should only be used for application to the Study Abroad and European Free Mover Visiting programmes. If you wish to apply for the SOCRATES/ERASMUS, Transatlantic (TSE) or other Exchange programmes, please contact the Global Programmes Office at the above address for these application forms.

## Programme you wish to Study

**note 1**

**Programme** – more information about our programmes available is on our website: [www.dundee.ac.uk/admissions](http://www.dundee.ac.uk/admissions)

**Entry Level** – indicate which level you wish to be considered for. Undergraduate is at first degree level, while entry to Postgraduate and Doctorate levels requires a first degree.

**Entry Year** – this is the academic year in which you wish to start the programme, e.g. 2009/10, 2010/1, etc

**Proposed dates of Study** – indicate whether you plan to study for Semester 1 or 2, both Semester 1 and 2 (full session) or other dates.

## Previous Contact with Dundee

**note 2**

Please provide this detail, if appropriate, as it will help us to retrieve your previous applicant/student record, and add this application quickly.

## Personal Details

**note 3**

**Surname/ Family Name and First/Given name(s)** – please make sure that you write your family name **in full** and include **all** of your given names. It should be written the same way that your name is written in your current passport, driving licence, or other formal document. Do not shorten or abbreviate any of your names. Use 'Name by which you would like to be known' to record shortened or alternative names.

**Date of Birth** – please write this in the order of day / month / year (e.g. 19/07/70 = 19<sup>th</sup> July 1970)

**Previous Surname** – provide this if your surname/family name is different from that on your birth certificate or supporting documentation

**Correspondence/Contact Address and Email** – this will be the address/ email we will use to write to you about any decisions made on your application. Please notify us if you change your permanent home, or correspondence/contact address/email.

**Email** – please write this very clearly, as it is a quick way of contacting you about your application.

**Passport Number** – this is only required for applicants who have a non-UK or non-EU passport

## Additional Information – All information is kept in accordance with the Data Protection Act 1998

**note 4**

**Disability and Special Needs** – Please mention any disability or medical condition, so that where possible appropriate support and resources can be arranged. The University encourages applications from students with disabilities and special needs.

**Criminal Convictions** – 'Relevant' criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. If you have a relevant criminal conviction that is not spent, you must tick the box. We may ask for more information. For some subject areas, this may affect whether or not you are accepted on to the programme.

## English Language

**note 5**

Programmes at the University are taught in English, and so a minimum level of English Language is required. Please give as much detail as you can about your English Language qualifications.

## Details of your Home University

**note 6**

Please provide contact details for the College or University that you are currently studying at. Tell us the title of the Course/Degree that you are currently studying, the date that you started your course at your home institution, and the date you expect to finish it. Indicate which academic year you are currently studying, e.g. second year (Sophomore), third year (Junior), etc, your GPA, and Credits gained to date. You must include an official academic transcript of your marks and grades for your current course of study with this application, and it is useful for us to have the contact details of your personal course tutor, in case we need clarification on anything.

## Personal Statement and any other relevant information

**note 7**

This section is an opportunity for you to tell us why you have chosen this Programme and what your career aspirations are. Also use this section to tell us anything else you think we should know that is not covered elsewhere in the form.

## Approval from your Home University

**note 8**

Each application must be supported, approved and signed by **either** your Study Abroad Coordinator or your Course Director at your Home institution. Please provide contact details for **one** of these people, so that we can contact them, if we need to. The signatory/approver should indicate clearly who has signed the form, by ticking one of the boxes provided. There is space for the signatory/approver to provide additional comments, as appropriate. Please provide a reference from your Study Abroad Coordinator, Course Director or Academic referee.

## Closing Date for Applications

**note 9**

The dates given are the last dates that your application and supporting documentation can reach the Global Programmes Administrator at the University of Dundee. Please send your completed application form and documentation to the address given in section N.

## Supporting Documents

**note 10**

Ensure that your passport photograph is in colour and that it is of your face, head and shoulders. On the back of the photograph, please write your full name and sign the back to confirm that this photograph is a true likeness of you.

For Duncan of Jordanstone applicants only: a digital portfolio of artwork, preferably on CD, should be submitted with your application.

If providing other supporting documentation, ensure that your name is clearly written or visible on each additional document.

We reserve the right to ask to see other supporting documentation at a later date if necessary.

## Student Declaration

**note 11**

You must sign the application form. By signing the form, you are declaring that to the best of your knowledge, you have included correct, complete and accurate information. The information will be used for processing your application.

## What happens next?

We will acknowledge receipt of your application soon. If your application is complete we will then write to you with our decision, which will be one of the following: an unconditional offer of a place; a conditional offer of a place (requiring you to meet certain requirements first); a rejection.

