

Incoming Exchange Application Form

Personal Details - Please ensure you read through this application form,
including the Declaration at the end, before completing.

Title (Mr/Miss/Mrs/Ms/Mx)	Gender M <input type="checkbox"/> F <input type="checkbox"/> Other <input type="checkbox"/>	Forenames
Surname (Family Name)		Previous Surname (If applicable)
Permanent Home Address		Mobile Number
Contact Address (if different to the above)		Email Address
Date of Birth		Country of Birth
Nationality/Nationalities		

Emergency Contact Details

Name of Emergency Contact		Relationship	
Contact Tel No			
Email			

Academic Details

Home Institution Name	Duration of your degree e.g. 3 or 4 years
Your degree title	Current year of your degree e.g. 3 rd
Degree Level e.g. Bachelors or Masters	Current GPA (if known)

Department (s) you wish to study in at the University of Chichester e.g. Business School	
Please indicate the period in which you wish to study.	Semester 1 (Sept – Jan) <input type="checkbox"/> Semester 2 (Feb - Jun) <input type="checkbox"/> Full Year <input type="checkbox"/>

Academic Record

Please indicate the highest level of academic qualification(s) that you have achieved to date and enclose a copy of your most recent university transcript and one academic reference (academic reference is not required for Erasmus students). If your transcript is not in English please ask your university to provide a copy in English for you to send.

Name of school/college/university	Date taken	Qualification(s) and level	Subject(s)/Title of Award	Grade/Result

English Language

Is English your first language? Yes ☐ No ☐ If no, please complete the below

As all our classes are instructed in English we need to ensure students can perform to the best of their ability, you may need to submit English language qualifications.

English Language qualifications

Full details can be found at

<https://www.chi.ac.uk/international/english-language-requirements>.

If you are an Erasmus student we will accept the Erasmus OLS certificate.

Please enter your English language qualifications that relate to our accepted qualification. Please sent your qualifications with this application form.

Qualification name (must be listed on above weblink or Erasmus OLS)	Date Taken	Score

Even though we do not accept method of instruction as evidence of English language proficiency (see above for details). Please complete if you have been instructed in English in your home country.

Have you been taught in English? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, state the number of years
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English language support is offered at the University of Chichester. If you are interested in English language support sessions which you can join at any time. We also offer modules in Academic English language which carry credits.

Do you wish to enrol on any English Language development modules?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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Please send your English language certificates with your application form.

Personal Statement

Please provide, on a separate sheet of paper, a personal statement telling us more about your motivation for applying for this course, your work experience (if relevant) and your general interests related to the course of study.

Erasmus (Part of the European Union's Lifelong Learning Programme)

Are you applying as an Erasmus student? Yes <input type="checkbox"/> No <input type="checkbox"/>

How did you hear about the University of Chichester?

University website <input type="checkbox"/> Presentation <input type="checkbox"/> Prospectus <input type="checkbox"/> Student who previously visited <input type="checkbox"/> Study Abroad office at home university <input type="checkbox"/> Other (Please state) <input type="checkbox"/>

Disability or Special Needs

Do you have a disability or any special need for which you may require support or extra resources? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide full details in an accompanying letter. The information you provide will be stored securely and will only be processed as necessary for the purposes of providing you with appropriate support for your studies.

Accommodation

(University accommodation is not guaranteed at our University however we will try to accommodate you if possible)

Please indicate the following

I would like to be contacted by the University of Chichester Accommodation Office to assist with finding accommodation ☐

I will arrange my own accommodation ☐

[illegible]

Academic Calendar

Please check our semester patterns before you apply. Most degree modules will fit our standard semester pattern however some degree modules will follow of non-standard semester pattern.

Full details are available at <https://www.chi.ac.uk/about-us/course-semester-dates/>

Visas

Please note if your application is accepted you may need a visa to enter the UK. You can find further information at the following website address

www.chi.ac.uk/study/international/study-abroad-exchange/inbound-exchanges/

Declaration

I certify that the information I have provided is factually correct and I understand that any false or misleading statement made on this form, or failure to disclose information relevant to this application may result in my application being rejected/registration being terminated and/or may lead to legal proceedings. I agree to supply any information that I am asked for which is necessary for this application. I understand that this information will be treated in confidence and will only be used as required for processing my application and associated administration. All personal data provided will be processed securely and in accordance with data protection legislation, as set out in the University of Chichester Privacy Standard and Privacy Notices, which can be found here:

<https://www.chi.ac.uk/about-us/policies-and-statements/data-protection>

Your personal data, collected in connection with your exchange, will be retained securely for seven years, after which time it will be securely deleted or anonymised for statistical reporting.

Print Name

Signature (digital accepted)

Date

Dance Audition Details (dance students only)

The dance audition show reel needs to be of you doing some technical class material, ideally this will last between 1-3 minutes and should be a solo performance.

The show reel should show your contemporary, ballet and performance work joined together to give a broader example of your abilities.

If you can upload this to a platform and share the link with us that will be ideal (e.g. YouTube)

Returning this form and supporting evidence

Please return this form, together with your Personal Statement, a copy of your most recent University transcript and a reference (not required if applying through the Erasmus Programme), **English Language qualification** (not required if first language is English and in the exemption list) **and One Audition link** (Dance students only) **to:**

exchange@chi.ac.uk

All documents must be sent in English, should you require your transcript to be translated speak to your home university who should be able to facilitate your request.

Checklist – must be sent with your application form

- **Personal Statement** ☐
- **Headshot Portrait Photo** ☐
- **Most Recent Transcript** ☐
- **English Language Qualification** (not required if English is your first language) ☐
- **One Academic Reference** (not required for Erasmus Programme students) ☐
- **One Audition link** (Dance students only) ☐