



# Erasmus+ Student Exchange Application Form

Please complete this form in BLOCK CAPITALS using BLACK INK.

## Section 1: Course Details

Name of Home University: .....

Name of Erasmus Coordinator: .....

Address of Home University: .....

Course Title at Home University: .....

Course applying for at Cardiff Met: .....

Level of Study - Bachelors:  Masters:  Doctorate:

Mobility Type - Study:  Internship:

Year and month of entry:   /

### Study Mobility

When would you like to start your study mobility?

Term 1 - September start:

Term 2 - January start:

How long of an exchange were you looking to undertake?

September - December (3 months):

September - March (6 months):

September - June (10 months):

January - March/April (3 months):

January - June (6 months):

### Internships

When would you like to start your Internship?

Start Date: .....End Date: .....



## Section 4: Academic Qualifications Pending

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Title of qualification	Expected date of award

## Section 5: English Language Qualification

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Type of Test eg. IELTS, Trinity	Date of Test	Result

### FOR NON EU/EEA/SWISS CITIZEN STUDENTS ONLY

In addition to the above test, have you ever taken a TOEIC test?  Yes  No

If yes, please provide a copy of the test certificate(s) .....

## Section 6: Personal Statement in Support of your Application

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On a separate sheet of paper please provide information on why you want to undertake your study exchange at Cardiff Met. Things you may wish to include are reasons for your choice of course, why you wish to undertake an exchange for study purposes, choice of university, your future career plans and any other information which you feel demonstrates your suitability for the course.

**Art and Design students** - Please note that you are required to submit a portfolio of work to support your application. This can be either an electronic version or hard copy.

## Section 7: References

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Please enclose 1 reference or letter of recommendation on headed paper from your educational institution.

## Section 8: Important Information

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Do you have a disability, learning difficulty, mental health issue or medical condition?

Yes  No If 'Yes', please provide details of your disability/condition.

(We require this information to determine whether you would require any specific support during your studies).

Have you ever been convicted of a criminal offence in the UK or any other country?  Yes  No

Have you ever received a non-custodial sentence in the UK or in any other country?  Yes  No

## Section 9: Ethnicity

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Please tick the category which best describes your ethnic group or background condition? (Choose 1 category only)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> White                              | <input type="checkbox"/> Asian or Asian British - Pakistani   | <input type="checkbox"/> White and Asian         |
| <input type="checkbox"/> Gypsy or Traveller                 | <input type="checkbox"/> Asian or Asian British - Bangladeshi | <input type="checkbox"/> Other mixed background  |
| <input type="checkbox"/> Black or Black British - Caribbean | <input type="checkbox"/> Chinese                              | <input type="checkbox"/> Arab                    |
| <input type="checkbox"/> Black or Black British - African   | <input type="checkbox"/> Other Asian background               | <input type="checkbox"/> Other ethnic background |
| <input type="checkbox"/> Other Black background             | <input type="checkbox"/> White and Black Caribbean            | <input type="checkbox"/> Information refused     |
| <input type="checkbox"/> Asian or Asian British - Indian    | <input type="checkbox"/> White and Black African              |  |

## Section 10: Declaration of Previous Studies FOR NON EU/EEA/SWISS CITIZEN STUDENTS ONLY

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In order for us to issue you with a Certificate of Acceptance for Studies (CAS)/ Visa Support Letter to enable you to apply for a Tier 4 General Student visa/ Student Short Term Visa, first we must ensure that we have full details of your UK immigration history. We therefore require students to declare any previous studies in the UK.

Have you previously studied in the UK?  Yes  No

If Yes, please fill in all details of your previous studies in the UK.

Please note you must include all UK studies even if these studies did not result in a qualification.

Course Title	Level	Institution	Start	End	UK Visa Type

Please enclose copies of your Visas with this form.

Have you ever had a UK visa application refused?  Yes  No

If Yes, please provide details of why the visa was refused and also forward to us a copy of the visa refusal notice:

Have you ever overstayed the time granted on your UK visa?  Yes  No

If Yes, please provide details:

## Section 11: Declaration and Signature (Applications MUST be signed)

I confirm that the information given on this form is true, complete and accurate and no information requested or other information has been omitted. I understand that this application or any subsequent university place offered may be withdrawn by Cardiff Met if in the future the information provided proves to be inaccurate either intentionally or unintentionally.

By signing this form I also give my permission to Cardiff Met to verify any information contained in this application with the institution, relevant awarding body or referees provided. I have read the above statements (please tick):

Signature of applicant: ..... Date:   /   /

Print name (in Capitals): .....

Please return this completed form to:

Email: [erasmus@cardiffmet.ac.uk](mailto:erasmus@cardiffmet.ac.uk)

By Post:

Rowena Walters  
Erasmus+  
International and Partnerships Office,  
Cardiff Metropolitan University,  
200 Western Avenue,  
Cardiff, CF5 2YB, UK

For further information please visit:

[www.cardiffmet.ac.uk/erasmus+europe](http://www.cardiffmet.ac.uk/erasmus+europe)

Remember to include:

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|--|--|
| <input type="checkbox"/> Photocopies of Academic qualifications        | <input type="checkbox"/> Copy of English language qualification                          |
| <input type="checkbox"/> Copy of passport/national ID information page | <input type="checkbox"/> Learning Agreement signed by Applicant and Home University only |
| <input type="checkbox"/> Personal Statement / Motivation Letter        | <input type="checkbox"/> Previous Copies of UK visas (if applicable)                     |
| <input type="checkbox"/> 1 x educational reference                     | <input type="checkbox"/> Portfolio of Work (For Art and Design students)                 |