

Guidance for prospective **EXCHANGE students** (non-degree visiting students) applying to Imperial College London

Applies to admissions in the period 2022-23

If you are intending to apply as an exchange student during 2023-24 we advise that you await the guidance for 2023-24 (published January 2023)

Key information is highlighted in **bold and/or in yellow**.
Please ensure you read the entire document.

This document is relevant should Imperial College have a bi-lateral student exchange agreement with your home university, in your subject area, for the academic year 2022-23. Please contact the relevant exchange programme co-ordinator at your home university if you are unsure. Admission as an exchange student continues to cover official Erasmus study exchange with approved partners as well as other official student exchange programmes.

Important Notice: Global Innovation Design (GID): Students attending the GID programme as exchange students from relevant partner universities will apply to the Royal College of Art, and **not** to Imperial College. The host department at Imperial College is the Dyson School of Design Engineering. **There is no requirement to read the remainder of this guidance document if you are applying as an exchange student to the GID programme.**

Covid-19: Imperial College London plans to host exchange students as normal in 2022-23. However, the circumstances of the pandemic in the autumn may require the College (*as has been the case in 2021-22*) to adapt teaching/learning/assessment in order to be delivered by alternative means. Travel to the UK will be, as usual, dependent on any restrictions and regulations in place. **Covid-19 queries can be addressed to the College's exchange co-ordinator: a.hawksworth@imperial.ac.uk**

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Is Imperial College London the appropriate study abroad option for you?

You can only be **considered** for selection by your home university as an exchange student to Imperial College if your home university has a valid bi-lateral student exchange agreement with Imperial College, in your subject area, for the academic year 2022-23.

- Imperial College will continue to operate exchanges during 2022-23 within the framework of the European Union's Erasmus+ programme where we have agreed to do so with a partner university. The ERASMUS institutional code for Imperial College is UKLONDON015. Contact the relevant exchange programme co-ordinator or office at your home university for advice
- Imperial College will continue to operate exchanges with many of the universities who had Erasmus exchange links with Imperial College up until 2021-22. Contact the relevant exchange programme co-ordinator or office at your home university for advice.

You should also think carefully about your **own suitability** for an exchange in the United Kingdom; in London; at Imperial College. Contact the relevant exchange programme co-ordinator or office at your home university for advice on being an exchange student, and the process for selection for any relevant exchange link with Imperial College.

*A note about Erasmus Traineeships: If you are a student planning to undertake a project or research-period at Imperial College as an **Erasmus "traineeship" student** (which is normally a **non-reciprocal/non-exchange** activity) Imperial College would **not** normally consider you for admission as an exchange student and will have a different method of hosting you. Read [Erasmus Traineeships at Imperial College London](#) first.*

Selection and nomination by your home university to study at Imperial College as an exchange student

Only students who are **selected** and **nominated** by a student exchange partner (university) of Imperial College London may apply to Imperial College as an exchange student.

Partner universities will normally email the name of the selected student (and their email address) to either the Exchange Co-ordinator at Imperial College ([Adrian Hawksworth](#)) or the departmental exchange co-ordinator (see table below). In reply Imperial College will email the student to inform them "how to apply" (i.e. refer them to this document).

All students applying to Imperial College as an exchange student must attach a letter/statement from their home university to their on-line study application to the College confirming their selection ("nomination"). See later section on how to apply.

NEXT STEP IF you have been selected: Read this guidance document carefully, starting with the section below entitled "planning a programme of study at Imperial College".

Planning a programme of study (or study plan) at Imperial College

- You are advised to ask the exchange programme co-ordinator or office at your home university as to the normal composition (content) of a study plan for an exchange student - *in the relevant subject area* - at Imperial College.
- While Imperial College will help facilitate requests to take specific courses/modules (e.g. those which your home university have indicated would match with a course/module at your home university) we cannot guarantee access. Access to some courses/modules is also restricted for our own students.

What should you consider first?

- **You can only apply to one academic department.**
- **An exchange student is expected to be in full-time attendance at Imperial College (i.e. pursuing their study plan on a full-time basis).** The normal expectation is that an exchange student admitted to Imperial College will undertake a study plan which equates to a full student "workload" (see later references to "credit").

- **Imperial College does not operate a semester system. The College has a term system.**
see later section for Term dates.
 - Admission to the Faculty of Engineering and the Faculty of Natural Sciences is **normally** for a full academic year unless you are advised otherwise by the exchange programme co-ordinator at your home university and the departmental exchange programme co-ordinator at Imperial College. For example, some students will attend for the autumn term only while others for the spring and summer term only; a student attending to undertake a project will often attend for less than a full academic year with the period agreed to with the supervisor.
 - Admission to both the Imperial College Business School and the Imperial College School of Medicine are for short periods only, normally no greater than 6 months.
- **Your study plan should focus on your major degree subject.**
 - The courses/modules you select must be from the curriculum of the host (admitting) academic department.
 - The inclusion of minor subjects (e.g. humanities, languages, management) in a study plan should be strictly limited, and an exchange applicant should be guided by the exchange programme co-ordinator at their home university and the departmental exchange programme co-ordinator at Imperial College as to what is normally acceptable.
 - Please note the Imperial College Business School does not offer access to undergraduate-level courses/modules to exchange students, **unless** they are provided through a host (faculty of) engineering department or (faculty of) natural science department, and then **on a strictly limited basis**.

See later section entitled “*Studying at Imperial: General Guidance (Curriculum, Credit & Timetables)*” for guidance on obtaining curriculum information and asking questions. We explain in this section why selecting courses/modules from the curriculum of “other” academic departments is not encouraged..
- If necessary, your exchange programme co-ordinator at your home university may contact their counterpart at Imperial College to discuss your proposed study plan:
 - [List of exchange co-ordinators in the Faculties of Engineering and Natural Sciences](#)
 - see further down for contacts in “other” departments at the College.
- If you are seeking to undertake a study plan which will (only) be a non-curriculum (*at Imperial*) research-based project (*i.e. an “independent” project*) then we would normally expect you to find a suitable project supervisor at Imperial College (*and to have their provisional approval to host you*) before applying on-line to study at Imperial College. *Please also note that Imperial College does not normally allocate ECTS credit points to successfully completed “independent” projects.*

Departmental Contacts

- [List of exchange co-ordinators in the Faculties of Engineering and Natural Sciences](#)
 - Please note that all departments are based at the South Kensington campus, except for the Dept of Chemistry which is a combination of South Kensington and White City.
 - Exchange students cannot apply to the Dyson School of Design Engineering.
- **Imperial College Business School:** Please refer to the [information for prospective postgraduate applicants from approved student exchange partners](#) . The campus is South Kensington.
- **Imperial College School of Medicine:** please note that the School has only one exchange programme (undergraduate level with the Tokyo Medical and Dental University) and students selected to participate by TMDU will be provided with relevant contact details at Imperial College by the School of Medicine. The main campus will be South Kensington but may involve other campuses.
- **Important:** If you happen to be a nominated exchange student seeking admission to **any other department** within the College you are advised to contact [Adrian Hawksworth](#) for relevant contact details.
- If you remain in doubt about whom the subject specific exchange programme co-ordinator is at Imperial College please email [Adrian Hawksworth](#).

An exchange student must apply to one academic department.

An exchange student cannot apply to more than one academic department.

- The curriculum (course structure and content) for a particular subject area at either undergraduate or postgraduate level is published on the website of the relevant academic department (i.e. there is **no** central catalogue of the College's entire curriculum). **More detail on how to make enquiries about course structure and content (courses/modules) is provided later in this section.**
- While Imperial College will help facilitate requests to take specific courses/modules (e.g. those which your home university have indicated would match with a course/module at your home university) we cannot guarantee access. Access to some courses/modules is also restricted for our own students.
- While most academic departments teach and assess a course/module (including curriculum-project modules) over the period of a single term (a single tri-semester), some academic departments teach and assess course/modules across two or three terms. [Further information on the teaching methods used by Imperial College is available.](#)
- Sometimes an exchange student may wish to undertake a course/module for which they do not have the pre-requisite prior to arrival at Imperial. This is only possible after consultation with the exchange programme co-ordinator at your home university and the departmental exchange programme co-ordinator at Imperial College. *For example, it might prove possible for a study plan to include the required course/module (in Term 1) which satisfies the pre-requisite for another course/module, but naturally the former would need to be completed and the outcome of the assessment known before the start of the other course/module (in Term 2), and that cannot always be guaranteed.*
- **Academic credit at Imperial College London is based on ECTS**
ECTS = European Credit Transfer System
 - The normal expectation is that an exchange student admitted to Imperial College will undertake a study plan which equals a full student "workload" (60 ECTS for a full academic year; pro-rata for shorter period).
 - If your home university requires you to indicate in your study plan (e.g. a learning agreement) the ECTS value for each course/module (with the exception of non-curriculum "independent" projects which do not have ECTS allocated) those ECTS values should appear in the curriculum document (course catalogue) available on the website of the academic department you wish to apply to (see further down).
 - Imperial College will also make appropriate reference to ECTS within a.) an exchange student's study plan (e.g. "Learning Agreements for Studies" for Erasmus students) and b.) any transcript it issues to an exchange student, upon completion of their study period, which details the results of any formal assessments (e.g. exams). See later section entitled "academic recognition".
- **VERY IMPORTANT:** Course/module **timetables** (for courses/modules in a single academic department) are normally published by the host academic department during September, and occasionally not until the beginning of the academic year; therefore, a programme of study is often not confirmed until the exchange student has arrived at the College. **Expect to have to make modifications to an initial study plan** (e.g. Learning Agreement for Studies for Erasmus students) **after arrival at the College.**
- **Formal examinations** mostly take place in the third (summer) term. However, there are many exceptions and the host academic department will advise an exchange student prior to their arrival or as soon as possible thereafter. Exam timetables are normally published by the host academic department during the relevant academic year and not before.

Undergraduate study plans

- **School of Medicine:** undergraduate exchange applicants will be advised directly by the School of Medicine as to the content of their study plan.
- **The undergraduate curriculum in the Faculties of Engineering and Natural Sciences** provides detailed information on all courses/modules taught at bachelor and masters level (*BEng/BSc curriculum and MEng/MSci curriculum*).
 - **An undergraduate curriculum is provided for each academic department in the Faculties of Engineering and Natural Sciences but – very importantly - you will need to contact the academic department for an up-to-date document or weblink. Please review our [curriculum portal for undergraduate exchange students' enquiries](#).**

*An undergraduate curriculum **might also** refer to courses/modules in languages, humanities and management which are available to undergraduate students studying in a particular engineering or science department. You can explore such options by consulting the [Horizon's Programme](#).*
 - **A study plan should focus heavily on the exchange student's (major) degree subject at their home university.** *The inclusion of non-major-degree courses/modules (e.g. humanities, languages, management) in a study plan should be strictly limited, and an exchange student should be guided by the exchange programme co-ordinator at their home university and the departmental exchange programme co-ordinator at Imperial College.*
 - **A study plan should be based on courses/modules taught by the host academic department at undergraduate level.**
 - **If you experience problems locating the ECTS value please [review our curriculum portal for undergraduate exchange students' enquiries](#) for a suitable administrative contact or contact the [departmental exchange programme co-ordinator at Imperial College](#).**
 - **While the host academic department will consider requests to take specific courses/modules (e.g. those which your home university have indicated would match with a course/module at your home university), including courses/modules at postgraduate level (where such postgraduate courses/modules are not available as part of the undergraduate [MSci/MEng] curriculum) we cannot guarantee access, especially at postgraduate level.**
 - **Access to some courses/modules are also restricted for our own students, and our own undergraduates cannot take a course/module which is only provided as part of a postgraduate programme so do not be surprised nor disappointed if requests are refused.**
 - **However, it is reasonable for an exchange student to request a study plan which incorporates courses/modules from different years of the relevant undergraduate curriculum at Imperial College** (with the possible exception of courses/modules offered to our students in Year 1), unless the host academic department advises otherwise. However, since our timetables are constructed (naturally) to deliver teaching for our fee-paying degree students there are likely to be timetable clashes if you were to select courses/modules from different years of the undergraduate curriculum. **Please try to select from a single year of the undergraduate curriculum as far as possible.**
 - **Please do not seek to take courses/modules taught by “other” academic departments unless approval is obtained from the host academic department and your home university. Access to such courses/modules cannot be guaranteed.**
 - **To repeat:** *it is very important that an exchange student does not approach other academic departments for access to courses/modules unless they have the approval of their host academic department. Therefore, such requests normally take place after an exchange student has arrived at Imperial College and has had an opportunity to discuss their study plan face to face with the host department's exchange programme co-ordinator.*
 - *If it is agreed that an exchange student can explore the possibility of undertaking a course/module taught by another academic department (i.e. a course/module which is not available to a regular undergraduate student of your host academic department) the host academic department will normally expect the exchange student to arrange such access themselves. The exchange student will need to be responsible for ensuring that they meet the needs/demands of the “other” academic department, including a.) fulfilling the attendance requirements for the course/module (for example, we cannot guarantee that you would not incur timetable clashes); b.) the coursework requirements of the course/module; and c.) being able to attend for examinations (for example, we cannot guarantee that you would not incur exam timetable clashes).*
 - *Exam results and results of other assessments for courses/modules taught by “other” academic departments (i.e. a course/module which is not available to a regular undergraduate student of your host academic department) must be communicated by the “other” academic department to the exchange student's “host” academic department for reporting to the College alongside their main exam results/assessments. **It would be the exchange student's responsibility to ensure this happens.***
 - **Very Important:** The majority of engineering and physical science students who are studying at their home university in engineering/physical sciences at masters level (*including if you*

expect to be a masters level student by the time you plan to be studying at Imperial College as an exchange student) will be instructed by either the exchange programme co-ordinator at their home university or the exchange programme co-ordinator at Imperial College to select from the final year (Year 4, Master year of study) of the relevant Undergraduate Curriculum. **This is the norm.**

- When an exchange student wishes to undertake a Horizons (languages, humanities) course (as referenced above) in addition to their formal study plan they are advised to think carefully about their overall workload before doing so.

Postgraduate study plans

- If you are a doctoral (PhD) student then the study period would normally be research-focused.
 - Access to postgraduate courses is **not** normally allowed as part of a research-focused study period, unless agreed to by the relevant academic staff (and if agreed, then it is normally restricted to attendance at lectures, with **no** access to formal exams/assessments). Speak to your proposed supervisor at Imperial College if this is a concern.
- If you are a masters level student (including if you expect to be a masters level student by the time you plan to be studying at Imperial College as an exchange student) and have been instructed by your home university and by the relevant departmental exchange co-ordinator at Imperial College to construct a study plan on attendance as a non-degree student on a postgraduate programme (MSc) then you can find the relevant curriculum information via the Postgraduate Prospectus at: <http://www.imperial.ac.uk/study/pg/>.
 - However, applicants to the Imperial College Business School should refer to: <https://www.imperial.ac.uk/business-school/programmes/incoming-exchange-students/> .
 - **An exchange student should not seek to take postgraduate courses/modules taught by other academic departments unless they gain the approval of the host academic department and their home university. Access to such courses/modules cannot be guaranteed.**
 - **To repeat:** it is very important that an exchange student does not approach another academic department(s) for access to courses/modules unless they have the approval of their host academic department. Normally an exchange student would undertake such actions after their arrival at Imperial College.
 - If it is agreed that an exchange student can explore the possibility of undertaking a course/module taught by another academic department (i.e. a course/module which is not available to a regular student of the host academic department) the host academic department will normally expect the exchange student to arrange such access themselves. The exchange student would need to be responsible for ensuring that they meet the needs/demands of the "other" academic department, including a.) fulfilling the attendance requirements for the course/module (for example, we cannot guarantee that there would not be timetable clashes); b.) the coursework requirements of the course/module; and c.) being able to attend for examinations (e.g., we cannot guarantee there will be exam timetable clashes).
 - Exam results and the results of other assessments for courses/modules taught by "other" academic departments (i.e. a course/module which is not available to a regular student of the host academic department) must be communicated by the "other" academic department to the "host" academic department for reporting to the College with the exchange student's main exam results/assessments. **It would be the exchange student's responsibility to ensure this happens.**
 - **Please note** that the majority of engineering and physical science exchange students who are studying at their home university at master level will be instructed by either the exchange programme co-ordinator at their home university or the exchange programme co-ordinator at Imperial College to select from the final year (Year 4) of the relevant Undergraduate Curriculum in the admitting department and **not** the postgraduate curriculum. Such exchange students would normally apply to study at Imperial College as an undergraduate.

Academic recognition and credit transfer

- **Academic recognition:** a student's home university is responsible for deciding whether a study period at Imperial can be recognised as part of the exchange student's degree.
- **Credit and grade transfer:**
 - It is also the responsibility of the exchange student's home university to consider how academic workload (i.e. time spent studying at Imperial College) and any grades/marks (i.e. official outcomes of any formal assessments/examinations a student undertakes at Imperial College) are transferred from the Imperial system to the system of the home university.
 - **A student who undertakes formal assessments/examinations will be provided with a transcript.** The transcript will list the official outcomes of any formal

assessments/examinations the student has undertaken at Imperial College, including the ECTS credit awarded if a course/module has been passed. ECTS is not awarded when a course/module is failed. The “pass” mark is normally 40%, but there are exceptions. [Further detail on the College’s grading system and on transcript production is provided.](#)

- However, please remember that “independent” projects (i.e. projects which are not identified/listed on Imperial College’s curriculum) will not be formally assessed by Imperial and will not appear on a transcript. Therefore, “independent” projects would normally be formally assessed by the home university (including the allocation of any credit).

Consult your home university for further guidance.

Further insight: <http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/>

How to submit a formal study application to Imperial College

All exchange students nominated to study at Imperial College London should apply using the on-line application site (for visiting non-degree students). The on-line application website is accessed **via**:

- (Undergraduate) <http://www.imperial.ac.uk/study/ug/apply/how-to-apply/visiting/>
 - **Remember:** If you are a master level student you will normally apply as an undergraduate to Imperial College unless you are told otherwise. Please refer to previous sections if you are unsure.
- (Postgraduate) <http://www.imperial.ac.uk/study/pg/apply/how-to-apply/visiting/>

Application Deadlines:

- **Study periods commencing at the start of the academic year at Imperial College:** Applications from students wishing to commence their programme of study on 1 October 2022 should be submitted on-line by **15 May 2022**:
 - **This is very important** if you are requesting admission for a full academic year (from 1 October 2022).
 - If you are applying for undergraduate study and you have not submitted your on-line application by 15 May it may affect your eligibility for accommodation.
 - The College will still process on-line study applications submitted after 15 May 2022. However, the accommodation guarantee for undergraduates may not apply if you are seeking admission for a full academic year. See later section on accommodation.
- **Study periods commencing at other times during 2022-23:** There is no application deadline for students wishing to commence a study period at other times, although students are encouraged to apply at least 4 to 6 months in advance of a proposed start date especially if they know they will require a visa to enter the UK for the purpose of undertaking their study period.

Advice: completing the College’s on-line application (using Imperial Gateway)

Get organized: The following guidance will be of use when completing the on-line application.

There are three stages to the application:

1. Creating an Imperial Gateway account, which includes commencing your application.
2. Activating your Imperial Gateway account and completing and submitting an application
3. Attaching “supporting documents” to a submitted application.

Throughout the on-line application please ensure you:

- read any short guidance notes available under individual field titles.
- answer the questions correctly/accurately as they influence what further questions are asked and what documents you need to attach.
- remember that you can save and exit the application at any time, and then go back and resume compilation/completion/submission.

You can only attach a supporting document after you have submitted the application.

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1. **Creating an Imperial Gateway account:** <https://imperialuk.eluciancrmrecruit.com/Apply>
(if the link does not work; copy and paste into your browser; do not use Internet Explorer)

When you create your account:

- Select **Visiting (non-degree) Students** as your “**Course Type**”.
- Select the appropriate “Entry Term” as follows:
 - Autumn (2022/23) for placements starting 1 October 2022 and 16 December 2022
 - Spring (2022/23) for placements starting 7 Jan 2023 and 24 March 2023
 - Summer (2022/23) for placements starting 29 April 2022 and 30 June 2023
 - Late Summer (2022-23) for placements starting 1 July 2023 to 30 September 2023

- **When selecting an “Academic Programme” please note:**
 - The programme titles do not always correlate to an academic department.
 - If you plan to be hosted as an **undergraduate exchange student** (e.g. BSc/BEng/MSci/MEng) select as follows:

Department (i.e. subject area)	Academic Programme
Aeronautics	Aeronautical Engineering (Occasional FT)
Bioengineering	Biomedical Engineering (Occasional FT)
Chemical Engineering	Chemical Engineering (Occasional FT)
Chemical Engineering (projects)	Chemical Engineering UG Research (Occasional FT)
Civil & Environmental Engineering	Civil Engineering (Occasional FT)
Computing	Computing (Occasional FT)
Earth Science & Engineering	Earth Science & Engineering – Earth Sciences (Occasional FT)
Electrical & Electronic Engineering	Electrical & Electronic Engineering (Occasional FT)
Materials	Materials Science & Engineering (Occasional FT)
Mechanical Engineering	Mechanical Engineering (Occasional FT)
Chemistry	Chemistry (Occasional FT)
Mathematics	Mathematics (Occasional FT)
Physics	Physics (Occasional FT)
Life Sciences (Biological Sciences)	Biology (Occasional FT)
Life Sciences (Biochemistry)	Biochemistry (Occasional FT)
Medicine	Medicine B Level Project (Occasional FT)

- If you are a **master level exchange student** and plan to be hosted at Imperial College London as a **postgraduate**. For example, to undertake a master level project; or a study period based solely on postgraduate curriculum **select the Academic Programme for your subject area which includes the word “taught”**, except:

Department (i.e. subject area)	Academic Programme
Imperial College Business School (Exchange Students: MBA)	Business School Taught Programmes (MBA OCC)
Imperial College Business School (Exchange Students: Other MSc courses)	Business School Taught Programmes (Occasional)

- If you are a **doctoral level exchange student** and plan to be hosted for a period of research then **select the Academic Programme which includes the word “research”**.

Important: When you have created your Imperial Gateway account an email will be sent to your mailbox requiring you to “activate” your account.

2. Completion and submission of an application

Log back into your Imperial Gateway account and click on your application.

Guidance for page 1 of the application form (“proposed studies and personal information”)

Select the following:

- Application category: Visiting
- Mode of Study: Full-time
- Framework: either “Erasmus Study (Exchange)” or “Exchange (Non-Erasmus)”.
- Proposed type of study plan: choose the most appropriate

The remainder of the application pages ought to be straight forward to complete. You are requested to provide the usual range of personal information, higher education history and evidence (where necessary) of English language ability.

Important: When completing the section on English Language Ability you must follow the instructions in Note 1 below.

3. Attaching and submitting “supporting documents”

Once you have submitted your application log back into your Imperial Gateway account, click on your application and you will discover that a “Supporting Documents and References” TAB has now appeared at the top of your application and lists the documents you are required to attach. You **MUST attach all the documents in order for your application to be considered “complete”, and for your application to be considered by the department to which you seek admission.**

Important: The following are some **notes** regarding key elements of the application

Note 1: English language proficiency

Guidance on completing the English Language Ability section of the application

- It is very important that a student's English language skills (reading, listening, speaking and writing) are sufficient for them to study successfully at Imperial College. **Therefore, the College requires all students to submit acceptable evidence of their English language proficiency** (at the time of their application to study at Imperial College).
- If your home university is in Australia, Canada or the United States of America, Imperial College will consider you to have met the College English Language requirement, so **when you are asked: "Do you hold an English Language qualification?" select 'I think I'm exempt'.**
- For all other exchange applicants, when asked: "Do you hold an English Language qualification?" **select YES** as we would expect all exchange applicants to have achieved by the time of their application **either:**
 - a qualification or proficiency test listed (with at least the minimum grade stipulated) at: <https://www.imperial.ac.uk/study/ug/apply/requirements/english/>
 - **or** to have undertaken an English test at their university (equating their proficiency to at least level B2 of the Common European Framework of Reference for Languages) in the 12-month period prior to 15 May 2022. **Very important: The document from your home university confirming your test result should include a breakdown of your proficiency in the four component areas (reading; listening; speaking; writing).**
- If you have yet to take a test then reference that within your application..
- If you are referencing an English test taken at your university then select "*other accepted English qualification*" from the relevant drop-down menu.
- If you have another English qualification which is not listed or you have more than one qualification which you would like to present as evidence, then also select "*other accepted English qualification*" from the relevant drop-down menu.
- **Once your on-line study application has been submitted log back into your Imperial Gateway account in order to upload the document evidencing your English proficiency.**

Guidance on attaching documents evidencing your English language ability to the "Supporting Documents" section, and what happens next:

- When attaching your English language supporting document(s) always attach as a single file.
- The College will consider the evidence provided.
- If the evidence is unacceptable, but we wish to offer you admission, the College will inform you as a condition of entry that further evidence of English language proficiency is required.

Please note: The College is committed to supporting the English language needs of its students once they are enrolled. Imperial College's **Centre for Academic English** is available **free of charge** (subject to assessment and certain conditions) to all registered/enrolled non-native English speaking students: <http://www.imperial.ac.uk/academic-english>

Note 2: other documents which an Exchange applicant should attach to the "Supporting Documents" section

Please note: you can only attach a document once you have submitted the application. You will receive an email reminding you to go back into your Imperial Gateway account to attach the following:

- A letter/statement from your home university confirming your nomination as an exchange student **(compulsory).**
- Your proposed study plan **(compulsory).** *For example, an Erasmus applicant would attach their "learning agreement for studies".*
- (All applicants: **compulsory**) A **transcript** of your current studies at your home university. A transcript is an official document produced by your home university listing the courses attended, examinations/assessments taken and results/grades achieved. Please attach a version in English if at all possible. **If the document does not include the courses you are currently undertaking but have yet to be examined on please ensure you include a list of these courses so that the person reviewing your application is able to consider whether you have the necessary pre-requisites** (although there is an onus on your own university to advise you on this matter also when discussing your proposed study plan with you.)

Always attach individual documents as a single file.

Note 3: Academic Reference

- An exchange student does **not** need to provide the details of a referee.
- If the College has concerns about your application the College will contact your home university.

Who will consider your application and when/how shall you hear the outcome?

- Once you have submitted your on-line application and uploaded all relevant supporting documents, your application will be reviewed by the College's Admissions team. If your application has been completed satisfactorily then it will be recorded as 'complete' and you will be informed by email. That email will include your College ID number (CID), which will be your unique ID for your time at the College. It is helpful if you could include the CID in all subsequent correspondence with the College.
- Your "complete" application will then be assessed by the College's Admissions team before they send your application to the relevant academic department.
- The academic department is responsible for making the decision as to whether an offer of admission can be made, which will include a.) whether the study plan which has been proposed is viable (subject to possible modification due to curriculum and timetable restraints) and b.) whether the applicant is academically prepared to undertake the proposed study plan (including their English language competence). The academic department communicates the "decision" to the College's Admissions team.
- If upon re-review of an on-line study application the College decides that it has all the information required to make a decision, the College's Admission team would normally expect to communicate that decision to the applicant within **8 weeks** of receipt of a "complete" application. However, if the academic department to which the applicant seeks admission requires further information in order to make a decision on their admission, the 8-week period will not commence until they have received all required information. If additional information is required the academic department will request it from either the applicant or their home university.
- **The outcome (decision) of an application will be made available to applicants via their Imperial Gateway account.**
- **If the decision is to offer admission, the applicant will receive (via Imperial Gateway) a copy of their offer letter which will include any relevant conditions of entry which the applicant must meet before their admission is confirmed.**
 - The decision will indicate whether the College considers the applicant to be an "undergraduate" or "postgraduate" student.
 - If the exchange student plans to attend for the full academic year they should double-check that the dates offered for attendance are correct (see term dates below), and query them with the College's Admissions team if necessary.
 - **ATAS (UK's Academic Technology Approval Scheme):** some applicants also need to provide an ATAS certification. **If this affects an applicant they will be notified as a condition to their offer of admission, i.e. that ATAS clearance is required.** ATAS certification is required before the College's Admission team can confirm an unconditional offer.
 - Information on ATAS is provided by Imperial College's International Student Support team: <http://www.imperial.ac.uk/study/international-students/visas-and-immigration/atas/>
 - External ATAS website: www.gov.uk/academic-technology-approval-scheme
- If an applicant is offered admission by the College, they will need to reply to their offer via their Imperial Gateway account, accepting or declining the offer as appropriate.
- If the College sets an applicant a "condition or conditions of entry" (e.g. a language "condition") then the applicant must satisfy these "conditions of entry" before their admission can be confirmed as unconditional. *See also later sections on immigration and accommodation.*
- If, at any stage, an applicant wishes to **withdraw** their application they should email the College Admissions team responsible for their application (copying to [Adrian Hawksworth](#))
 - Undergraduate: <https://www.imperial.ac.uk/study/ug/apply/contact/>
 - Postgraduate: <https://www.imperial.ac.uk/study/pg/apply/contact/>
- Exchange students enrolled at Imperial College are covered for **insurance** purposes by the College's employer and public liability insurance policy while on campus (and off-campus if part of their study plan requires it, e.g. a site visit).

Immigration: guidance for students who require entry clearance to the UK

Guidance on entry clearance (visas etc) is provided by our College's International Student Support team (which forms part of the College's Registry): <http://www.imperial.ac.uk/study/international-students/visas-and-immigration>

Questions concerning visas can be addressed to the International Student Support team: international@imperial.ac.uk

The **type of entry clearance** will normally depend on the length of the study period at Imperial College.

- **Student visa for a period of study lasting more than 6 months:** If an applicant is offered admission **for more than 6 months** and once they have met any offer conditions (*i.e. they possess an unconditional offer of admission*) the College's Admissions team will send the applicant a "**confirmation of their acceptance for studies (CAS)**" number and details (*for inclusion in their application for a student visa*). A CAS number must be quoted in a student visa application.
 - **VERY IMPORTANT:** A student visa must have been obtained prior to a student travelling to the UK for the purposes of undertaking a study period at Imperial College.
- **Visitor (for short-term study):** If an applicant is offered admission **for 6 months or less** and once they have met any offer conditions (*i.e. they possess an unconditional offer of admission*) the College's Admissions team will make available to the applicant (on Imperial Gateway) an (unconditional) acceptance letter.
 - Information on short-term study is provided by our International Student Support team: <https://www.imperial.ac.uk/study/international-students/visas-and-immigration/short-term-study/>
 - Your nationality will dictate whether you need to apply for a Visitor visa before travel to the UK (*i.e. you are a Visa National*) or whether you can enter the UK without a visa (*i.e. you are a non-Visa national*):
 - **Visa-national:** Your acceptance letter can be used when applying (before travel) for a Visitor visa.
 - **Non-visa national:**
 - If you are not required to obtain a Visitor visa prior to travelling to the UK then entry is normally approved (*i.e. passport stamped*) by the immigration officer at the airport or train terminus, and amongst the documents you may be asked for (see the webpage above) would be your acceptance letter from Imperial College.
 - However, if you are eligible to enter the UK via e-gates you will not normally speak to an immigration officer nor be provided with any stamp in your passport, so you must instead upload proof of your date of entry to the UK (boarding pass or train ticket) when you enrol with Imperial (*using a separate facility called My Imperial, about which you would be provided with user info nearer to your start date*). **Check carefully.** Don't throw boarding passes/tickets away.

Term Dates (2022-23)

- **Term 1 (Autumn Term)**
1 October 2022 to 16 December 2022
- **Term 2 (Spring Term)**
7 January 2023 to 24 March 2023
- **Term 3 (Summer Term)**
29 April 2023 to 30 June 2023

Approved attendance can also include part or all of the period of 1 July 2023 to 30 September 2023 (what is now commonly called the "late summer term").

Important notes regarding the College's term dates:

- The College does **not** operate a semester system.
- Study periods for students who are admitted to undertake projects tend not to mirror/match term-dates. Dates of attendance are normally decided after consultation with the host supervisor.
- The summer term typically focuses on examinations and project work.
- Study periods which follow the whole of a particular postgraduate programme normally commence 1 October 2022 BUT continue normally until 30 September 2023. However, some postgraduate programmes commence and end at other times. Dates of attendance are normally decided after consultation with the host department.

Accommodation information for Exchange Students

Information is correct at the time of writing (January 2022)

As a starting point, carefully select the option below (1 – 4) which applies to you. This will inform you as to your eligibility for a room in an Imperial College hall of residence.

1.

- Any student who is admitted to the College as a **postgraduate** exchange student for any period **cannot** apply for accommodation in a College hall of residence.
 - Therefore, students are advised now to consider how to secure alternative accommodation in London prior to arrival or to arrive in advance of their study period in order to have sufficient time to look for suitable accommodation. For assistance please first review the information at <http://www.imperial.ac.uk/study/campus-life/accommodation/prospective/pg/> and about Private Housing (including the specialist assistance provided by Imperial Home Solutions) at <http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/>

2.

- An exchange student **who accepts admission to Imperial College as an undergraduate** (full-time) **for at least a full academic year** (1 October 2022 – 30 June 2023) will be **guaranteed** accommodation in an Imperial College hall of residence for the three terms from 1 October 2022 – 30 June 2023 **IF they have:**
 - submitted their on-line study applications by 15 May 2022 deadline (*important: this is an **additional** requirement to that listed at <http://www.imperial.ac.uk/study/campus-life/accommodation/prospective/ug/how-to-apply/accommodation-guarantee/>;*);
 - been offered admission for the said period (at least a full academic year) as an undergraduate student on Imperial Gateway by 15 July 2022 (*important: this is an **additional** requirement to that listed at <http://www.imperial.ac.uk/study/campus-life/accommodation/prospective/ug/how-to-apply/accommodation-guarantee/>;*);
 - subsequently submitted their accommodation application by the deadline which will be published on the Student Accommodation Office webpages. This date is expected to be no earlier than the last week of July 2022.
 - and have met in full any conditions of entry (e.g. English language) and had an “unconditional offer” confirmed on Imperial Gateway by the deadline which will be published on the Student Accommodation Office webpages.
- Please note that an undergraduate exchange student will **not** be invited to apply for accommodation (*i.e. receive an email from our Student Accommodation Office, the unit at Imperial College who manage the College’s undergraduate halls of residence*) until the College’s Admission team has offered them admission (with or without conditions of entry) on their Imperial Gateway account. If you are offered admission to study after 15 July 2022 and before the published application deadline (last week of July) please email the Accommodation section (quoting your CID) to ensure you receive the invitation to apply.
- **Please be aware** that (*for those students who applied for admission by 15 May 2022*) we may not offer you admission until as late as 15 July. However, if this affects you then please be rest assured that the College’s Student Exchange Co-ordinator (Adrian Hawksworth) will ensure that all who wish to apply for accommodation are able to do so by the published deadline.
- When you receive the email from our Student Accommodation Office inviting you to apply for accommodation please ensure that you complete and submit the application as soon as possible and no later than the published deadline. **Late applications will not be considered.**
 - **Please note:** a student will receive more detail as to the process when they are invited to apply for accommodation.
 - **Please also note** that while we guarantee to offer an undergraduate exchange student (*who is due to be admitted for a full academic year and complies with all the aforementioned*

conditions and deadlines) with a room in an undergraduate hall of residence we reserve the right to offer a place in a hall of residence and room type of our choosing. However, the College does work hard to try and place a student with due reference to the preferences they make in their accommodation application.

- **VERY IMPORTANT: An undergraduate exchange student will receive a decision on their accommodation application in either late August or, more usually, early September. An exchange student will be asked to accept or decline the offer of accommodation. Please note that you are normally given only two days to accept or decline so if you plan to be on holiday during the summer please ensure you check your email account every day to not miss out.**
- If you accept the offer of accommodation in a College hall of residence then you will be provided with on-line support prior to arrival (accommodation e-induction).
- Please note that if your proposed study period includes any part of the following period (1 July 2023 – c.22 Sept 2023) that the Student Accommodation Office can advise you as to how and when to apply for “summer vacation undergraduate student accommodation”

3.

- An exchange student who accepts admission to Imperial College as an undergraduate:
 - for at least a full academic year (**but** applied after the 15 May on-line study application deadline)
 - or**
 - for less than a full academic year but still plans to commence their study period on 1 October 2022.

cannot be guaranteed accommodation in a College hall of residence. **However, you might still be invited to apply** as rooms occasionally (sometimes) become available.

- Please note that such an undergraduate exchange student will **not** be invited to apply for accommodation (*i.e. receive an email from our Student Accommodation Office, who manage the College's halls of residence*) **until** the College's Admissions team has offered them admission (with or without conditions of entry) on their Imperial Gateway account. Communication from our Student Accommodation Office may happen at any time if your admission is for a full academic year, so keep an eye on your mailbox, **or** if you are planning to stay for less than a full academic year it will normally not happen until August. **Any communication from our Student Accommodation Office will indicate a method of application and a deadline.**
- If such an undergraduate student is offered a room in a College hall of residence they would also need to have met in full any conditions of entry (e.g. English language) and had that confirmed on their Imperial Gateway account by 24 August 2022.
- The College's Student Accommodation Office will do its utmost to assist you but can only allocate accommodation if it is available.
- **Therefore**, you are advised now to consider how to secure alternative accommodation in London prior to arrival or to arrive in advance of your study period in order to have sufficient time to look for suitable accommodation.
 - For assistance please first review the information about Private Housing at <http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/>
 - If you have already arranged private accommodation by the time a room in a College hall of residence might be offered by our Student Accommodation Office (because perhaps you also applied to College for a room: see above) you'll have to decide what path to take.
 - Please note that if your proposed study period includes any part of the following period (1 July 2023 – c.22 Sept 2023) that our Student Accommodation Office can advise you as to how and when to apply for “summer vacation undergraduate student accommodation”.

4.

- An exchange student **who accepts admission to Imperial College as an undergraduate but plans to commence their study period at Imperial College on a date other than 1-3 October 2021 cannot** be guaranteed accommodation in a College hall of residence.
 - However, if you still wish to apply, then you should contact our Student Accommodation Office (typically no earlier than two months before your proposed start date).
 - To be considered for a room in a College hall of residence the College's Admission team needs to have confirmed your admission (having met any conditions of entry; i.e. you need to hold an “unconditional offer”) on your Imperial Gateway account.
 - The College's Student Accommodation Office will do its utmost to assist you but can only allocate accommodation if it is available.
 - To help you, current vacancies are listed at (consult this 2 months prior to your planned start date): <http://www.imperial.ac.uk/study/campus-life/accommodation/current-residents/vacancies/>
- Therefore, you are **advised now** to consider how to secure alternative accommodation in London prior to arrival or to arrive in advance of your study period in order to have sufficient time to look for suitable accommodation.
 - For assistance please first review the information about Private Housing at <http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/>
 - Please note that if your proposed study period includes any part of the following period (1 July 2023 – c.22 Sept 2023) that our Student Accommodation Office can advise you as to how and when to apply for “summer vacation undergraduate student accommodation”.

Please note (options 2, 3, 4): Undergraduate exchange students for whom applying for a room in an Imperial College hall of residence is an option (whether guaranteed or not) are not compelled to do so. **It is OK for an undergraduate exchange student to decide not to apply for a room in an Imperial College hall of residence, and to make their own arrangements in the private sector.**

IMPORTANT OTHER INFORMATION REGARDING ACCOMMODATION

All exchange students: when communicating with our Student Accommodation Office:

- It is in the interest of all students to reply swiftly to any correspondence received from the Student Accommodation Office, especially if you are offered a room in a hall of residence. However, the College handles a large amount of correspondence from applicants and you must be patient in waiting for a response. The Student Accommodation Office aims to respond to emails within 2 working days, so please do not expect to receive a response the same day: <http://www.imperial.ac.uk/study/campus-life/accommodation/>

All exchange students should note the following:

- Covid-19 updates concerning our accommodation: <https://www.imperial.ac.uk/study/campus-life/accommodation/>
- Imperial College halls of residence (for undergraduates only) are normally **self-catering** with some located within a reasonable walking distance of the South Kensington Campus and others a 30-45 minute distance away by tube/bus. **The specific halls of residence available to exchange students in 2022-23 have yet to be determined and this will be communicated when a student is invited to apply for accommodation. Therefore, when you are reading about our undergraduate halls of residence please take this into account.**

For insight into our undergraduate accommodation provision please click on:

<http://www.imperial.ac.uk/study/campus-life/accommodation/>
<http://www.imperial.ac.uk/study/campus-life/accommodation/halls/ug/>
and <http://www.imperial.ac.uk/study/campus-life/accommodation/halls/compare/>

- Imperial College halls of residence (for undergraduates only) offer a variety of accommodation, and [prices vary between the halls which are available](#). Usually you can save money by sharing with another student; however, this solution has to be considered carefully.
- If the College cannot provide an undergraduate exchange student with accommodation in a hall of residence OR you decide to reject any offer of College accommodation OR you just prefer to do your own thing your option would be to look for a room in the private sector.
 - In general, unlike in some other countries, to rent a flat in London can be an expensive option. You may need to share to keep costs down.

- For assistance you are **strongly advised** to first review the information about Private Housing at: <http://www.imperial.ac.uk/study/campus-life/accommodation/private-accommodation/>
 - Be prepared to arrive before your study period commences in order to find a place to live.
 - The College can provide expert assistance with housing contracts (if you need advice).
- The College cannot accommodate the partners, dependants or children of exchange students.

Do you have a disability?

At any stage during the study application process (and, if relevant, the College accommodation application process) and whilst registered as a student of the College, the College's Disabilities Advisory Service is available to discuss any matter concerning access. The Disability Advisory Service is committed to providing the best possible support for all students at Imperial. We understand that each person's disability or impairment can affect them in different ways and therefore the support offered is flexible and tailored.

Understanding disability: <http://www.imperial.ac.uk/disability-advisory-service/understanding-disability/>

The Disabilities Advisory Service: www.imperial.ac.uk/disabilityadvisoryservice

Tuition Fees and other possible charges

- Exchange students do not pay tuition fees to Imperial College (up to a maximum period of 12 months). However, such students can expect to continue paying any tuition fees required of them by their home institution.
- The host academic department should indicate any compulsory miscellaneous financial charges that are applicable to an exchange student while they are a student in their department.
- The host academic department should indicate whether any of these miscellaneous financial charges (un-refundable; refundable) are associated with items an exchange student may already have as a student of that discipline at their home university, and therefore are possibly not relevant. A couple of random examples might be a requirement to have a hard safety helmet or a lab coat, items which you may already possess. Ask your host department in advance of arrival if this is not clear to you.
- Most departments provide a student with a photocopying allowance.

Cost of Living

- It is important to note that living in London can be relatively expensive and an exchange student should consider seriously how they will fund their time in London. Information and advice on living costs in London can be found at [managing your money \(UG\)](#) or [managing your money \(PG\)](#);
- It is the responsibility of an exchange student's home university to inform them as to their eligibility for any scholarships.
- It is an exchange student's responsibility to ensure they have sufficient financial resources for their whole study period.
- **Please note:** Imperial College does not provide specific grants/scholarships for exchange students.

Imperial College Union (ICU) and the ICU Erasmus Student Network ERASMUS Club

- All registered students of Imperial College London are automatically members of the Imperial College Union. The Imperial College Union represents the student body, and its website contains links to its many societies and clubs plus a lot of valuable advice: www.imperialcollegeunion.org
- Imperial College has an ERASMUS Club - one of the Imperial College Union's many clubs and societies. The ERASMUS Club is run by Imperial College students and was established in 1998 to help exchange and other visiting students at Imperial College get the most out of their time at the College **and** assist Imperial College students planning to go abroad. The ERASMUS Club is open to everybody and has a range of activities such as pub evenings, club nights, excursions to other areas of the UK, parties and untraditional sightseeing events. The Club is affiliated to ESN (the [Erasmus Student Network](#)).

- Exchange students starting on 1 October 2022 will receive information from the Club during September 2022. Their contact email address is erasmus@imperial.ac.uk. The College's "Orientation Information for Visiting Students" which an exchange student can expect to receive prior to their arrival also refers to the Erasmus Club and provides their contact details.

Our orientation information

For students whose admission to Imperial College is confirmed.

You should consult our orientation information prior to arrival at Imperial College

- A. Exchange students (non-degree) starting their studies at Imperial College on 1 October 2022. Our orientation information (document) is published in early September and will be emailed to students.
- B. Exchange students (non-degree) starting their studies at Imperial College at other times during the academic year. Our orientation information (document) is published in early October 2022, and will be available on the same webpage you obtained this guidance note.

The welcome aspects are subject to change depending on the situation regarding Covid-19.



(A) Exchange students (non-degree) starting their studies at Imperial College on 1 October 2022

- The College provides orientation information for new exchange students. The orientation information for exchange students aims to help the new exchange student to better understand the College's web-based information for New Students who arrive at the start of the academic year (*i.e. the information for new undergraduate and postgraduate full-degree students available via <http://www.imperial.ac.uk/students/new-students/> from summer 2022, and will normally include provision of a Welcome to Imperial app).*)
- You can view maps of the various campuses, including South Kensington where most students will study, and directions for finding Imperial College at: <http://www.imperial.ac.uk/visit/campuses/>
- The College's orientation information for visiting students will include topics such as:
 - Pre-arrival on-line enrolment with the College.
 - Accommodation guidance if you are still searching for somewhere to live.
 - International student registration (upon arrival) for all students who have entered the UK on a visa or as a Visitor.
 - Access to IT accounts, student learning resources, library and sports facilities.
 - Accessing health care in the UK.
 - How to obtain discounts within the Transport for London travel network.
 - How to open a bank account.
 - **Having certificates of attendance/arrival and "learning agreements" signed & stamped.**
 - Advice on how the College issues transcripts.
 - How to join the College's Erasmus Club which will normally have exchange student specific events on during the opening weeks of term
 - How to engage with the Imperial College Union (Student Union) clubs and societies
- Over the summer an exchange student can continue their conversation with their host academic department regarding their proposed study plan (completing learning agreements, for example), and depending on how the host academic department operates some students may find that further actions, such as registering for individual courses/modules can be completed before they arrive. **However**, some academic departments will register an exchange student for courses/modules when they arrive (within the first 1-2 weeks).
- **The host academic department will contact a new exchange student by email during September with a welcome and induction timetable for the first 7 days** (including when and where to arrive on the first Monday; the time/venue of the "initial meeting" with the departmental exchange programme co-ordinator, often on the first Monday but perhaps later in that week; departmental registration; course/module registration mechanisms, and access to timetables, access to learning resources and other information).
- Exchange students who commence at the beginning of the academic year are greatly encouraged to take part in normal orientation events for new students during the first week of the academic

year (Welcome Week), such as Faculty Welcomes; the Welcome Fair (clubs and societies); sports trials etc.

- **Queries to:** exchangestudents@imperial.ac.uk

(B) Exchange students starting their studies at Imperial College at other times

- The College provides orientation information for new exchange students. The orientation information for exchange students aims to help the new exchange student to better understand the College's web-based information for New Students who arrive during the academic year (*i.e. the information for new undergraduate and postgraduate full-degree students available via <http://www.imperial.ac.uk/students/new-students/>*).
- The College's orientation information for visiting students will include topics such as:
 - Pre-arrival on-line enrolment with the College.
 - Accommodation guidance if you are still searching for somewhere to live.
 - In-person registration (upon arrival) for all students who have entered the UK on a visa.
 - Access to IT accounts, student learning resources, library and sports facilities.
 - Accessing health care in the UK.
 - How to obtain discounts within the Transport for London travel network.
 - How to open a bank account.
 - **Having certificates of attendance/arrival and "learning agreements" signed & stamped.**
 - Advice on how the College issues transcripts.
 - How to join the College's Erasmus Club.
 - How to engage with the Imperial College Union (Student Union) clubs and societies.
- **Queries to:** exchangestudents@imperial.ac.uk
- **VERY IMPORTANT: Your host academic department should contact you by email during the month prior to your arrival with a welcome and induction timetable for the first 5 days** (including when and where to arrive on the first Monday; the time/venue of the "initial meeting" with the departmental exchange programme co-ordinator or project supervisor, depending on the nature of the study plan); departmental registration; course/module registration mechanisms (if applicable), and access to timetables and other information). Email: exchangestudents@imperial.ac.uk if no email is received from your host academic department by the week before your planned commencement date.

Do you have a question? Who to contact about information in this document?

Adrian Hawksworth,

Imperial College Student Exchange Co-ordinator
Registry (at the Student Hub), Level 3, Sheffield Building, South Kensington Campus
Imperial College London, London SW7 2AZ

NOTE: due to the pandemic Adrian works from home.

Email: exchangestudents@imperial.ac.uk; Telephone: +44 (0)20 7594 8044

MS Teams by appointment only.

<http://www.imperial.ac.uk/placements/student-exchanges/information-for-student-exchange-partner-universities/>