**STUDY ABROAD APPLICATION 18/19 - GUIDELINES**

**NOTES:**

* This application is an internal process between you and the Sussex Abroad office. The allocation and selection process is done by the Sussex Abroad team. Your application is not shared with our partner universities.
* You should fill all parts electronically and return them all together, fully completed, to the Sussex Abroad office in Hastings Building by the deadline.
* You do not need to print these notes nor the guidelines.
* Submitting an application form is not an automatic guaranteed to study abroad. Allocations can be very competitive.
* To give yourself the best chance to go abroad, please do consider all your available options.
* If your application is successful, you will be allocated to **one** of the universities listed in your application.
* Please do not hesitate to contact us ([E.Aventin@sussex.ac.uk](mailto:E.Aventin@sussex.ac.uk)) if you need help filling in the forms.

**PARTS OF THE APPLICATION AND GUIDELINES**:

1. **Personal details and list of universities you are applying to**:

* Please note that you can list the universities by order of preference but, providing that your application is successful, you need to be prepared to be allocated to **any** of your choices.
* In the ‘Study Abroad handbook’ we have added, next to the university name, A or B. Please note that you can only list up to two universities from list A as your two top preferred choices and 4 from list B, or one from list A and 5 from B or all 6 can be universities from list B.
* To give yourself the best chance to study abroad, we would advise you to list 6 institutions.

**2) Support needs -** Please tell us if you are currently receiving any learning support. Disclosure of your support needs will not jeopardise your application.

**3) Statement questionnaire:** There are five questions we would like you to answer. Your answers should not be longer than 200 words.

**4) Reference**

* It needs to be signed by your Academic Advisor.
* Please make sure you see your advisor with plenty of time. We will not accept late references.
* A solid academic background with a minimum average grade is required. All candidates need a steady history of successfully completed modules. Candidates should be aware that some subjects at certain destinations require a particularly strong academic background in the subject.
* References play an important role in the selection process.

**5) Tentative study plan** - This is where you list which modules you would like to take at the partner university(s) you have listed on your application. Please note:

* This part does not constitute your module registration abroad nor your learning agreement. This is an exercise to ensure you can find suitable modules to you.
* By completing this form you allow your department to agree with the modules you wish to study abroad.
* The modules on offer will be published on the partner university’s webpages (usually called course catalogues). You will be listing modules from current or past academic years (modules for 18/19 are not published yet). These could change and your decision to study at that university should not be solely based in their module offer.
* Ensure you have completed, as much as you can, all fields required and write down the total amount of credits / ECTS you will be taking during your year abroad.

**You are responsible for:**

* Researching the partner universities’ course catalogues carefully and finding modules suitable to you that you would like to study.
* Completing a study plan for each university you have listed in your application.
* You must look at the chart (below) to see how many credits you will need to take at the institution abroad, which will be equivalent to 120 Sussex credits.
* At least 50% of the modules taken at the partner university should be within your subject area. Please note that some universities may not allow you to be flexible with the academic programme. You should consult the list of possible destinations in the ‘Study Abroad handbook’ or check with the Sussex Abroad office.
* The study plan should be completed electronically and you should keep a copy for your records.
* You must seek the approval of your chosen modules from your Study Abroad Departmental Representative. If you are doing a Joint Honours the Study Abroad Departmental Representatives for both subjects will need to sign off the form. Please leave yourself enough time to obtain all necessary signatures. The list of Departmental representatives can be found in next page.

**If your study plan form has not been fully completed or where signatures are missing, your application form to study abroad will not be considered.**

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| CHART – Minimum number of credits required equivalent to 120 Sussex credits: | |
| North America | For all institutions: 24 credits with the exception of Oregon which is 36 and Waterloo which is 4 units. |
| Latin America | For all institutions: 10 modules |
| Australia | Adelaide – 24 credits (8 x 3 credit courses)  Queensland – 16 credits (8 x 2 credit courses)  Tasmania – 100 credits (8 x 12.5 courses)  UNSW and U Sydney – 48 credits (8 x 6 credit courses)  VUW – 120 credits (8 x 15 credits courses) |
| Asia | China: 24 credits (except for Renmin: 30 credits)  Hong Kong: 24 credits (except for U Hong Kong: 48 credits)  Japan: 28 credits (except for ICU: 36 credits)  Korea: 24 credits.  Singapore: 24 credits.  Taiwan: 24 credits.  Thailand: 48 credits.  Malaysia: 48 credits |
| Europe | All universities – 60 ECTS |

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| **Study abroad Departmental Representatives** | | | | |
| **SCHOOL** | **Department** | **DR** | **Room** | **Email** |
| BMEc School | All subjects | Isabel Fischer | Jubilee building | [I.Fischer@sussex.ac.uk](mailto:I.Fischer@sussex.ac.uk) |
| ESW School | All subjects | Jacqui Shepherd | Essex House Eh 106 | [J.Shepherd@sussex.ac.uk](mailto:J.Shepherd@sussex.ac.uk) |
| EngInf School | Engineering | Vasu Kanjirakkad | Thermo-fluid mechanics TF010 | [V.Kanjirakkad@sussex.ac.uk](mailto:V.Kanjirakkad@sussex.ac.uk) |
| Informatics | Natalia Beloff | Chichester 1 CI125 | [N.Beloff@sussex.ac.uk](mailto:N.Beloff@sussex.ac.uk) |
| English School | All subjects | Roberta Piazza | Arts B B248 | [R.Piazza@sussex.ac.uk](mailto:R.Piazza@sussex.ac.uk) |
| Global School *(students must contact the dept co-ordinator first)* | Geography | Catherine Senger | Arts C168 | [C.Senger@sussex.ac.uk](mailto:C.Senger@sussex.ac.uk) |
| Int. Rel. | Kit Eves | Arts C168 | [C.Eves@sussex.ac.uk](mailto:C.Eves@sussex.ac.uk) |
| Anthropology | Susan Chater | Arts C168 | [S.Chater@sussex.ac.uk](mailto:S.Chater@sussex.ac.uk) |
| Int. Dev. | Ellie Margot | Arts C168 | [E.Margott@sussex.ac.uk](mailto:E.Margott@sussex.ac.uk) |
| HAHP School | Art History | Geoff Quilley | Arts A A129 | [G.Quilley@sussex.ac.uk](mailto:%47.%51%75%69%6c%6c%65%79@%73%75%73%73%65%78.%61%63.%75%6b) |
| History | Gerhard Wolf | Arts A A170 | [G.Wolf@sussex.ac.uk](mailto:G.Wolf@sussex.ac.uk) |
| Philosophy | Corine Besson | ARTS A A019 | [C.Besson@sussex.ac.uk](mailto:C.Besson@sussex.ac.uk) |
| LPS School | Law | Emanuela Orlando | FREEMAN CENTRE F46 | [E.Orlando@sussex.ac.uk](mailto:E.Orlando@sussex.ac.uk) |
| Politics | Neil Dooley | Freeman F11 | [N.Dooley@sussex.ac.uk](mailto:N.Dooley@sussex.ac.uk) |
| Sociology | Jamie Barnes | Freeman FRE-G37 | [jb368@sussex.ac.uk](mailto:jb368@sussex.ac.uk) |
| LifeSci School | Biology, Environment and Ecology, Zoology | Jorn Scharlemann | JMS 5b25 | [J.Scharlemann@sussex.ac.uk](mailto:J.Scharlemann@sussex.ac.uk) |
| Biochemistry and Biomedical Science | Mark Paget | JMS 2c6 | [M.Paget@sussex.ac.uk](mailto:M.Paget@sussex.ac.uk) |
| Chemistry | John Spencer | Arundel 216 | [J.Spencer@sussex.ac.uk](mailto:J.Spencer@sussex.ac.uk) |
| Neuroscience | Miguel Maravall | CRPC 5.03 | [M.Maravall@sussex.ac.uk](mailto:M.Maravall@sussex.ac.uk) |
| Pharmacy | Geeta Hitch | JMS Building 2B2 | [G.Hitch@sussex.ac.uk](mailto:G.Hitch@sussex.ac.uk) |
| MPS School | Maths | Filippo Cagnetti | PEVENSEY 3 5C13 | [F.Cagnetti@sussex.ac.uk](mailto:F.Cagnetti@sussex.ac.uk) |
| Physics | Xavier Calmet | Pev 2 5a9 | [X.Calmet@sussex.ac.uk](mailto:X.Calmet@sussex.ac.uk) |
| MFM School | Media, Film | Lawrence Webb | Arts C C110C | [L.Webb@sussex.ac.uk](mailto:L.Webb@sussex.ac.uk) |
| Music | Ed Hughes | Edb 218 | [e.d.hughes@sussex.ac.uk](mailto:e.d.hughes@sussex.ac.uk) |
| Psychology School | Psychology | Hans Crombag | JMS 5d9 | [H.Crombag@sussex.ac.uk](mailto:H.Crombag@sussex.ac.uk) |

**6) Declaration** - Please read carefully and sign stating you have considered all the implications of study abroad and that you will comply with Sussex requirements, including completing all reports.

**VOLUNTARY STUDY ABROAD APPLICATION**

**Scheme: Additional Year Abroad 2018/19**

**Deadline: Wednesday 22nd November 2017 by 4pm**

*(this is the final deadline, please note that your Departmental Representative may require you to submit the forms earlier than the above date)*

Please return your study abroad application forms in person or by post addressed to:

Sussex Abroad

Hastings Building

University of Sussex

Brighton

BN1 9RJ

You should be aware that the process of applying to study abroad has a number of administrative stages to it. This application only represents the first stage. Depending on your exchange university, future stages may include: an application to the exchange university, a financial guarantee, course selection, a visa application, possibly arranging accommodation (especially in Europe and Latin America), completing medical forms, completion of Erasmus paperwork (for those studying abroad in Europe). For this reason, we urge students to only apply if they feel they will be able to dedicate the time to carrying out the required research and to complete each stage on time.

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| **1. PERSONAL DETAILS AND LIST OF UNIVERSITIES YOU ARE APPLYING TO** | | |
| Name: | | Reg. Number: |
| Sussex email *(all communications will be sent to this email address):* | | |
| Mobile phone: | | |
| **Student status** (please tick one):  Home / EU  Overseas  Are you an international fee-payer?  Are you a visa holder? *Please specify (i.e. Tier 4)*  Are you in receipt of a US federal student loan?  Are you a non-native English speaker?  *If yes, do you have an IELTS certificate and when did you achieve the qualification?* | | **About your current studies at Sussex**  Undergraduate course at Sussex:  Current year of study:  Academic Advisor:  Average mark from Year 1: |
| **About your studies before Sussex**  Have you transferred from another University? *If yes, you may need to provide marks from your previous university.*  Have you received funding from Student Finance prior starting at Sussex? If so, how many years? |
| **Information for Tier 4 students only:**  If you have a Tier 4 visa there are important immigration implications you need to consider before deciding whether to add the study abroad year. Please seek advice from the International Student Advisers (ISS, Bramber House, 2nd Floor) before you apply <http://www.sussex.ac.uk/internationalsupport/immigration/changes> | |
| **UNIVERSITIES YOU ARE APPLYING TO** (*you can list them by order of preference but be prepared, providing you are successful, to be allocated to* ***any*** *of your choices):* | | |
| *From list A or B* | 1. | |
| *From list A or B* | 2. | |
| *From list B* ***only*** | 3. | |
| *From list B* ***only*** | 4. | |
| *From list B* ***only*** | 5. | |
| *From list B* ***only*** | 6. | |

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| **2. SUPPORT NEEDS FORM** |
| It is important that any health issues, disabilities or additional support requirements (including mental health and specific learning difficulties) for which you receive reasonable adjustments, either at Sussex, or elsewhere, are disclosed. The level and type of support available at our partner universities, will vary and more complex needs will require early planning. So it is important that support needs are considered and discussed as soon as possible with the **Student Support Unit** and Sussex Abroad team to ensure that appropriate support services are available for you at the host institution. Disclosure of your support needs will not jeopardise your study abroad placement.  Please tick below as appropriate:  I **do not** require adjustments or additional support at the partner university  I **do** require adjustments or additional support at the partner university  *Please give further details:* |
| **Student Support Unit**  In order to ensure that reasonable adjustments are met at the host university abroad, it is in the interest of the student to register their support needs at the Student Support Unit at Sussex as early as possible (see contact details below). If you do have additional support needs, please confirm whether you have registered with the Student Support Unit at Sussex.  I have registered my support needs at the Student Support Unit at Sussex*:* Yes   No   Contact details: Student Support Unit, Ground Floor, Bramber House, Refectory Road, BN1 9QU    T 01273 877466    E [studentsupport@sussex.ac.uk](mailto:studentsupport@sussex.ac.uk)   Reception Opening Times:   * 9am - 5pm Monday to Wednesday * 9am - 4pm Thursday * 9am - 5pm Friday |
| **Consent**  **If I am allocated to study abroad, I hereby give consent for the Sussex Abroad Office to share support information with the partner university.**  **Name:**  **Signature:**  **Date:** |

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| **3. STATEMENT QUESTIONNAIRE**  ***Your answers must not be longer than 200 for each question.*** |
| 1. **Please give brief reasons why you have chosen these particular exchange universities below.** |
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| 1. **What are you hoping to get out of the experience of studying abroad?** |
|  |
| 1. Studying abroad present students with a number of academic and personal challenges to be overcome**. What sort of challenges (academic and personal) can you imagine coming up? How would you overcome these?** |
|  |
| 1. Our study abroad partner institutions are all world-class universities which will require you to take a full course load and to work hard while studying abroad. We have limited places available at each one. **Why do you feel you are the most suitable candidate to be allocated a place at one of these universities?** |
|  |
| 1. Sussex has an extensive list of study abroad opportunities for students to apply for. However, these opportunities are only available to Sussex students because they in turn help promote Sussex as a study abroad destination while abroad**. If accepted, how would you be prepared to proactively promote Sussex?** |
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| **4. REFERENCE TO STUDY ABROAD**  *Please fill in the top section and give this form to your Academic Advisor* | |
| Your name: | Sussex email: |
| Your undergraduate course at Sussex: | Your Current Year of study: |
| Proposed Overseas Institution(s): | |
| ***For Academic Advisor:***  The above student is applying for a period of voluntary study abroad. In order to determine their suitability we require a reference from their Academic Advisor. **References play an important role in the selection process**.  We ask you to consider the following points when providing the reference:   * Academic record – student must have achieved a minimum of 50% on their year 1 and maintain good academic standard during year 2. * Attendance – Students with poor attendance may not be authorised to study abroad by their department at Sussex. * Any misconduct. * The students’ suitability for studying abroad. * Any other personal reasons you think the student would not be able to successfully complete a period of voluntary study abroad.   Should you wish to send a confidential reference, please do send it separately to [E.Aventin@sussex.ac.uk](mailto:E.Aventin@sussex.ac.uk). | |
| **REFERENCE TO STUDY ABROAD** - Please write your comments here in clear writing these are vital to help us make an informed decision in this competitive process.  *I have discussed the period of voluntary study abroad with the above student and am happy to recommend them.*  *Signature: Date:* | |

*This form can be returned by the student, by internal post to Sussex Abroad or sent direct by email to* [*E.Aventin@sussex.ac.uk*](mailto:E.Aventin@sussex.ac.uk)

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| **5. TENTATIVE STUDY PLAN** |
| Your name: |
| Your current undergraduate course at Sussex: |
| Your Dept / School at Sussex : |

**Notes:**

* Please write below the modules you would study at the partner university abroad.
* Fill this document electronically and copy or delete boxes if necessary. The number of modules you need to write will vary depending on the number of credits you need for the institution you are applying to. If you need more boxes, please feel free to copy and paste more.
* Make sure you have selected enough modules to meet the minimum credits required.

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| 1. **University you are applying to and credits required:** | | |
| Module | Module Title:  Code:  Number of credits:  Level:  Term: | Learning outcomes, provide details of module content: |
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| **Total amount of credits or ECTS (*please specify)*:** |

**PLEASE MAKE SURE THIS FORM IS APPROVED AND SIGNED BEFORE SUBMITTING YOUR APPLICATION FORMS**

I confirm that the information I have given in this form is complete and correct and I understand that incompletion or inadequate of my module choices may result in my study abroad application being not considered.

* Student name and signature:

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* Approval from the **Study Abroad Departmental Representative(s):**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Approval from the **Study Abroad Departmental Representative (if joint honours student):**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. **University you are applying to and credits required:** | | |
| Module | Module Title:  Code:  Number of credits:  Level:  Term: | Learning outcomes, provide details of module content: |
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* Approval from the **Study Abroad Departmental Representative(s):**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Approval from the **Study Abroad Departmental Representative (if joint honours student):**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Approval from the **Study Abroad Departmental Representative(s):**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Approval from the **Study Abroad Departmental Representative (if joint honours student):**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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* Approval from the **Study Abroad Departmental Representative(s):**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Module | Module Title:  Code:  Number of credits:  Level:  Term: | Learning outcomes, provide details of module content: |
| Module | Module Title:  Code:  Number of credits:  Level:  Term: | Learning outcomes, provide details of module content: |

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| **Total amount of credits or ECTS (*please specify)*:** |

**PLEASE MAKE SURE THIS FORM IS APPROVED AND SIGNED BEFORE SUBMITTING YOUR APPLICATION FORMS**

I confirm that the information I have given in this form is complete and correct and I understand that incompletion or inadequate of my module choices may result in my study abroad application being not considered.

* Student name and signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Approval from the **Study Abroad Departmental Representative(s):**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Approval from the **Study Abroad Departmental Representative (if joint honours student):**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. **University you are applying to and credits required:** | | |
| Module | Module Title:  Code:  Number of credits:  Level:  Term: | Learning outcomes, provide details of module content: |
| Module | Module Title:  Code:  Number of credits:  Level:  Term: | Learning outcomes, provide details of module content: |
| Module | Module Title:  Code:  Number of credits:  Level:  Term: | Learning outcomes, provide details of module content: |
| Module | Module Title:  Code:  Number of credits:  Level:  Term: | Learning outcomes, provide details of module content: |
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| Module | Module Title:  Code:  Number of credits:  Level:  Term: | Learning outcomes, provide details of module content: |

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| **Total amount of credits or ECTS (*please specify)*:** |

**PLEASE MAKE SURE THIS FORM IS APPROVED AND SIGNED BEFORE SUBMITTING YOUR APPLICATION FORMS**

I confirm that the information I have given in this form is complete and correct and I understand that incompletion or inadequate of my module choices may result in my study abroad application being not considered.

* Student name and signature:

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* Approval from the **Study Abroad Departmental Representative(s):**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Approval from the **Study Abroad Departmental Representative (if joint honours student):**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **6. DECLARATION FORM *(please keep a copy of this for your records)*** |
| Dear Student,  You have recently begun the process of applying to study abroad as part of your University of Sussex degree. The Sussex Abroad team share your enthusiasm and we are committed to helping you achieve the numerous benefits of studying abroad. However, before submitting your application, please think through the points below:  **Communication:** Please discuss studying abroad with your family and friends. It is always reassuring to know you have their support throughout the application and pre-departure processes.  **Exam results:** If you fail any of your Sussex exams and you are required to resit them, this may cause a problem since many overseas universities start earlier than Sussex. In certain cases, this may prevent you from being allowed to go abroad or admitted by the partner university. The best answer to this is obviously to work your hardest and aim to pass all your exams in June, but as success can be hard to guarantee, make sure you find out when you will need to arrive abroad, and bear in mind the consequences should you need to re-sit any of your exams.  **Finances:** The cost of living in other countries varies and it can be higher than the UK. You will have to pay for your flights, rent, accommodation, visa (if applicable) and other living costs such as city transport, entertainment, etc. Research how much these are and work out a realistic budget. Remember that you can still have access to your **Student Loan and other financial support** you receive while at Sussex. As well as that, please investigate other ways of funding from different sources (work, scholarships, etc.).  **Visas:** If your application is successful, and depending on the university you have been allocated to, you may be required to apply for a student visa. Please be advised that your passport must not be damaged or faulty, otherwise the Embassy of the country you will be studying in may not issue you with a visa. Also, please be warned that you may be asked to declare if you have any criminal records.  **Accommodation:** Abroad - In Asia, Australia and the US it is usual for university accommodation to be available, but in these countries and Europe you may need to arrange your own accommodation and this can sometimes be stressful. Consult former students’ reports to see where they have lived, and consider whether you will be prepared to put in the extra effort needed.  On your return - At the end of the second year, most Sussex students will either be staying on in the same accommodation in Brighton for their final year, or making other arrangements with their friends for the autumn term. This is something you should think about now and decide whether you can find a solution you are happy with.  **Withdrawing:** It is not always possible to predict every eventuality but experience has shown us that a percentage of applicants will decide to drop out at the last minute which causes a number of problems for staff and other students, namely:   * Allocation of places - It is highly unlikely that we will be able to give your place to another Sussex student due to time constrains. This means that you may prevent another student of being offered a place to study abroad. * Time and effort – Arranging study abroad placement is hard work. There are different stages during the pre-departure process where it is required your work and constant liaison between us and the partner university coordinators. Dropping out causes an inconvenience to all parties.   The year abroad is a rewarding experience but you will be required to study hard over the year. Please be sure that you want to commit before submitting your application form.  **Sussex Requirements when abroad:** Whilst on your study abroad placement there are certain requirements that we expect you to comply with: informing Sussex of any changes to your modules abroad; promptly returning Learning Agreements, Marks Transcripts and Debriefing report forms; informing Sussex immediately of any problems while abroad and participating in a briefing session for future students when back at Sussex.  Having said all that, we would like to reiterate that the Sussex Abroad team are determined for as many students as possible to enjoy the numerous benefits of studying abroad and to help you to achieve this.  With best wishes,  The Sussex Abroad team and your Departmental Representative. |
| **Having considered the issues raised by the Sussex Abroad team in this letter I confirm that I remain committed to spending a period studying abroad as part of my Sussex degree, and will discuss any doubts I have at an early stage with the Sussex Abroad team or with my Department Representative. I also agree to comply with all Sussex requirements (listed above) when on my period of study abroad.**  **Your name:**  **Signature:**  **Date:** |