

## Richmond Global Mobility Programme Application Form

### Section A: Exchange University Preferences

Please list your top **three** partnership universities below. We cannot guarantee you will be allocated your first preference. The International Programmes department do their best to allocate first preference and if this is not possible, second preference, but this depends on the number of applications received. **You can participate in partnership exchange for a full academic year at one institution or twice during your degree at separate institutions.**

	Partner University	Length of Exchange (i.e. Fall 2020)
1.		
2.		
3.		

### Section B: Personal Details

Title	
Family Name	
Given names (in full)	
Date of Birth	
Nationality/Citizenships (please state all)	
Student number	
Do you have any personal challenges or concerns which you may require assistance with while at our partner institution that you wish to declare? (such as disabilities, mental wellbeing, or chronic illness)	

### Section C: Contact Information

Permanent Address (HOME)	
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Current Address (UNIVERSITY if different)	
Home Telephone Number (please include country code)	
Mobile Telephone Number (please include country code)	
Email Address	

**Emergency Contacts**

	Contact 1	Contact 2
Name		
Relationship		
Home telephone number (please include country code)		
Mobile telephone number (please include country code)		

**Section D: Academic Information**

Current year of study	
Department	
Major/Degree	
Minor? (If yes, state)	
Advisor	
Expected graduation term	
Visa Status (UK/EU/International)	
Academic/Housing scholarships (state which, if any)	
Government funding (state source, if any)	

### **Section E: Academic Plan**

We want to know that you've put thought into your application and have considered whether going on an exchange opportunity would work within your academic plan without postponing your graduation date. State how many remaining classes you have, their level (3000/4000 etc.) and type (required/elective/options) - taking into account that you **cannot** transfer 6000 level classes.

Please also note, classes taken on exchange transfer back **only as credits** towards your Richmond degree. Grades and grade point averages from other institutions do not transfer. Transfer credit is GPA-neutral. Please consult the University's Credit Transfer Policy for further information.

e.g.

1. LD ELEC 4\*\*\*
2. UD ELEC 5\*\*\*
3. UD ELEC 5\*\*\*
4. UD REQUIRED 5000: EXPERIMENTAL METHODS IN PSYCH
5. UD REQUIRED 5000: SOCIAL PSYCHOLOGY

### **Section F: Transfer Credit Approval**

Please note you must complete a **Transfer Credit Approval Form** and receive your Transfer Credit Evaluation from Registry Services prior to your departure. It is your responsibility to ensure all course equivalencies are evaluated. Failure to do so, in advance of your planned departure, can lead to delayed graduation and additional fees later if the courses you register for do not transfer back as you initially plan.

<b>Registry Services Transfer Credit Approval</b>
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<b>When students wish to take courses at another institution and transfer them back, as credit towards the Richmond degree, there are three steps to be followed:</b>
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|--|
| 1) Select possible courses and list which Richmond equivalent you would like it to transfer in as.           |
| 2) Discuss the options with your Academic Advisor, to see how they will fit in to your academic plan.        |
| 3) Submit the form via email to Registry Services, who will evaluate and approve the Richmond equivalent(s). |

<b>STUDENT NAME:</b>	<b>STUDENT ID:</b>
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<b>ACADEMIC ADVISOR:</b>	<b>MAJOR:</b>
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<b>INTENDED INSTITUTION:</b>	<b>LINK TO CATALOGUE:</b>
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<b>USEFUL LINKS:</b>
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Transfer Credit Evaluation Tool:
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<a href="https://selfservice.richmond.ac.uk/SelfService/Search/TransferEvaluation.aspx">https://selfservice.richmond.ac.uk/SelfService/Search/TransferEvaluation.aspx</a>
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Undergraduate Transfer Credit Policy: <a href="https://richuni.wpenginepowered.com/wp-content/uploads/2022/10/Transfer-Credit-Policy-Undergraduate.pdf">https://richuni.wpenginepowered.com/wp-content/uploads/2022/10/Transfer-Credit-Policy-Undergraduate.pdf</a>
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Richmond (London / Leeds) Course Descriptions: <a href="https://www.richmond.ac.uk/wp-content/uploads/2022/09/22-23-Catalogue.pdf">https://www.richmond.ac.uk/wp-content/uploads/2022/09/22-23-Catalogue.pdf</a>
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### Section H: Additional Questions

Please write 200-500 words on your second and third choices, discussing why you have chosen those institutions/countries and what interests you about them.

### Section I: Monitoring Students on Study Abroad Programmes

The UKVI Compliance Officer must report to the Home Office that a Student Visa holder is undertaking a study-abroad programme within 10 working days of the start of study-abroad programme.

Richmond University has chosen to maintain its monitoring duties for students on the Study Abroad programme. A student on a Study Abroad programme is responsible for obtaining signatures each month from a relevant contact at the host organisation as proof of attendance and return this to the Global Mobility Officer or UKVI Compliance Officer on a monthly basis. If the student fails to do so for two consecutive months, we will withdraw the sponsorship. Furthermore, once the student begins their programme abroad, the Global Mobility Officer is in regular contact with them and conducts frequent check-ins via email or videocall.

### Section J: Data Transfer Consent

In advance of the placement application process, RAUL will need to provide the personal details of the students who have shown an interest in study abroad/exchange placement with the partnership university

I understand that certain data (including name, contact details, date of birth, course details and transcript) I have provided in this form is to be shared with the partner university for the purpose of registering my interest as a study abroad/exchange student.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Application checklist – please return the following to [burtonm@richmond.ac.uk](mailto:burtonm@richmond.ac.uk):

- ✓ completed application form
- ✓ sample budget form
- ✓ unofficial transcript
- ✓ academic reference form

***Declaration*** – *By completing this application form, I confirm that I have understood (and sought further advice where necessary) the information above and acknowledge that my application may be*

*dismissed if I do not comply with the guidance notes, as expressed above; and that due to limited spaces, I may not be allocated my first choice University.*

*Signature* \_\_\_\_\_

*Date* \_\_\_\_\_