

# Exchange Application Form

Before completing this form, please ensure that you have read the guidance notes thoroughly. Please complete in black ink using BLOCK CAPITAL LETTERS.

ID

## Section 1 Personal details

Title (Mr/Mrs/Miss/Ms)	Surname/ family name		
Forenames (in full)			
Preferred name			
Previous surname/family name (if applicable)			
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Home/permanent address	Correspondence address (if different)		
Postcode/zipcode	Postcode/zipcode		
Country	Country		
Correspondence address valid from	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	to	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Telephone number	Mobile number		
Fax number	Email address		
Name of home university/institution			
Are you participating in an Erasmus exchange?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, what is the Institutional Erasmus ID code of your home university/institution?			

## Section 2 Programme of study

Title of course applied for (e.g. BSc Biology):		Course code	
Proposed start month	February <input type="checkbox"/> September <input type="checkbox"/>	Proposed start year	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Proposed length of study	One semester only <input type="checkbox"/>	Full academic year	<input type="checkbox"/>
Proposed year of study whilst abroad	Year 1 <input type="checkbox"/>	Year 2 <input type="checkbox"/>	Year 3 <input type="checkbox"/> Postgraduate <input type="checkbox"/>

## Section 3 Residence

Nationality (as stated in your passport)	Country of birth
Area of permanent residence	Nationality of parent(s)
Residential category (please refer to guidance notes)	<input type="text"/>



## Section 7 English language proficiency

If English is not your first language, please tell us about any English language qualifications you hold and provide original or certified copies of your English language certificates with your application form.

IELTS scores: Overall  Listening  Reading   
Writing  Speaking  Date

TOEFL scores: Computer-based  Paper-based  Internet-based  Date

Cambridge Tests: Advanced Certificate score  Proficiency Certificate score  Date

Other English Language qualification: Title  Score  Date

If you are planning to take an English language test, please give details.

Test to be taken  Approximate date to be taken

Have you been educated in English? Yes  No  If yes, please state number of years

## Section 8 Reference (please refer to guidance notes)

The University requires one reference in support of your application. Please provide details of your referee below and send the enclosed reference request sheet on to your referee as soon as possible. Please note that it is your responsibility to contact your referee. We are unable to make a decision about your application until we receive your reference.

Name

Position

Address

Telephone number

Email address

## Section 9 Additional information

How did you hear about the University of Portsmouth and the course of study for which you are applying?

University of Portsmouth website	<input type="checkbox"/>	Erasmus Office	<input type="checkbox"/>	Friend/family member	<input type="checkbox"/>
University of Portsmouth prospectus	<input type="checkbox"/>	School/college	<input type="checkbox"/>	Employer	<input type="checkbox"/>
Open day	<input type="checkbox"/>	Former student	<input type="checkbox"/>	British Council	<input type="checkbox"/>
Search engine/website	<input type="checkbox"/>	Agent/representative	<input type="checkbox"/>	Education fair/exhibition	<input type="checkbox"/>

Article/advertisement (please specify)

Other (please specify)

## Section 10 Personal statement

Please write a statement to support your application to study on this course. Note that your application will not be processed without a personal statement. Please refer to the guidance notes for further assistance and continue on a separate sheet if necessary.

## Section 11 Criminal convictions

If you have a relevant criminal conviction please tick the box (please refer to guidance notes).

## Section 12 Declaration

I confirm that, to the best of my knowledge and belief, the information given on this form is true, complete and accurate. I understand that any offer of a place at the University of Portsmouth will be based upon the information given in this form. If the University of Portsmouth discovers that I have made a false statement or have omitted significant information from my application form, the offer may be withdrawn. I accept that the information given on this form will be retained by the University and used for the purpose of processing my application, in accordance with the provisions of the Data Protection Act 1998. I understand that the information stored by the University of Portsmouth may be used for reporting, both internally and externally and that the University may also check the information provided with any previous educational establishment I have attended and with the Immigration Service. If accepted onto a programme of study, I agree to abide by the University's rules and regulations.

Signature

Date

**Please return your completed application together with evidence of your academic qualifications and your reference to:**

Exchange Unit  
International Office  
University of Portsmouth  
First Floor  
Nuffield Centre  
St Michael's Road  
Portsmouth PO1 2ED  
United Kingdom

Telephone: +44 (0)23 9284 3149  
Fax: +44 (0)23 9284 3538  
Email (Erasmus): erasmus@port.ac.uk  
Email (non-Erasmus): studyabroad@port.ac.uk  
Web: www.port.ac.uk