

Nominations

On accepting your placement allocation, the Erasmus and Study Abroad teams will nominate you to your host university.

The nomination will include your full name, date of birth, Kent email address, subject area and duration of the placement. In some cases, the host university may also request your nationality or passport number.

Application

The host university will send their information by email between February and May. It may go directly to your Kent email account or be forwarded to you by the Erasmus or Study Abroad teams.

Check your Kent email frequently and carefully.

Every university has a different time frame so do not worry if your friends receive have to complete their applications before you do.

Please read the host university's requirements carefully **before** submitting the application.

The email usually includes the following attachments or links to online versions:

- Deadlines
- Application form link
- Information about choosing modules
 - Some universities may require you to submit your module choices as part of the application
- Application form for university accommodation or information about finding private accommodation
- Requests for supporting documentation (see note below)

Filling in the application

Write your name **exactly** as it appears on the personal information page of your passport. Do not write your nickname or use commas to separate the names.

Include your home address, not your temporary Canterbury one.

Make sure your passport is valid six months from the date you will return to the UK

Supporting documentation

Check you have all the documentation they require. Incomplete applications will not be accepted!

This may include:

- A transcript of your Stage 1 marks – download this from your student record
- Proof of your current language level, if you will study in a second language – request this from your tutor
- Proof of your English level – in most cases this is waived for native level English speakers. If you are required to submit this proof, contact the Study Abroad or Erasmus teams.

Exchanges outside Europe

If documents are required to be mailed to the host university, the Study Abroad team will do this for you. You are not required to mail any documents.

For Asia, the Study Abroad team will provide copies of enrolment letters and official transcripts.

Chinese universities are closed over the summer so it is normal for you to receive information very late. Please be patient.

Deadlines

If you do not meet the host university's deadlines, they may cancel your place there!

Allow plenty of time! Do not leave your application until the last day.