



The
University
Of
Sheffield.

Study Abroad Online Application Guide.

Course Applied For

- Click on 'Change Course Options'
- Choose your Sheffield home department. This is the one which will provide personal tutoring and support. Please either select the department where you are taking the most modules, or the one you most identify with your home university course.
- Choose your duration of stay according to your nomination. If you have been nominated for December Finish, please make sure you choose 'Autumn Semester with December Finish'.
- Click 'Save and Continue'

Module Choices

This is where you will choose the modules (classes / courses) you wish to take at Sheffield.

Your module choices will be pre-approved before your arrival by academics in the departments. Any approved modules will be added to your student record at pre-registration. Any conditionally approved modules will have to be confirmed when you register at Sheffield.

If you need to make changes to your module selection (e.g. to replace a rejected module) you can do this after registration at Sheffield has been completed.

A full credit load is **120 credits for the academic year or 60 credits for a semester.**

You may study a minimum of **100 credits for the academic year or 40 credits for a semester** if you have written permission to do this from your home university.

- Click on 'Choose Modules'
- You can search by department or by module title
- Your selected modules and total credits will show at the bottom of the page under 'Your Chosen Modules'.
- When you are happy with your selection, click 'Save and Continue'

A. Personal Details

- Click on 'Edit Personal Details'
- First/Given Name and Family Name (surname) should be written **exactly** as they are written on your passport, but not in ALL CAPITALS.
- Date of Birth should be written in the format day, month, and year. For example – 24/12/99 (24th December 1999)
- Click 'Save and Continue'

B. Contact Details


- Click on 'Edit contact details'
- Correspondence address: please give the full mailing address.
- If you have a second email address, please enter this in the 'Alternative Email address' field under 'Home Address'.
- Click 'Save and Continue'

C. Course Specific Questions

- Click on 'Edit course specific questions'
- Here you need to tell us which visa you will apply for to study in Sheffield.
- If you have a UK, EU or EEA passport which you intend to use for your studies, please select 'Yes' to this question.
- If you do not have UK, EU or EEA passport, you will need to select either Tier 4 visa OR short-term study visa. Please read the information provided regarding the different type of visas to make your decision.
- Select the type of visa in the drop-down box.
- Click 'Save and Continue'

NOTE: It is important that you tell us which visa you wish to apply for, so that the Visa team knows which document to produce for you – either a CAS number for a Tier 4 visa or a Short Term Student Visa Letter.

D. Nationality and Residency

- Click on 'Edit nationality information'
- Answer the questions regarding your nationality
- If you are unsure how to answer any of the questions, click on the  icon for more information.
- When complete, click 'Save and Continue'

E. English Language

- Click on 'Enter language details'
- Enter your language information. If your first language is English and you are from [a country considered by the UKVI to be majority English speaking](#), then you do not need to submit any proof of English language.
- If your first language is **not** English or you are from a country that is not considered majority English speaking (e.g. Singapore), you must provide proof that your English language proficiency meets our requirements to successfully study at Sheffield.

You can find details of our English Language Requirements on our [website](#).

You **must** meet the departmental English Language Requirements to study in that department. If you are applying with a lower score, you will either have to change your modules to a department whose requirements you meet, or take a new English language test and reach the required score. You will not be allowed to take modules if you do not have the required level of English.

During semester time, you are able to study in our English Language Teaching Centre for free and for credit.

- Select the type of English language qualification you have taken from the drop-down list
- Enter the date you took the test and the scores you received
- Upload a scanned copy of the test certificate
- When complete, click 'Save and Continue'

F. Current University Course

- Click on 'Add new education details'
- Complete the information about your home University and course details.

If you cannot find your university in the drop down options, please select 'Not in list' and complete the blank box provided, giving your full official university name and select the country.

- Qualification: please enter the name of your degree title, exactly as it appears on your transcript, e.g. Bachelor of Commerce
- Grade/Score: – please enter your GPA or grade average at the time of applying
- Dates You Studied For This Qualification: please enter the projected end date of your home university course, e.g. May 2022.
- Documentary Evidence: please upload a copy of your most up-to-date academic transcript (original and in English)
- When complete, click 'Save and Continue'

G. Supporting Statement

- Click on 'Enter supporting statement'
- You can either upload a copy of your Reasons for applying statement or enter it as text.
- When complete, click 'Save and Continue'

H. Reference

- Click on 'Enter reference'
- Enter details of the person who will provide your academic reference. This should be someone who teaches you an academic subject.
- Upload a copy of your reference if you already have it. Alternatively, you can choose the option 'Email my referee a link to provide my reference online'. This will email your referee a link which they can use to provide your reference to us directly.
- When complete, click 'Save and Continue'

I. Equal Opportunities

- Click on 'Enter equal opportunities information'
- Disability information: this will not affect your application in any way.
- When complete, click 'Save and Continue'

J. Personal Supporting Documents

You do not need to complete this section unless you wish to submit any other document not previously requested (see below), in support of your application.

NOTE: If you are applying to study Architecture, you should upload a copy of your portfolio here.

Check List of documents to be uploaded to the online application - Please do not email your documents

- Most recent academic transcript** (official and in English)
- Reasons for applying** (outlining the reasons why you wish to study at the University of Sheffield. Max 1000 words)
- One academic reference** (must be from someone who teaches you an academic subject)
- English Language Proficiency certificate** (IELTS or other [accepted test](#)) – only if English is not your first language
- ARCHITECTURE STUDENTS ONLY:** Please also send a digital portfolio of approximately 10 pages (max file size 20MB) providing a sample of your work to date

When you have completed all sections of your application form please click the 'submit' button. You will be unable to edit most of the application form after submitting your application, but you will still be able to add documents which you have indicated you will provide later and add new qualifications.

Questions?

Visit our website: <https://www.sheffield.ac.uk/studyabroad/overseas>

If you can't find the answer to your question via our website please email Global Opportunities & Exchanges at globalopps@sheffield.ac.uk