An Overview of the Application Process for Study Abroad at the University of Liverpool

Page 2: Overview of Semester/Full Year application process

Page 4: Overview of Summer Research application process

6: Instructions for completing Stage One of the application process

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Please contact us if you have any questions about the application process following this guide.

Overview of the Application Process for Semester/Full Year students

Stage 1

STAGE ONE: 'APPLY YOURSELF'

If you are coming from a partner University then you should follow the link in the 'Nomination' email to *Apply Yourself* and complete the form. Visiting (fee-paying) students should follow the link on our webpage in order to complete the *Apply Yourself* application.

Stage 2

STAGE TWO: MOBILITY ONLINE REGISTRATION

Once your *Apply Yourself* application is completed and verified by our team, you will receive an email with and instructional guide asking you to register with *Mobility-Online.*

Stage 3

MOBILITY ONLINE

Check the details in your *Mobility-Online* record to ensure they are correct.

Next, upload your transcript.

Stage 4

MODULE CHOICES

While applying for your modules via *Mobility Online,* it is **important** that for this stage you read and refer to the *Guide to Choosing Modules.*

Do not apply for modules closed to Study Abroad students (indicated in the *Guide)*

Only apply for modules for which you have the pre-requisites.

Select a minimum of 90 Liverpool credits to give yourself 'back up' choices

Stage 5

MODULE APPROVAL

Your completed module choices are then reviewed by academics for approval. **This can be a lengthy process depending on the number of applicants.** We appreciate your patience and you should not worry if you do not hear from us for several weeks.

Stage 6

MODULE APPROVAL

If you are approved for less than 45 credits in a semester, we will contact you. You will then choose alternative modules with us and we will liaise with you and academics to seek approval.

Once your modules are approved you will be registered for them before you arrive at Liverpool. You can make changes to these choices once you are at the University.

Stage 7

RECEIVING YOUR OFFER

Once you are approved for 45 credits or more per semester, we will check your record to ensure all processes are complete. You will then receive an email offering you a place to study abroad at Liverpool.

Stage 8

ACCEPTING YOUR OFFER

Once your offer is issued you can log in to *Mobility-Online* to accept.

Stage 9

VISA DOCUMENTATION

We will start issuing necessary documentation for students requiring a visa (Student Visitor and Tier 4) in approximately June.

Please Note

It is **very rare** for applications to be unsuccessful. This would only happen if:

- You are not in good academic standing at your home university. By **nominating** you for Study Abroad, your home university confirms your academic standing to us.
- *For non-native English speakers:* You are unable to provide suitable proof of your English Language abilities.

We hope you find this useful. Please see page 6 for detailed guidance on how to apply with Apply Yourself.

Overview of the Application Process for Summer Research Students

Stage 1

'APPLY YOURSELF'

If you are coming from a partner University then you should follow the link in the 'Nomination' email to Apply Yourself and complete the form. Visiting (fee-paying) students should follow the link on our webpage in order to complete the Apply Yourself application.

Stage 2

MOBILITY ONLINE REGISTRATION

Once your *Apply Yourself* application is completed and verified by our team, you will receive an email with and instructional guide asking you to register with *Mobility-Online.*

Stage 3

MOBILITY ONLINE

Register in *Mobility-Online* and check your details are correct. Next, upload your transcript, passport, english qualification (if necessary) and personal statement.

Stage 4

MODULE CHOICES

Here you need to input the module code of the summer research project(s) for which you would like to apply for. Please consult the Summer Research Programme brochure to see available projects and their codes.

Stage 5

APPLICATION DECISION

You will then receive a decision on your application.

Stage 6

RECEIVING YOUR OFFER

If you have been offered a place on a Summer Research project you will then receive an offer email.

Stage 7

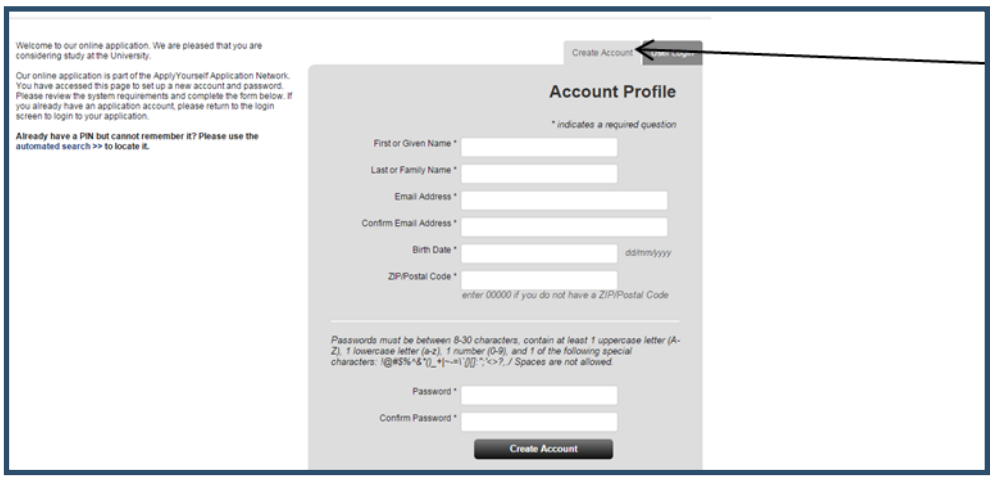
ACCEPTING YOUR OFFER

Once your offer is issued you can log in to *Mobility-Online* to accept.

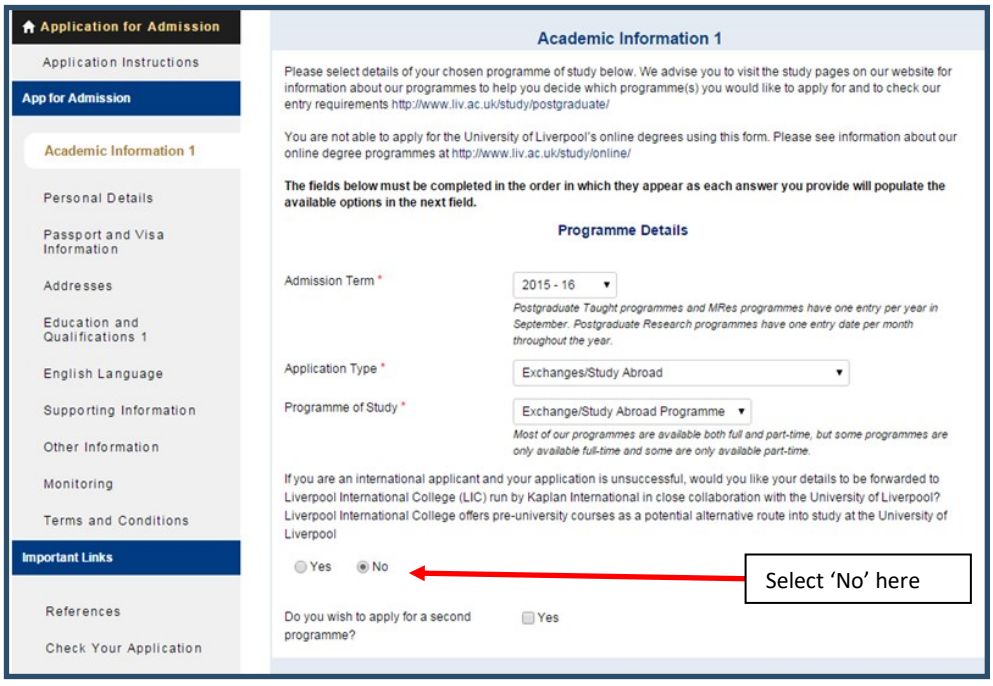
We hope you find this useful. Please see the next section for detailed guidance on how to apply with Apply Yourself.

Completing Stage One *(Apply Yourself)*

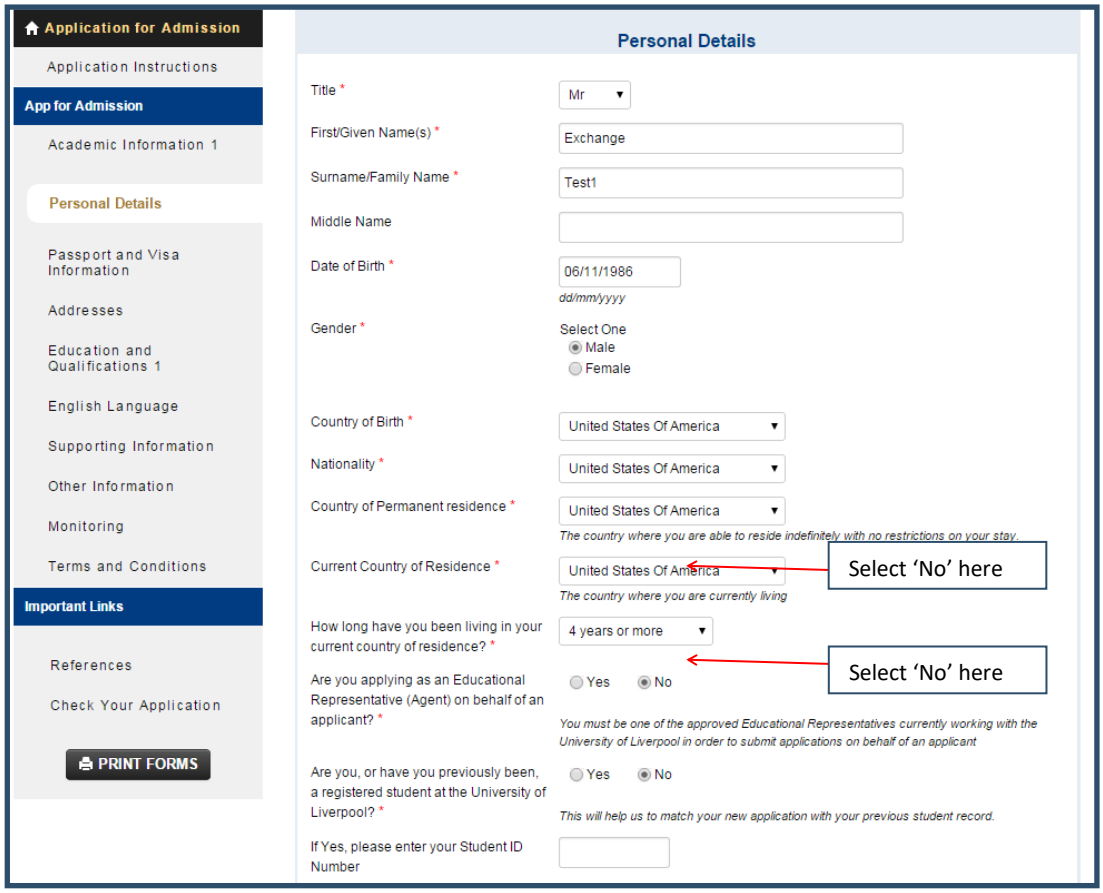
1. Create an account by clicking on "Create Account" and filling in the details below:



2. Select the **Year of Entry** and **Applicant type**. Students from exchange partners should select *Exchanges/Study Abroad*; Visiting students *Visiting (fee-paying) Study Abroad*). Then select **Programme of Study** (Visiting Students, please select the Faculty which most closely matches your major at your Home University. Exchange Students will only have one option):



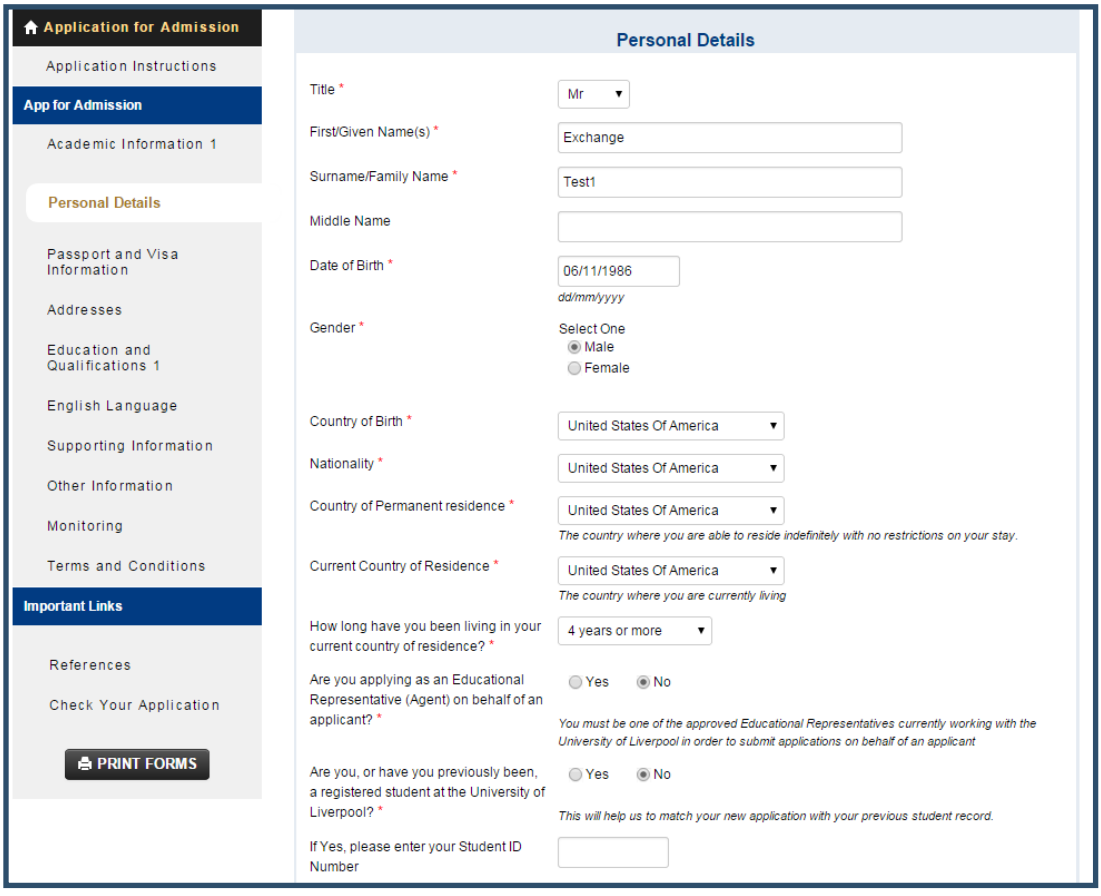
3. Fill in your personal details and make sure you complete any field with a (*)



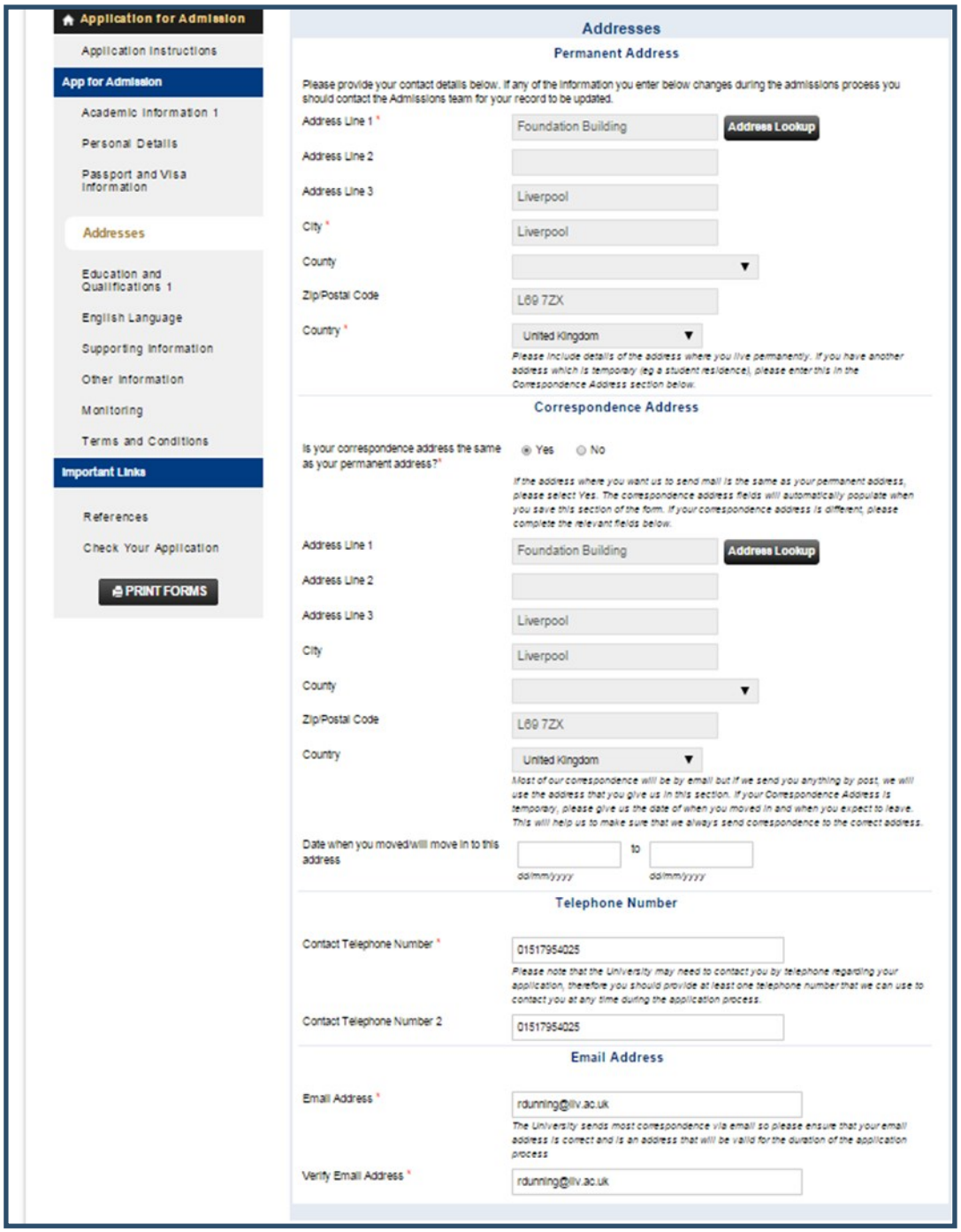
4. The next section covers your nationality and visa status. If you have your passport details, please enter them here. If you do not have your passport details, please click "I will submit my passport details later" (*note:* we will need these before we can fully finalise your application).

If you are coming to study in Liverpool for a Full Academic Year or to undertake a Clinical Placement and do not hold a valid EU/EEA passport please click Yes under the "Do You require a visa study in the UK".

If you hold a valid EU/EEA passport or are coming to study for less than 6 months please click No under the "Do You require a visa study in the UK" and enter the reason in the box below (i.e. *I hold an EU/EEA passport* or *I am coming to study for less than 6 months*):

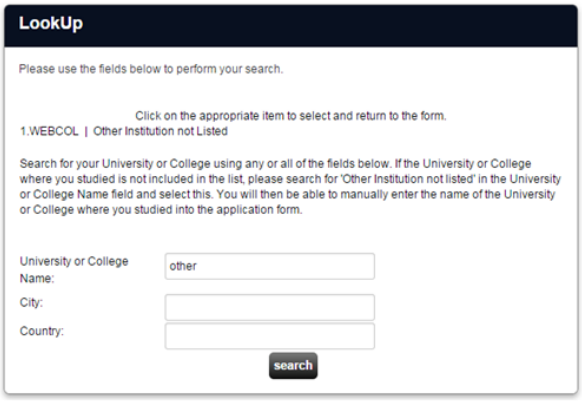


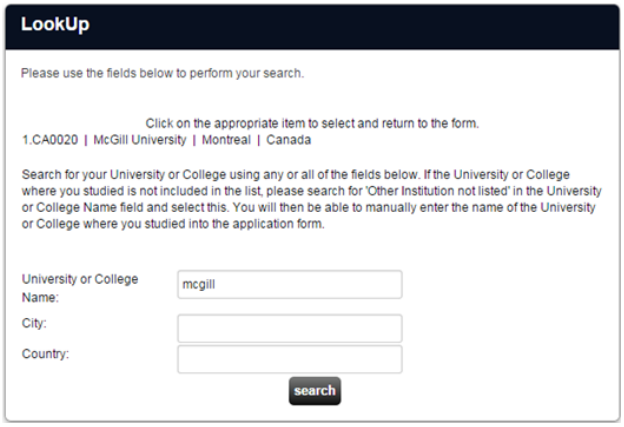
5. The next section is for your contact details. You will need to enter your permanent home address and your correspondence address (if different). You will need to enter your telephone number (including country code) and email address:



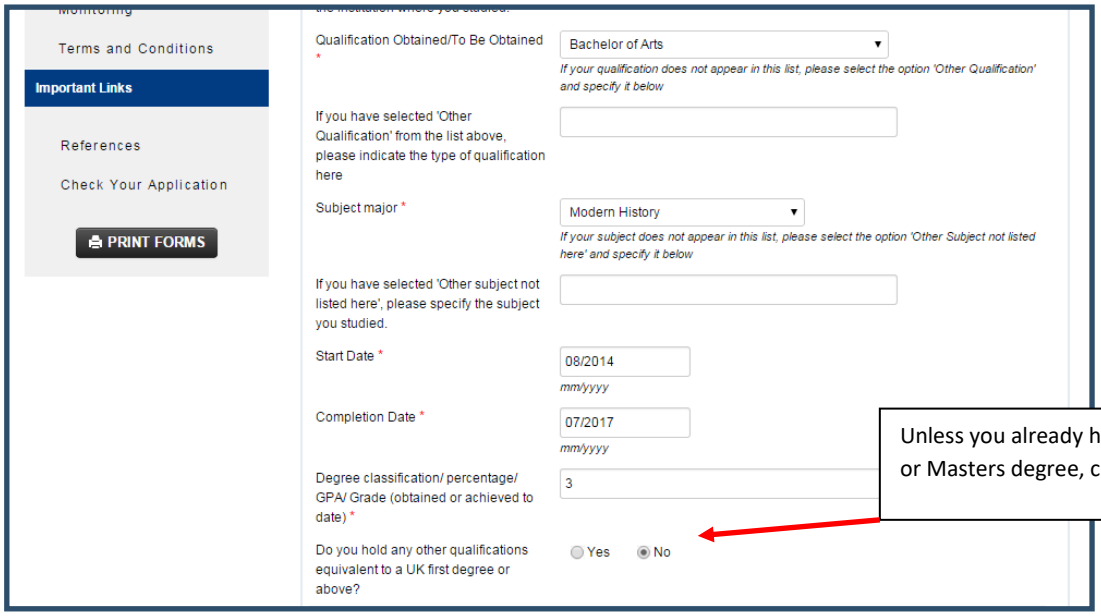
6. The next section is for you to tell us about your Home University and what you are currently studying.

Click on “Look Up” to search for your University. **All Exchange Partner Universities** are listed, so please try different search criteria if you can’t find it on the first go. Visiting Students may also find their Home University in the list, but don’t worry if not, just type “Other” in the search box and select the option that appears. Examples of both are below:





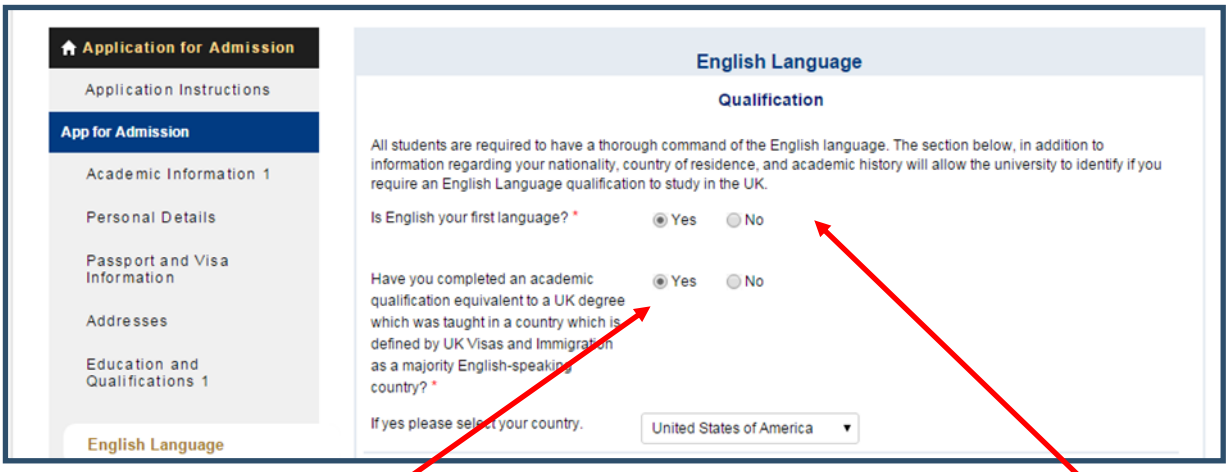
Next, select the type of degree you are studying for and the closest match to your major at your Home University. You then need to enter the date you started studying your degree (mm/yyyy) and the expected end date (mm/yyyy) as well as your current GPA (in whatever format your Home University uses).



Unless you already hold a Bachelors or Masters degree, click ‘No’ here

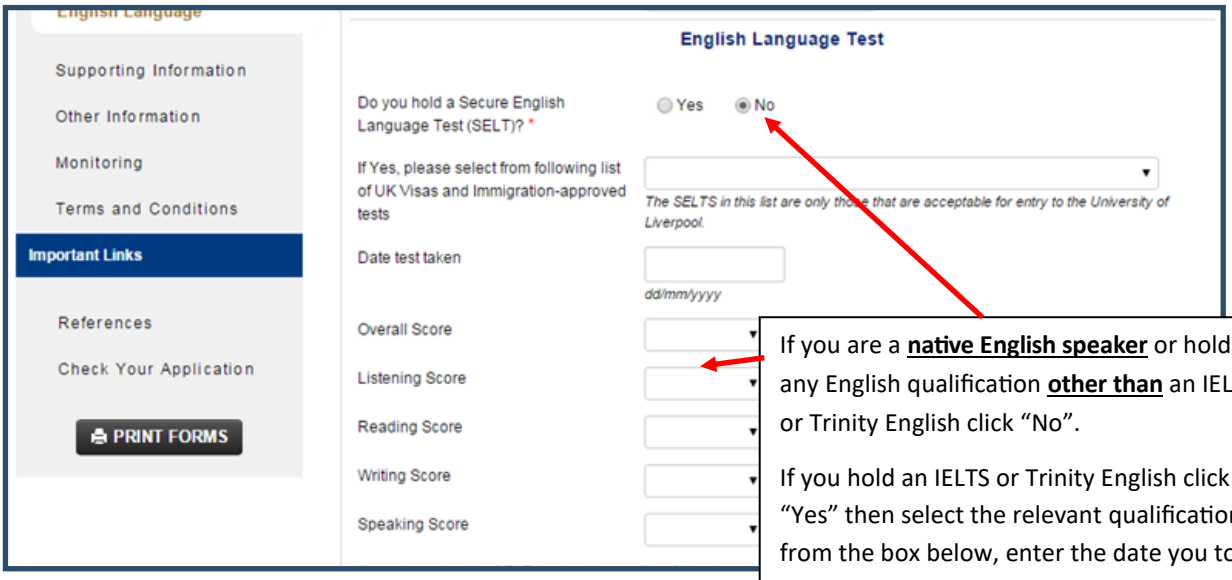
You can then upload a copy of your current transcript from your Home University.

7. The next section is regarding your English language skills.



If you have already completed a **FULL degree** in a majority English-speaking country select "Yes" and the country below, otherwise select "No"

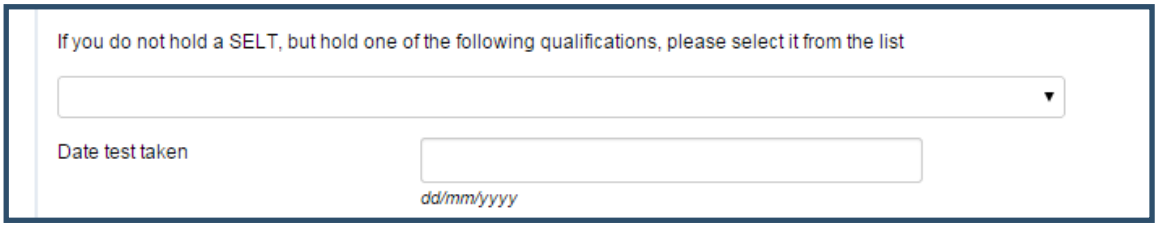
If you are a **native English speaker** click "Yes" otherwise click "No"



If you are a **native English speaker** or hold any English qualification **other than** an IELTS or Trinity English click "No".

If you hold an IELTS or Trinity English click "Yes" then select the relevant qualification from the box below, enter the date you took the exam and enter your scores.

The University is able to accept some other English qualifications. If you hold one of the qualifications listed in the drop down menu, select it and enter the date you took the exam in the box below



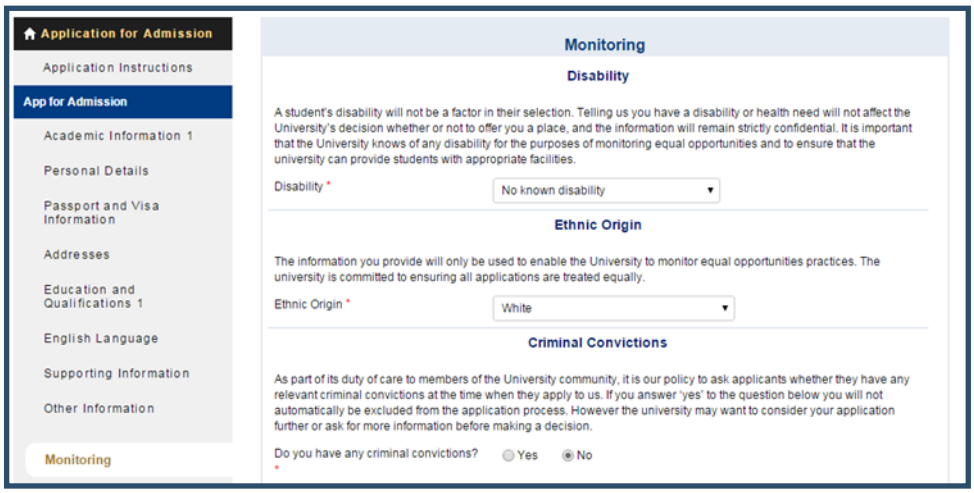
If you don't hold any of the listed qualifications, you can use the next box to enter any qualifications you have. **EU/EEA passport holders should enter CEFR C1 in this box**

Finally, this section will ask you about the language of instruction of your degree and will also allow you to upload your English Lanuguage Certificate (or letter from Home University in the case of Erasmus+ students)

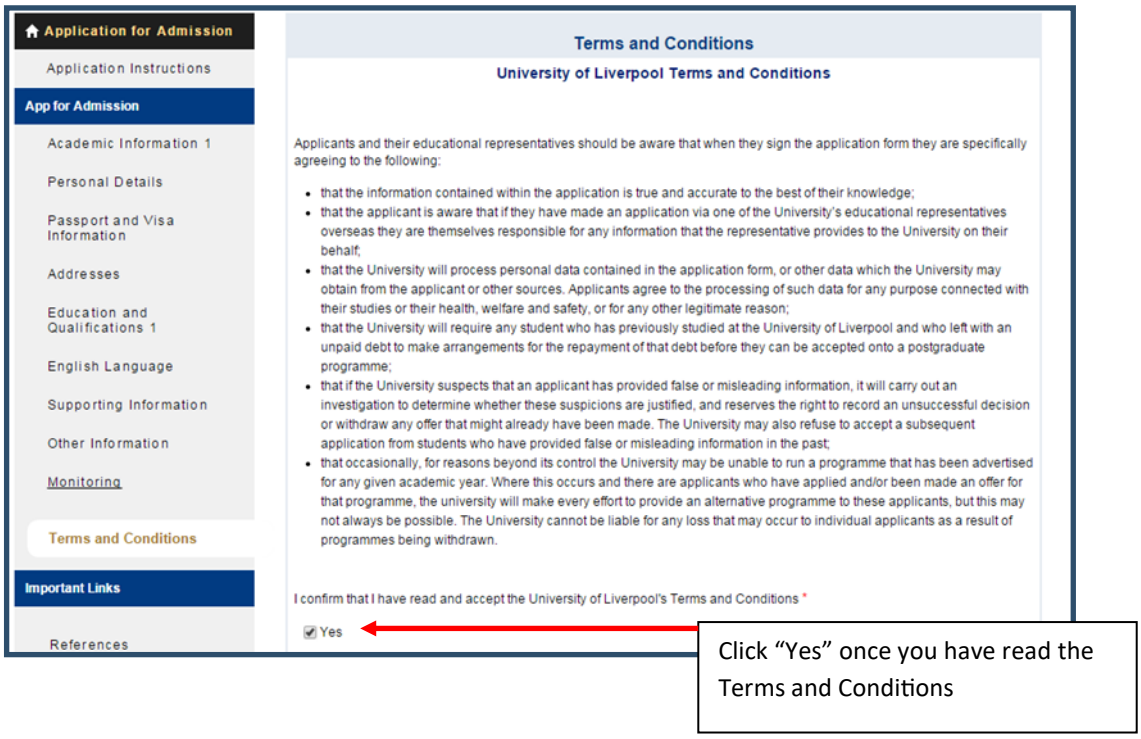
8. You do not need to upload anything in "Supporting Information"

9. In other information you will need to select where your funding comes from and how you heard about the University of Liverpool:

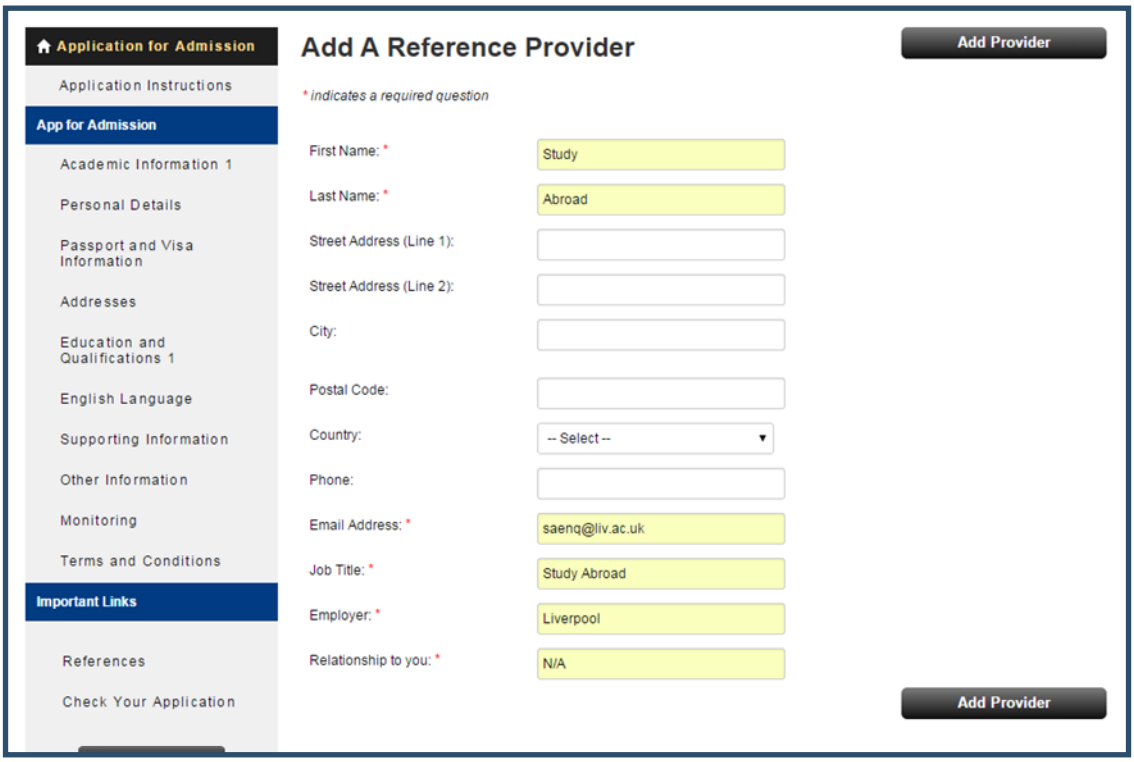
10. Please complete the monitoring information in the next section:



11. You must tick to accept the Terms and Conditions before your application can be submitted:



12. The final section is the References section. Although we do not require references for Study Abroad, unfortunately our **system will not allow you to submit** your application without putting in two referees. Therefore please complete this as per the example below using the email addresses saenq@liv.ac.uk and sadocs@liv.ac.uk:



13. You can then check your application, digitally sign it and submit! Once we have checked all your details, you will receive an email form our special Study Abroad database called **Mobility-Online**, which will take you through the next steps of the application process.

We hope you found this guide useful! If you have any more questions, please don't hesitate to contact us via the details listed on Page 1.

Best Wishes

The Study Abroad Team