



Contact Details

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Academic Calendar 2018-19

Autumn/1st Semester	Arrival and airport Meet & Greet: Exchange Orientation: Welcome Week: Teaching: Winter Vacation: Revision Week: Exams: Depart:	Wednesday 19 September 2018 20-21 September 24-28 September 1 October – 14 December 15 December – 6 January (no classes) 7-11 January 2019 14-25 January 26/27 January
Reading Week for full-year students:		28 January – 1 February 2019
Spring/2nd Semester	Arrival and airport Meet & Greet: Exchange Orientation: Teaching: Spring Vacation: Revision Week: Exams: Depart:	Wednesday 30 January 2019 31 January – 1 February 4 February – 17 May 1-28 April (no classes) 20-24 May 27 May – 14 June 15-17 June 2019

NB. Students will need to remain at Surrey to complete their exams and then catch up with any missed classes at their home institution on their return – see Exam section below for further details.

Entry requirements

- A minimum cumulative GPA of 3.0 in the 4-point system or 5.25 in the 7.0-point system, or the equivalent.
- For non-native speakers of English, a minimum English language level of IELTS 6.5, with 6.0 in each sub-skill / TOEFL 92, with 20 in each sub-skill / at least CEFR B2 and ideally C1, or the equivalent.
- For student nurses, IELTS 7.0, with 7.0 in each sub-skill / TOEFL 100, with 25 in each sub-skill, or the equivalent.

Nominations

Exchange partners are asked to email nominations to the GEO team email: StudentExchange.IRO@surrey.ac.uk. We will confirm acceptance of your nominations by email. Nominations should include:

- full name of student
- gender
- email address
- subject area at Surrey (if taking electives, main subject area in which student will take at least 2 modules)
- level of study at Surrey (Bachelor's, Master's, Doctoral)
- period of stay (semester 1, semester 2, full year, approximate placement/project dates).

Nomination Deadlines	For Autumn semester (semester 1 / late September entry):	15 April
	For Spring semester (semester 2 / early February entry):	15 September

Applications

Once we have approved your nominations, we will email your office and your students with

- application instructions and a link to our autumn/spring online application form
- our learning agreement form - please only use ours
- contact details for our Departmental Exchange Coordinators and Administrators in case your students need advice or have any queries about module content or pre-requisites/co-requisites.

Application Deadlines	For Autumn semester (semester 1 / late September entry):	15 May
	For Spring semester (semester 2 / early February entry):	15 October

Supporting documents to be submitted with online application:

- Surrey Learning Agreement form - completed electronically, and signed and dated by student and home coordinator (pdf)
- Official transcript of records (pdf, in English)
- List of current/recent courses, if not included on transcript (pdf, in English)
- Photocopy of passport photo page/national identity card (pdf)
- Passport-sized photo (jpg, head and shoulders)
- Evidence of English language proficiency (non-native speakers only) eg. English language certificate, university transcript or formal university language assessment of the 4 skills (reading, writing, listening, speaking). Students who will need a Tier 4 visa must upload a current IELTS certificate from a [UK Visas and Immigration-approved test centre](#), with a minimum of 6.5 overall and 6.0 in each of the four subskills or, for nurse placements, a minimum of 7.0 overall, with 7.0 in each subskill (pdf)
- Police check certificate – required only for nurse placements (pdf)

We do not require hard copies of any documents. We can only consider applications that are complete. If students are awaiting documents, eg. passport or English test certificate, they should upload a note with their application giving the expected date of receipt.

Receipt acknowledgement: Students will receive a receipt acknowledgement by email within a few minutes of submitting their application.

Sources of Exchange Information for Applicants

Incoming Exchange website: www.surrey.ac.uk/student-exchanges/incoming-students

Your students are encouraged to take a look at the following pages of this website:

- How to Apply – our application procedure
- Frequently Asked Questions – includes information about semester dates, visas, accommodation, module selection, English language requirements, exams, transcripts, etc.
- Preparing for your Exchange – information about visas, health care and insurance, finances, what to pack, airport meet & greet, orientation, buddy scheme, finalizing module choices.

Accommodation

UNIVERSITY ACCOMMODATION

We have university accommodation on 3 main sites in Guildford (the main Stag Hill campus, Manor Park and Hazel Farm). We offer different types of rooms to suit different budgets, ranging from GB£72 for a basic room or £144 for an ensuite room (with shower). Students share kitchens and there are various food retail outlets on campus – meal plans are not available.

For location maps, room prices, residents' guide, room descriptions and virtual tours, please visit: www.surrey.ac.uk/accommodation.

Accommodation enquiries: <http://www.surrey.ac.uk/accommodation/contact/index.htm>

Exchange students are eligible to apply for university accommodation and all or most will be allocated a room, but it is not guaranteed and in years of high demand some students may need to find a room in a student house or a family home nearby.

Applying For University Accommodation – Exchange applicants will be emailed their Surrey Student Number in mid-June for autumn entry / mid-November for spring entry so they can apply for a university room using our [online application form](#). Students will need to give their price band order of preference on the form. Our Accommodation Office will do its best to give students one of their top price band preferences. Exchange students will be placed at each of the 3 sites.

Application Deadlines: 25 July for late September entry / 30 November for end January entry.

University Room Allocations: emailed to students after mid-August / in early December.

STUDENTS WITH MOBILITY DIFFICULTIES

As much of the main university campus is situated on a hillside, motorized wheelchairs or mobility scooters are advisable. Students with mobility difficulties should contact the Additional Learning Support team als@surrey.ac.uk to discuss their needs well in advance of their stay. Students should also state their needs clearly on the accommodation application form to ensure they are allocated a ground floor room with wheelchair access and no steps. Dedicated disabled flats are usually available at our Manor Park site, a short bus-ride away. Buses in Guildford have lowered steps and drivers are happy to assist disabled users. Standard ground floor rooms at Twyford Court and International House on the main campus are suitable for students with some mobility and a smaller, fold-up wheelchair.

PRIVATE-SECTOR STUDENT HOUSING

We will also send students links to our online student housing search facility, [StudentPad](#), and our [university lettings agents' facebook page](#), where rooms in nearby student houses or family homes are advertised. Both require a Surrey student number for access. If you wish to stay in private-sector accommodation, it is advisable to start looking as early as possible. Rentals are for a minimum of 6 months by law. Lodging in a room in a family home can be for a shorter duration.

Subjects and Module Codes Available to Exchange and Study Abroad Students

PLEASE READ THE FOOTNOTES BELOW AND THE FOLLOWING SECTION ABOUT CHOOSING MODULES VERY CAREFULLY TO AVOID HAVING TO MAKE CHANGES TO YOUR SELECTIONS LATER

Faculty	Subject Areas Available to Exchange Students	Module Catalogue Code
Faculty of Arts and Social Sciences (FASS)	Business ¹ (Surrey Business School)	MAN
	Dance ² (Guildford School of Acting ³)	DAN
	Digital Media ⁴	DMA
	Economics ⁵	ECO
	English and Languages ⁶ <ul style="list-style-type: none"> English Literature⁷ Film Studies⁸ French⁹ German⁹ Language¹⁰ Linguistics¹¹ Spanish⁹ Translation Studies¹² 	ELI MFC FRE GER LAN LIN SPA TRA
	Hospitality and Tourism Management ¹	MAN
	Law ¹³ (School of Law)	LAW

¹ As the Management (MAN) module code is used by both the Surrey Business School and School of Hospitality & Tourism, please make sure you only choose modules from your own department and ideally from one degree programme to avoid timetable clashes. We recommend you select modules from a Degree Programme description.

² Dance modules are only offered under specific Dance exchange agreements and we are only able to offer theoretical modules.

³ Guildford School of Acting (GSA) modules with codes starting ACT, AMT, CPD, MUT, POV, PRO or TDL are NOT available to exchange students.

⁴ Places on our Digital Media modules are limited due to the size of our computer labs so availability is not guaranteed and Digital Media students will be given priority.

⁵ Students selecting Economics modules must have an Economics background and meet any pre-requisites. Business students should not select Economics modules where a similar Business module is available.

⁶ Liberal Arts degree modules – codes starting 'LAS' – are not available to exchange students.

⁷ Many of our English Literature modules have capped numbers and so places may be limited – please provide plenty of alternatives. Creative Writing modules are only available to students who can provide samples of their creative writing.

⁸ We do not have a Film Studies degree programme at Surrey any longer, but we offer English Literature with Film Studies or Media Studies (Sociology) with Film Studies. Within these programmes there are 1-3 Film Studies modules available at each level per semester. Students are advised to select all of their modules from these programmes if possible to minimise the chance of timetable clashes.

⁹ To take these language modules, students must have a strong grounding in the language already, ie. CEFR B2 level to take 1st year modules. We do not offer beginner classes on our language degree programmes, but **full-year** students who want to start or improve a language may sign up for a Global Graduate Award (GGA) class

<https://www.surrey.ac.uk/school-literature-languages/study/global-graduate-award>. These offer a wider range of languages at beginner through to advanced level. However, GGA modules are only available to students coming for the full academic year and they cannot be taken as one of your 4 modules for the semester – they are in addition. GGA modules are worth 7.5 ECTS credits, which will appear on your Surrey transcript.

¹⁰ Only one general Languages module is available to exchange students studying Languages (LAN1001). The module LAN2003 LANGUAGES AND LITERATURE IN EDUCATION is not available to exchange students.

¹¹ We only offer two undergraduate Linguistics modules (LIN2, LIN3).

¹² Only undergraduate Translation modules (TRAM) are available to undergraduates.

¹³ Students choosing Law modules should be particularly mindful of pre-requisites/co-requisites. You may need to provide evidence of previous relevant study. We no longer offer Master's-level Law modules.

Faculty	Subject Areas Available to Exchange Students	Module Catalogue Code
Faculty of Arts and Social Sciences (FASS)	Music ¹⁴	MUS
	Politics	POL
	Sociology, Criminology, Media Studies	SOC
	Theatre Studies ¹⁵ (Guildford School of Acting)	THE
Faculty of Engineering and Physical Sciences (FEPS)	Chemical and Process Engineering ¹⁶	ENG
	Chemistry	CHE
	Civil and Environmental Engineering ^{16 & 17}	ENG
	Computer Science ¹⁸	COM
	Electrical and Electronic Engineering ¹⁶	EEE
	Mathematics ¹⁹	MAT
	Mechanical Engineering Sciences ¹⁶	ENG
	Physics	PHY
Faculty of Health and Medical Sciences (FHMS)	Biochemistry, Biological Sciences, Biomedical Science, Biotechnology, Microbiology, Veterinary Biosciences (School of Biosciences and Medicine) ²⁰	BMS
	Nursing Studies ²¹ (School of Health Sciences)	NUR2166, 2167 and 2168 only
	Nutrition and Food Science (Biosciences and Medicine)	BMS
	Psychology ²²	PSY
	Sports & Exercise Science (Biosciences and Medicine)	BMS

¹⁴ Some Music & Digital Media modules ie. Creative Music Technology, Sound Recording (codes: CMT, FVP, TON) are not available to exchange students. Students choosing music Performance modules must submit a 5-minute YouTube recording. For Composition modules, sample scores or recordings are required. For music theory modules, evidence of proficiency is required ie. a music theory certificate/ transcript. Please upload any relevant documents with your transcript of records.

¹⁵ Theatre Studies modules have limited places available, particularly the compulsory modules, so priority will be given to Theatre Studies degree students. Applicants may be invited to do a 15-minute Skype interview with the Programme Leader. Modules involving theatre trips are not available to exchange students because of the costs involved.

¹⁶ Engineering timetables are very complex due to periods of intensive laboratory sessions, so students taking modules involving laboratory work should only select modules from one degree programme and one level to avoid timetable clashes.

¹⁷ The 2nd semester module, ENG1075 [ENGINEERING GEOLOGY AND GEOMECHANICS](#) includes a compulsory 5-day field trip around the Easter break, the cost of which is around GB£300. Applicants should not book travel in March/April until the field trip dates have been confirmed.

¹⁸ Computer Science places may be limited, particularly on our compulsory modules, due to the size of our Computer labs. Computer Science degree students will be given priority.

¹⁹ Students selecting Maths modules must meet any pre-requisites on the module description and should upload with their transcript detailed descriptions of any relevant modules they have taken.

²⁰ Our biological sciences timetables are extremely complex due to periods of intensive laboratory sessions and variable seminar group schedules, so students should only select modules from one degree programme and one level to avoid timetable clashes – we are unlikely to be able to meet your requirements otherwise. Our short, intensive Professional Continuing Development modules (eg. codes beginning PHMM..., PHAM...) are for working professionals and are not available to exchange students.

²¹ Nursing modules are only available under specific Nursing exchange agreements. No other Nursing or Midwifery modules are available to exchange students.

²² Some 3rd year undergraduate Psychology modules (PSY3...) have capped numbers and places cannot be guaranteed, so please provide alternatives. Criminology modules are not available to exchange students.

Identifying a Study Programme

PROGRAMME AND MODULE CATALOGUE

We strongly recommend choosing modules from one degree programme and one study level to avoid timetable clashes. Students taking taught modules (course units) or Surrey project modules are advised to select them from the 'Programme Details' tab in our degree programme descriptions:

Undergraduate degrees: <https://www.surrey.ac.uk/undergraduate>

Postgraduate degrees: <https://www.surrey.ac.uk/postgraduate>

The modules are listed by level (year) and semester, and it is indicated whether they are compulsory or optional for our home students. Click on each module title to see a full module description.

Alternatively, our online Programme & Module Catalogue <http://catalogue.surrey.ac.uk/> provides interactive searchable listings of all our

- Undergraduate programmes
- Postgraduate programmes
- Modules. Search by module code or title. The first 3 letters of the code denote the subject area, followed by 1, 2, 3 or M indicating the level of study – 1, 2, and 3 denote 1st, 2nd and 3rd year undergraduate modules respectively (eg. PHY2064 is a 2nd year Physics module) and M denotes a postgraduate level module (eg. POLM015 is a Masters-level Politics module).

Students should select modules at an appropriate level and in discussion with their home department or exchange/study abroad office to ensure the credits will transfer back to their home degree.

CHOOSING MODULES

HOW MANY CREDITS ARE MODULES WORTH? – Surrey modules are typically worth 15 Surrey credits / 7.5 ECTS credits (equivalent to 3 USA credits). Full-year project modules are worth 15 ECTS (only available to full-year students).

HOW MANY MODULES MUST I TAKE? – all students must undertake full-time study at Surrey, which is 30 ECTS credits per semester – normally 4 modules. Students may NOT take more or less than the normal workload. In exceptional cases, where we do not offer a module that is essential to a student's degree programme, you may request to be allowed to take three Surrey modules and one module by distance learning from your home institution.

HOW MANY MODULES MUST I LIST ON MY LEARNING AGREEMENT? – to allow for modules not being approved, not running or being oversubscribed, and timetable clashes, please list:

- at least 6 modules per semester if the modules are from one degree programme and level. NB. Students taking biological sciences or engineering modules that involve laboratory work should only select from one degree programme and level to avoid multiple timetable clashes!
- at least 8 modules per semester if they are from one degree programme but different levels
- at least 10 modules per semester if your list includes modules from different degree programmes within one department or electives in a few departments.

CAN I TAKE ELECTIVES? – Erasmus+ students may NOT take electives. Other students who wish to take all or some electives must take at least 2 modules in one main department and provide at least 8 choices in any other subject areas to allow for timetable clashes.

- Students wishing to take electives SHOULD ONLY SELECT 1ST YEAR MODULES as you are unlikely to have enough background to take higher level modules and these will be declined. Bear in mind that our home Surrey students cannot take electives – they take all 8 modules per year in the subject of their degree so will have more background knowledge. Students usually take electives in Sociology (including Media Studies), but also in English Literature, Film Studies, Politics, Psychology or Business.
- Students wishing to take 2nd year electives or 1st year electives in more technical subjects or in a language are required to have a strong grounding in the subject and will need to provide evidence of this with their

application – please upload any high school exam certificates, language certificates, music certificates, etc with your university transcript. NB. Languages should be at least at CEFR level B2, and students will be tested in their first week at Surrey to identify the appropriate level for them.

WHICH MODULE LEVEL SHOULD I CHOOSE?

- UNDERGRADUATE students usually take 2nd or 3rd year modules, depending on the sending institution's requirements, whether students need to match specific modules, and their previous study - eg. on the Module Catalogue modules with codes starting ENG2 and ENG3 are 2nd and 3rd year Engineering modules respectively. Students from educational systems with electives or Major/Minor degrees may be more suited to 1st or 2nd year modules. Undergraduates may NOT take postgraduate modules.
- STUDENTS TAKING ELECTIVES will only normally be allowed to take 1st year modules eg. SOC1 are 1st year Sociology modules.
- POSTGRADUATE taught (Masters) students should select modules from the Postgraduate degree listings or level-M modules in the Modules listings, eg. PSYM... are Masters-level Psychology modules.

ARE THE SAME MODULES OFFERED IN BOTH SEMESTERS? – Each module only runs once a year either in the 1st or 2nd semester so students should take care to only select modules that are running in the semester in which they will be at Surrey. The semester is given on each module description and each degree programme description.

- Semester 1 (autumn) : late September - end January
- Semester 2 (spring) : early February - mid/late June.

HOW CAN I INDICATE ESSENTIAL MODULES? – modules that are essential for students to progress or graduate on time should be asterisked (*) on the learning agreement, so that we can prioritise these and let you know early on if there is likely to be a problem. Please do not asterisk them if they are just your top preferences – we will assume you have listed your modules in order of priority anyway and will endeavor to offer you your top choices as far as possible.

WHAT ARE PREREQUISITES/CO-REQUISITES? – each module description indicates if there are particular Surrey or equivalent modules that students must have studied previously (prerequisite), or a second module that students must take at the same time (co-requisite). Please be aware however that relevant prior learning is assumed for most modules as they build on knowledge and skills acquired in the previous semester or year/s of study. When you upload your transcript to your application, please upload with it any module descriptions that show you meet a given pre-requisite.

ARE PARTICULAR MODULES NOT AVAILABLE TO EXCHANGE STUDENTS? – the Prerequisites/Co-Requisites entry is also used to indicate if modules are not available to exchange students or have limited places available, so please check this on the description. Where places are limited, priority will be given to students doing a relevant degree.

DO YOU OFFER INTEGRATED MASTER'S DEGREES – we have a number of these degrees, eg. MMaths, MEng, MChem, so if students are advanced-level undergraduates in their home system, we may be able to consider them for certain M-level modules. Students should consult their Surrey Departmental Exchange Coordinator before listing these on their learning agreement. Students must have a subject-specific cumulative GPA of 3.0 in the 4-point system or the equivalent and a minimum of 3 years of subject-specific study.

RESEARCH PROJECTS

Some Erasmus+ exchange agreements are for projects only – please check this with your home exchange office. Students will NOT be allowed to take taught modules as well.

Students may either do:

- a Surrey project module of 1- or 2-semester duration if there is one in their subject area (see the module catalogue). Surrey will mark and award credits for this, and issue students with an official Surrey transcript. However, students should be aware that they may be required to do a viva after the end of the semester, so they would either need to stay on in Surrey or return during the summer break. Students should enter the module code and title in Table A of the learning agreement.

or

- a project that will be marked and awarded by their home institution, particularly if the number of credits required is different to that of the Surrey project modules. Students should identify an appropriate supervisor

at Surrey with the assistance of their home department or the relevant Exchange Coordinator at Surrey, and must agree a project with them before completing their learning agreement. Students should enter the agreed project title and the name of their Surrey supervisor in Table A of Surrey's learning agreement. At the end of their stay and before they leave Surrey, Erasmus+ students should ask their Surrey supervisor for a letter confirming satisfactory completion of the project (or Table D of the learning agreement) in order to get the final instalment of their Erasmus+ grant.

Learning Agreements and Changes to Module Choices

COMPLETING THE LEARNING AGREEMENT

Exchange partners and applicants will be emailed our Learning Agreement form along with the link to our autumn or spring Exchange Application Form.

The first section of the learning agreement - 'Before the Mobility' - must be completed electronically and signed and dated by the student and by their home exchange coordinator before being uploaded with their application. A Surrey signature is not required at this stage – this will be done by the Departmental Exchange Coordinator once they are happy with the module choices that have been provided.

Students should list their Surrey module choices in Table A of the learning agreement in order of priority and grouped by semester. Please enter the module code, module title, the semester in which it runs and how many ECTS credits it is worth (the 'Total ECTS to be Awarded' should not be more than 30 per semester).

Students should also complete Table B with the modules from their home institution that they are trying to match or indicate that they are taking electives at Surrey.

APPROVAL OF STUDY PROGRAMME AND CHANGES TO MODULE CHOICES BEFORE ARRIVAL

The student's module choices will be considered by their Surrey Departmental Exchange Coordinator. If not enough modules can be approved, students will be asked to email further module choices to StudentExchange.IRO@surrey.ac.uk before their place at Surrey can be confirmed. If there are a lot of changes, please email a new, signed 'Before the Mobility' section with your new approved module choices.

FURTHER CHANGES FOLLOWING RELEASE OF TIMETABLES OR AFTER ARRIVAL

Study timetables are not available until a month before the start of teaching, so if there are found to be timetable clashes, students may make any necessary changes to their module choices before their arrival or up to 2 weeks after the start of teaching at Surrey. In early-September/January, students will be sent a link to their online timetable to check for timetable clashes and if necessary send alternative module choices – these MUST FIRST BE APPROVED BY THEIR HOME INSTITUTION.

Students will meet with their Departmental Exchange Coordinator in their first week at Surrey to finalise their learning agreement and most students will need to complete the middle, 'During the Mobility' (ie. Changes) section of the learning agreement with the original module selections that they are not taking (ie. 'Delete' checkbox) and any new modules they are adding (ie. 'Add' checkbox). Any module changes should be made in consultation with the student's home department.

Students will be asked to email a fully signed copy of both their Before the Mobility and During the Mobility form to their home institution by the middle of the second week of teaching. Fully signed copies of both forms should be returned to the Global Engagement Office StudentExchange.IRO@surrey.ac.uk for our records by the end of the 2nd week of teaching.

Visas

Students with a current passport/national identity card from a European Economic Area (EEA) country (an EU member state, Norway, Liechtenstein, Iceland) or Switzerland, do not need a visa to study in the UK.

All other students will need either a:

- [Short-term Study Visa](#). This is for students who will be studying in the UK for less than 6 months and not working as well (paid / unpaid / voluntary / internship).
 - Visa nationals (eg. citizens of China (not HKSAR), Thailand, Turkey) must apply online for the Short-term Study Visa before travelling to the UK – for a full list of visa national countries, see Appendix 2 of <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-v-visitor-rules>. Supporting documents, including a visa support letter from Surrey, must be submitted with the application. You will need to arrange an appointment at your nearest UK visa centre to have your photo and fingerprints taken. The visa fee is currently GB£93. This is a multi-entry visa so you can use it to re-enter the UK as many times as you want during your exchange, without the need for supporting documents.
 - Non-visa nationals (eg. citizens of Australia, Brazil, Canada, HKSAR, Japan, Malaysia, New Zealand, Singapore, South Korea, USA) can either
 - apply for the multi-entry Short-Term Study Visa before travelling to the UK (see above) or
 - request one-off entry clearance as a Short-term Study Visitor at passport control as they enter the UK, on presentation of the visa support letter and the other supporting documents. There is no fee, but it gives single-entry clearance only. If you wish to travel outside the UK during your exchange, you will need to request entry clearance as a Short-Term Study Visitor and show the supporting documents at passport control each time you re-enter the UK during your exchange (no fee).

or

- [Tier 4 \(General\) Student Visa](#). This is for students who will be either studying in the UK for more than 6 months and/or working as well as studying (paid / unpaid / voluntary / internship). Current cost: GB£335. You will need to arrange an appointment at your nearest UK visa centre to have your photo and fingerprints taken. Non-native English speakers must submit a current IELTS certificate from a [UKVI-approved test centre](#) (minimum IELTS 6.5, with at least 6.0 in each sub-skill or, for student nurses, IELTS 7.0 with 7.0 in each sub-skill). Most applicants staying over 6 months will need to pay a healthcare surcharge (GB£150).

Students can apply for a visa up to 3 months before they travel to the UK.

For more information, see: <https://www.gov.uk/browse/visas-immigration/student-visas> or <http://www.ukcisa.org.uk/Information--Advice/Visas-and-Immigration/Student-immigration-the-basics>.

Dyslexia, Special Needs and Disabilities

We aim to create an environment which welcomes disabled and dyslexic students, enabling you to participate fully in university life. Applicants with a special need such as dyslexia, a medical or mental health condition or a physical disability should tick the Special Needs checkbox on the exchange application form. The GEO will contact students in advance of their arrival for brief details. If appropriate, we will request a medical report and/or details of any support, resources or adjustments provided by the sending institution. Students will be put in touch with our Centre for Wellbeing, which has trained counsellors, or the Additional Learning Support team in the Library to identify any support, resources or adjustments that they are likely to need for their stay at Surrey and to assess whether Surrey is able to meet those. For additional information, see:

Additional Learning Support: <https://www.surrey.ac.uk/currentstudents/study/als/>

Surrey facilities and support: <http://www.surrey.ac.uk/discover/disabled-students>

Accessibility information: <https://www.surrey.ac.uk/visit-university/accessibility-information>

Exams and Transcripts

Pass Marks: 40% for undergraduates; 50% for postgraduate taught students.

Exams: See exam dates on page 1. Students must be able to stay at Surrey to the end of the semester as they may have exams on the last day. Earlier outward flights should not be booked until students know the date of their last exam – the exam timetables are available a month before the start of the exam period. If the home university's term starts before the end of the Surrey exam period, students are advised to select assignment-based modules if possible, since assignments can be submitted earlier and electronically. Otherwise, students will need to get approval for them to remain at Surrey to finish their exams and then catch up with any missed classes at their home institution on their return. It is University policy that students are not allowed to take Surrey exams early or at their home institution.

Transcripts: Each student will be emailed an official Surrey transcript within 5 weeks of the end of the semester, copied to their exchange office. Two originals will be posted to the sending institution's exchange office, one for the institution and one for the student. Transcripts include the % mark and ECTS credits awarded for each module taken and the average for each level (year) of study. We do not currently provide a GPA score.

Resits: Students who have failed one or more modules will be offered the opportunity to resit their exam/s in mid-late August at Surrey or to submit a new assignment earlier than this. We do not offer the possibility of taking resits at the sending institution.