



The  
University  
Of  
Sheffield.

## Information for Overseas Colleagues

### GENERAL INFORMATION/GUIDANCE

#### Graduate Modules

Graduate courses/modules are closed to exchange students. These are indicated with codes 6000+ or with "Graduate Year" in the calendar type box. Students must ensure they do not select these on their application form.

#### Closed Departments

There are a variety of Departments/Schools which are closed:

<http://www.sheffield.ac.uk/studyabroad/overseas/prospective/choosing/closed>

#### Restricted Choices

Departments with restrictions are: Aerospace, Architecture, Biomedical Science, Economics, History, Human Communication Science, Journalism, Molecular Biology and Biotechnology, Politics and Psychology, Philosophy and Sociology.

Full details available here:

<http://www.shef.ac.uk/studyabroad/overseas/prospective/choosing>

This list will be updated as soon as the current course list is available. This is usually around April.

#### English Language Requirements

You can download a [full and detailed](#) factsheet:

<http://www.shef.ac.uk/studyabroad/overseas/prospective/english-lang-req>

#### Semester Dates

- Autumn (Fall) Semester - September to February
- Full Year - September to June
- Spring Semester - February to June
- Reverse Full Year – February - February

#### December Finish Students

Some universities find that the Autumn (fall) semester here overlaps with the spring semester at their home institution. If you need to discuss the **\*possibility\*** of your students ending their studies at Sheffield in December, please contact us **BEFORE** completing a nomination. This is not an automatic option for every student.

The deadline for December finish applications is **April 1<sup>st</sup>**. Students must submit their initial enquiry for December finish in advance of submitting the formal application. Please allow plenty of time for this process.

Detailed factsheet here - <http://www.shef.ac.uk/studyabroad/overseas/prospective/studyperiod>

#### Accommodation

ALL accommodation matters are dealt with by Accommodation and Commercial Services.

Please contact ACS directly for information: <http://www.shef.ac.uk/accommodation/prospective>

Students are sent their "applicant number" within their offer email which allows them to apply for accommodation.

Deadlines to apply for accommodation: 31 July and 1 December.

#### Visa/Immigration

Global Opportunities & Exchanges is not qualified to give visa advice.

Our colleagues in Admissions and International Student Services can help:

<http://www.shef.ac.uk/studyabroad/overseas/postapplication/immigration>

Questions about obtaining a CAS/Student Visa Letter from Sheffield - [admissionsteam5@sheffield.ac.uk](mailto:admissionsteam5@sheffield.ac.uk)

All other questions about Visas - [www.sheffield.ac.uk/ssid/international/email](http://www.sheffield.ac.uk/ssid/international/email)

#### General Questions?

Visit our web pages at:

[www.shef.ac.uk/studyabroad/overseas/prospective](http://www.shef.ac.uk/studyabroad/overseas/prospective)

[www.shef.ac.uk/studyabroad/overseas/postapplication](http://www.shef.ac.uk/studyabroad/overseas/postapplication)

Or if you can't find the answer to your question via our website please email Global Opportunities & Exchanges at [globalopps@sheffield.ac.uk](mailto:globalopps@sheffield.ac.uk)

## STEP BY STEP GUIDE TO NOMINATING TO SHEFFIELD

### Deadlines

**1 April for autumn (Fall) semester with December finish students**

**1 May for full year and autumn (Fall) semester students**

**1 October for spring semester/reverse full year students**

Please note that students will need to have been nominated, completed the online form, plus scanned and uploaded all of the documents in the checklist by 5PM UK time on the above deadlines.

### Step 1

Please contact us to discuss how many students you are able to send to Sheffield during the academic year.

### Step 2

#### Nominate your students

Complete our on line nomination form for each of your students.

[www.shef.ac.uk/studyabroad/overseas/prospective/applying/os-nomination](http://www.shef.ac.uk/studyabroad/overseas/prospective/applying/os-nomination)

### Step 3

Your nominated student(s) will receive an email with details of how to submit the on line application.

### Step 4

Student completes online application and uploads all required supporting documents by the deadline.

#### Check List of documents to submit

- Documents should be in PDF format
- Do not send any hardcopy documents via mail
- We do not need any other documents than the ones listed below
  1. **Up-to-date transcript** (original and in English)
  2. **Reasons for applying** (outlining the reasons for wishing to study at the University of Sheffield. Max 1000 words)
  3. **One academic reference/recommendation** (must be from someone who teaches the student an academic subject)
  4. **English Language Proficiency certificate** (IELTS or other approved test:  
<http://www.sheffield.ac.uk/undergraduate/policies/englang>) – only if English is not the students first language
  5. **ARCHITECTURE STUDENTS ONLY:** Please also provide a digital portfolio of approximately 10 pages providing a sample of your work to date

### Step 5 – offer packages

- An offer package will be emailed directly to the student's email address provided on the on line application.
- It is not possible to send this to your office. It must go directly to the student.
- The student must then accept their place and choose the type of visa they require.
- This information is then passed to our Admissions Office who produces the CAS for Tier 4 Visa applications or Short Term Visa Letter. Please be aware that these are not issued until approximately 3 months before the arrival date.