University Exchange Programme

What You Need To Know
Before You Go
2016/2017
# Table of Contents

Introduction 1

**CHAPTER 1 – APPLICATION AND COURSE APPROVAL INFORMATION**

How do I apply to my host university? 3
When will I hear about my admission? 5
How do I get my courses approved before I leave Stirling? 6
What if I need to change courses once I'm at my host university? 9
What happens if I fail a course when I'm on exchange? 12
What are the workloads and standards like? 13
How many courses do I need to take each semester? 14

**CHAPTER 2 – VISAS**

General information 16
How do I arrange my visa for the USA? 17
How do I arrange my study permit for Canada? 22
How do I arrange my visa for Australia? 23
How do I arrange my visa for Japan? 25
How do I arrange my visa for Hong Kong? 27

**CHAPTER 3 – TRAVEL & ACCOMMODATION**

Do I need insurance coverage? 29
How do I organise flights and when should I arrive? 31
What accommodation can I apply for? 32

**CHAPTER 4 – ON EXCHANGE**

What you should expect (and what we expect from you) 35
Exchange partner contacts 35
How do I keep in touch? 39

**CHAPTER 5 – FINANCE**

How much should I budget for going on exchange? 41
Tuition fees and student loans 43

**CHAPTER 6 – COMING HOME**

Accommodation for returning students 45
Registering for modules 46
Transfer of credit from your semester abroad 47

**CHAPTER 7 – GUIDANCE FOR TIER 4 VISA STUDENTS**

**APPENDIX 1 – CHECKLIST**

52

**APPENDIX 2 – FORMS**

53

**APPENDIX 3 – TIPS**

54

**APPENDIX 4 – FREQUENTLY ASKED QUESTIONS**

56

Final Notes and a reminder of those Rules 59

Study Abroad | JUST GO!  
www.stir.ac.uk/exchange
Introduction

A few words of wisdom...

As I sit at my desk grappling with the Auto Format options on this Microsoft Word Manual Template, I find myself looking forward to working with you all – the next cohort of Stirling students to venture out there on exchange. Whether you realise this or not, you are about to embark on a process that will challenge you, frustrate you, delight you, enrage you, inspire you, and will ultimately help shape you as a human being. I went to the USA as a postgraduate study abroad student in 1997 (yes, I’m ancient). I applied for the programme first because it was suggested to me that the scholarship panel would find me amusing (luckily for me, they did!) and secondly so that I wouldn’t have to find a job like my fellow graduates. Not the most inspiring reasons, I will admit, but at least it got me thinking...

I spent the 1997-98 academic year in Annapolis, MD and Washington DC and I can hand-on-heart tell you that it was the absolute making of me. The hassle of getting my visa (remind me to tell you that story – you lot have it SO easy now!), travelling to the US for the first time, negotiating local public transport, banking, shopping, dealing with the locals, and most importantly – figuring things out for myself (the theme of this pre-departure guide) – all came together to make me a stronger, more confident individual. (The fact that I met my American-style husband while I was out there was simply an added bonus!)

I suppose what I am trying to let you know is that you have a fantastic opportunity in front of you here, and you should recognise it for what it is. The road ahead will be filled with paperwork, administration and the need to have your “i’s” dotted and “t’s” crossed. But it will also present to you lasting friendships, valuable learning opportunities and rewarding challenges.

You’re going to have a wonderful time! (I’m jealous.)

Jo Hagerty, International Exchanges Manager

January 2016
Application and Course Approval Information

When and how to apply to your host university, and what courses to take when you’re there.

Congratulations! You’ve been selected to represent the University of Stirling as an exchange student. Each year this process gets more competitive, so if you’re reading this having been selected then you should pause and give yourself a quick pat on the back. Done? Ok good.

So what happens next? Even though we have selected you as an exchange student, you still have to apply to your host university. This process differs massively between our partner universities, but is not complicated.

Rule #1 – Do NOT compare your own situation to that of your friends.

This is key. The number of times I have students sending me panicky emails or flapping into the office with “But my friend said this ...” or “But my friend’s done that ...” This is high on the list of my pet peeves (it’s a long list).

Every single one of our exchange partners has a different application process. Some have an online application system, others have paper-based application forms. Some ask you to include a course selection at the time of applications, others do not. Some allow you to apply for your housing at the time of application, most will wait until they have processed your application before they have you apply for housing. Each. Is. Different.

Ok – if you and your pal are going to the same university during the same semester, then you’re safe to compare notes during the application process. And if they’ve been accepted and you haven’t, then we can have a conversation about that. But if you’re going to Alaska in semester 6 and your BFF is going to Sydney in semester 5 then you can safely assume that your application process will bear no resemblance whatsoever to theirs. Nothing to worry about.
How do I apply to my host university?

**Students studying abroad for semester 5 (autumn semester)**

Our office will contact all students by email and will provide you with the application information for the university that you have been selected to study at. The application deadlines for our partner universities vary greatly so students with the most immediate deadlines will be contacted first.

**University of Illinois Urbana-Champaign, University of Hawai‘i Hilo and the University of Massachusetts Amherst** have a deadline of March 1\(^{st}\) for autumn semester exchange students. Students will be sent application instructions soon after confirming their place and will need to work on their applications immediately.

**Students studying abroad for semester 6 (spring semester)**

In most cases, students studying abroad for semester 6 will not need to apply to their exchange partner university until early September. The exceptions are students going to the **University of Victoria** and the **University of Toronto**, both of which have a single deadline for autumn and spring semesters. Students going to UVic or U of T will be sent application information shortly after confirming their place.

**In all cases**, students must wait until they are sent application information from our office before they apply to the exchange partner university. I appreciate that you are all super-keen, and that’s great, but there is a process for this and you need to stick to it. We will get in touch with all of our exchange partners and tell them the names of the students we formally nominating as exchange students under our agreement. Universities need this confirmation as only students formally nominated by the partner institution will be accepted as exchange students and have their tuition waived.

If your university uses a paper-based application system and requires forms and supporting documentation to be sent by post, you must return everything to our office and we will post these to the partner university for you. If your university uses an online application system, you can submit the application yourself and we will provide you with an electronic copy of your academic transcript to be included. Our office can also scan things for you (eg bank statements, passport copy) if you do not have the facility to do this yourself.
Students applying to US universities

When completing the application form for US universities, please note that you will be asked to provide evidence that you have sufficient funds for your period of exchange. You must provide any financial information asked for by your host university as they will need this before visa documentation can be issued to you. Each university will have their own cost estimate for exchange students and this figure is likely to be higher than our own estimates. This is because it is illegal for students in the US to work off campus and so immigration officials require students to show that they have the necessary resources to comfortably manage a semester abroad.

You can use a number of methods when providing a certification of finances. These may include (but are not limited to): bank statement in your name; bank statement from a sponsor (eg parents or other family member) although the sponsor will need to include a statement indicating that they are happy to sponsor you; bank loan letter; student loan company confirmation letter etc.

All students

In some cases, as part of the application process you will have to indicate the course modules you would like to take while on exchange. However, these are only indications and do not guarantee enrolment onto specific modules. Even though you are only being asked to give an indication of what you need to take, it’s a good opportunity to start a dialogue with your Adviser of Studies (AoS) for your academic area. In due course, the AoS will be involved in the formal Stirling course approval process, as described later. A list of the Advisers of Studies can be found here: http://www.stir.ac.uk/tse/advisers/list/. The Faculties are responsible for keeping this list up to date and some are better than others. We will keep you up to date about any changes as we find out ourselves. Please note that if you are on a joint degree programme then you may have more than one Adviser of Studies and will need to consult both during this process.

You have a responsibility to know what courses you should be taking in your third year. You need this information so that you can map this academic programme when you’re studying abroad. All of the information about what
modules you need to take during each year of your degree is found in your record which you can access from the Student Portal. **Do this now!**

Once you know what courses you need to take during your exchange period, consult the website of your host university for their course information. **Please note that you need to allow yourself time to do this, as it will take some digging around.** This will generally come under a link for *Course Catalogue* or *Academic Catalogue*, although you can also find course information under the webpage of the individual academic department for your subject.

Some universities may ask you to nominate your preferred housing at the point of application. Check the websites for housing options, and contact Stirling students who may already be at your host university, or who have returned, for advice and information. We will send out contact information for those students. Even if you’re not asked to select housing at the time of application, it’s worthwhile having an idea about where you’d like to stay so that you can apply quickly when your time comes.

**When will I hear about my admission?**

Most of you will get this confirmed by your host university by April or May if you’re studying abroad for the autumn semester. If you are studying abroad in the spring semester you should hear by the end of November (although this will be much later for students going to Australia).

Remember that **Rule #1** that I outlined up in page 2? This really applies at this stage of the process. Please remember that you’re all applying to different universities who all process applications differently so please don’t be concerned if your friends hear before you do (unless, of course, you’re going to the same place, and they’ve been accepted and you haven’t)! Some of the partner institutions will send your acceptances to our office rather than directly to you. We will, of course, contact you as soon as these arrive.

You will be sent information, such as the visa eligibility document (DS-2019 or I-20 if you’re going to the US, CoE if you’re going to Australia) for your visa application, and other details.

**Rule # 2 – Read Everything Carefully (twice)!**

You may be required to send an email confirming your acceptance of their offer. **Make sure you do this!** Please keep copies of any materials you send to your host university both for your own reference and in case things are lost in the mail. If you are asked to apply for housing at that stage, **do this immediately.** Some institutions may ask for a housing deposit and you will need to pay this either by credit card or by getting an international bank draft in your host currency from your bank (this can cost £10 - £15).
Remember

There is a lot of paperwork associated with the exchange. Keep copies of EVERYTHING you send to your host university, and of all email correspondence!

Students going to Australia are required by law to purchase an approved health insurance plan at the point where they agree admission. Once you pay the health plan, the host university will issue a confirmation notice to you and to the Australian Consulate in your home country. This enables you to complete your visa application. In the US and Canada, such payment is not required in advance, but you will have to have a comprehensive cover plan before you can register at your host university. More and more US universities are requiring students to take out the institution’s own health insurance policy so it’s best to check with the exchange office at your host university directly. Their admission packet will almost certainly refer to the subject of health insurance. (see Rule #2)

If your host university sends the acceptance to you directly, please let us know.

How do I get my courses approved before I leave Stirling?

Your exchange period is what we call an ‘integral’ part of your University of Stirling degree. That means that credit for all the courses you study during your semester abroad will count towards your final degree. You’re still a University of Stirling student, you’ll still be enrolled here, you just happen to be taking courses somewhere else. Because you still want to graduate in the same timeframe, it’s vital that you work with your Adviser of Studies here to select courses abroad that cover the learning outcomes of the modules you’d be taking here were you not going on exchange. Clear? Good.

To make sure that you continue on course for your degree, all students have to go through a course approval process before they leave. There will be a Learning Agreement signed between yourself and the University of Stirling so that you are aware of the courses that need to be taken (and passed!) during your time on exchange. This way, we can ensure that the progress of your degree is not adversely affected.
There are a few forms associated with the exchange process, but all those to do with the academic side of the exchange programme begin with the letters SA.

As stated above, the first thing that you need to do when seeking approval of modules is to know what you would be taking if you were still at Stirling. Please pay particular attention to any core modules as opposed to option modules because core modules must be covered whilst on exchange. This will give you an idea as to the kind of courses you should be looking for when you look up the course catalogue of your host university to see what’s available. All students are required to take the minimum full time load during their exchange – this is usually four courses per semester, not three.

IMPORTANT NOTE: Taking the right amount of credit

Students who study abroad are required to take the minimum full time load whilst on exchange. At Stirling, a full time load is three modules per semester but at all other exchange partners (except Sydney, and sometimes Salisbury and SFU) you will be required to take at least four courses per semester. This is because our courses are weighted differently in terms of their credit value and students on exchange must earn the equivalent of a semester of Stirling credit during their study period. All of your courses must be in your degree subject(s) and you need to pass all of them!

How do you find out what courses are available at the partner university? Using the course catalogue for the university you are going to, and timetables (they are also known as ‘schedules’) for the next semester once available, you will be able to identify modules which match those you’d be taking here. Finding the equivalent of your core modules is particularly important.

This all takes time, so don’t leave this until the last minute!

If your degree includes option modules as well as core modules, you do not need to match the option modules available here when you’re looking at courses at the exchange partner. For example – if you are a History student, you should be looking at options that we don’t offer here, in areas of history that are of particular interest to you. That’s one of the real advantages of studying abroad! As long as the modules are at the right level (third year or equivalent) and in your subject area, then that’s fine.

Once you have an idea of the modules you will take when you’re studying abroad, make an appointment to see your Adviser of Studies so that you can discuss your planned courses advisor for each area involved in your degree (i.e.
if you are following a joint honours programme, you will need approval from both advisers). You and they will complete form \(\text{SA1 Learning Agreement}\) which can be downloaded from the \textbf{Essential Documents} section of the Exchange Website:

\url{www.stir.ac.uk/exchange/essential-documents}

This form will be covered in detail at the second pre-departure orientation meeting for all students. You should return this form to our office when the course approvals are complete. Once approved by the University, we will send you a letter formally confirming your permission to be on the exchange programme and outlining your academic responsibilities. This will include a copy of your SA1, and this will also be sent to the Student Programmes Office (SPO) and your Adviser of Studies.

\textbf{If core modules are not available}

Sometimes, because of the availability (or lack of availability) of certain core modules abroad, students may need a ‘variant programme’ once they return to Stirling. A variant programme refers to a change in your formal programme should you have to take modules out of sequence because of your exchange participation. This is something that you need to work out with your Adviser of Studies, and our office will make sure that SPO updates your academic record to reflect this.

\textbf{In all cases}, the SA1 form must be returned to SRAI (Student Recruitment, Admissions and International Affairs) before the end of April (for semester 5 exchanges) or November (for semester 6 exchanges). Most campuses will make available online an autumn semester timetable which you will be able to check before the end of semester 4, so you will be able to check if your courses are available and compatible with the timetable. You must indicate on the SA1 which courses are compulsory (i.e. regarded as the equivalent of a core course at Stirling) and you must take those whilst on exchange.

For most places, the autumn schedule for your host university will be available from March or April online, so it helps to wait for that before seeking SA1 approval if possible. Do not, however, wait until the start of your exam period to start this process, even if a schedule has not been published.

\textbf{Rule #3} – Know your academic responsibilities and don’t leave everything until the last minute!
Remember

SA1 Learning Agreement forms must be signed off by your Adviser of Studies and returned to our office with your approved courses.

What if I need to change courses once I’m at my host university?

The SA1 form is often completed far in advance of you actually going to your exchange partner university and finalising your course registration. When you come to actually register for your exchange courses at the host university (this may be either before or after arrival), you may find that you cannot take a particular course that you wanted. This is very common, (more common than not actually), so don’t panic! Schedules change, courses are withdrawn, more appropriate courses may have been added to the schedule which weren’t there originally and it may not be possible for you to register for the courses originally agreed on your SA1 Learning Agreement.

Why do we bother with the SA1 then? Well I’ll tell you - there needs to be a documented understanding between you and the University before you leave to go on exchange. You need to be aware of your academic responsibilities in terms of how many courses you need to take at your host university, what level these courses should be at and how these courses will transfer back to the University of Stirling. The SA1 is also important because it indicates any core courses you have to take while on exchange – these are courses that must be taken at your host university. The SA1 is particularly important for students on joint honours degrees, as it confirms the credit split for each subject.

However, if circumstances dictate that you can’t be registered for one of your agreed courses, you can always try to persuade the relevant professor that you really need to take this course as a requirement for your degree back at Stirling. This approach often works – particularly in North America where registration is a very fluid process for the first couple of weeks of the semester. You should always, always ask – they can only say no!

And when I say ‘ask’, I mean knock on their door and ask in person. Simply firing off an email doesn’t get the job done nor does it absolve you of this responsibility. You simply have to be proactive. #soapboxmoment

Rule #4 – Milk the accent
If that’s not possible, or if the course just isn’t available, you need to select an alternative of equal credit and level. If the course was covering a core requirement for your Stirling degree, then please get in touch with your Adviser of Studies (cc us!) so that they can advise you about the best course of action. There is always a Plan B!

**Remember**

Most students have to make changes to their agreed courses once they arrive – don’t panic! You **do** have to be proactive at securing alternatives, and all changes **must** be approved by your Adviser of Studies.

Whether changes to the SA1 are required or not, you **must** complete the **SA2 Registration Confirmation Form** as soon as you have arrived and finalised your registration at your host university. Changes are not made to the original SA1, the SA2 form is used for this purpose. This has to be emailed back to our office at the start of every semester you are on exchange. List the courses you are taking, and indicate clearly if there are any changes from those courses agreed on the SA1 form. These changes must have been agreed with your Adviser of Studies. If you do not return your SA2 form, your new courses may not be approved and may not count towards your degree, so it is important that you return this form.

I will send **two** reminders for SA2 forms. If you don’t return it, it’s on your head if you end up taking courses you didn’t get approval for and they are not suitable. There is a limit to how much chasing I can or will do – you’re not children and the expectation is that you should be responsible for the administrative side of your exchange programme. #soapboxmoment

**Rule #5** – **You** are responsible for your academic programme
A useful flowchart

The following is designed to help you, as well as keep us up to date with your progress. Please remember that, at the end of the day, everything you study while on exchange counts towards your degree here at Stirling so you really have to stay on top of your academic commitments.

**SA1 Learning Agreement**
completed before you leave Stirling

You must obtain approval for your choice of courses before you leave Stirling. If you are taking a single Honours degree, your Adviser of Studies will sign the SA1 and the form should be returned to our office for recording. If you are following a joint Honours degree, you may have more than one Adviser of Studies and you need both to sign the SA1.

It is important to be aware of the credit balance for your degree programme if you are a joint Honours student. Most combined programmes have a 50 – 50 weighting between subjects, but some are 60 – 40. This will affect what courses you have to take whilst on exchange. The Degree Programme tables in your Portal record can help clarify this.

This is why we have the SA1 – so all of these things are ironed out before you go!

**SA2 Registration Confirmation Forms** – returned at the start of each semester you register at the host university (only after arrival, not before)

It is important that you follow the procedures for course registration and changes as outlined in this guide for three reasons:

⇒ Approval for continuation of your programme must be obtained;
⇒ Corrective action can be taken by your Adviser of Studies if your choice of courses is unacceptable;
⇒ Changes in planned courses because of changes in courses offered at your host university may affect your degree standing if you do not get permission for the change. This has happened in the past and it’s not fun to deal with!
Academic Transcripts and Transfer of Credit

At the end of your exchange the host university will send a transcript (official record) to our office. If you want your own original copy, you will have to request that from your host university and may have to pay a small fee.

Some universities require you to sign a form giving them permission to send your transcript to our office, so make sure you do this!

Note: if you have any debt (no matter how small!) to your host university your transcript will not be released so make sure you pay those library fines before heading home after your exchange!

If we don’t receive your transcript, we cannot award credit for your study abroad period. The transcript from the partner university is the official record and confirmation for us that you have completed the academic requirements as outlined in your SA1 Learning Agreement.

Once received (assuming you’ve passed everything!) we will confirm this to the Student Programmes Office and you will be progressed to the next semester of your degree programme at Stirling.

†Remember
You are responsible for:
- securing permission for your intended courses of study (SA1)
- gaining approval for any change to that study plan (SA2)
- letting our office know of any change in circumstances
- ensuring that your host university sends a final transcript to our office

What happens if I fail a course when I am on exchange?

Being on exchange does not free you from the requirement to complete all courses satisfactorily. If you fail one or more courses while abroad, you need to get in touch with us immediately so that your Adviser(s) of Studies can be informed and make recommendations on what remedial steps can be taken. Failing a course whilst on exchange will be viewed as the equivalent of failing a module here at Stirling. Do not assume that you can simply carry on with the next semester without there being any alteration to your study plans. Another alternative is that you may have to make up the failed course when you return to Stirling. A lot depends on what the course you failed was, how many courses you failed, whether it was equivalent to a core requirement of your degree or
whether it was the equivalent of an option. Never stay quiet about failing a course – consult your adviser of studies or our office immediately. Even if you think you might fail a course, get in touch and give us a heads-up. If you fail more than one course, this can have serious consequences for your degree programme back at Stirling.

The regulations for all University of Stirling students (this includes exchange students) is that students are permitted one fail throughout their final two years if the failed module is not a core module for the degree. So, depending on the module failed, you may not need to repeat or take additional modules when you’re back.

It is essential that you keep us informed of any academic problems, especially if you may be failing a course. The sooner you tell us about this, the sooner we can start working on the issue; do not just hope that the problem will go away. If there are any circumstances to be taken into account, such as illness, inform us at the time of these and keep written evidence of such factors. Failure to do this, just as it would if you were at Stirling, may have an impact on your degree.

(It is worth mentioning that the failure rate of students on exchange is very small and most of our students do very well. Just keep in touch!)

What are workloads and standards like?

Workloads are almost always heavier than you would experience at Stirling. It’s not necessarily that the work is harder, just that there’s more of it than you’re used to here. There may be class tests, midterms, final exams, pop quizzes and so on, especially at US and Canadian universities; less so in Australia which follows the UK pattern of assessment more often than not. If you are going to Hong Kong, you will experience much more in the form of group work than you are currently familiar with. You have to work constantly right from the start, so you have to have self-discipline. If you are used to cramming the night before the exam, or waiting until the last moment to start an essay, you will not succeed at your host university unless you adapt to their system of learning.

* The workload can often seem heavier than your experience at Stirling *

However, most Stirling students experience similar, and sometimes better, grades than they would get here (as long as they put in the work!). This is because here at the University of Stirling students are used to doing much more background research than their US equivalent. Please note that this is not
always the case with our Australian, Asian and Canadian partner universities, and students who study there have to work hard to maintain their Stirling grades. **Students going to the University of Sydney and the University of Toronto will find the standards particularly high.** The trade-off here is that you’ve been selected to go on exchange to two of the best universities in the world – it’s worth it.

If you are not working around 30 hours a week on average, you may not be doing enough to keep up – consider yourselves warned.

For Americans especially, studying is a serious business and you will find the academic atmosphere at many of our partner universities very competitive. Feedback from past exchange students tells us that this atmosphere makes them work harder, and their fourth year grades at Stirling reflect this upon return. Do not make the mistake of thinking that the host country’s system is easier than the UK, or that exchange students are treated with greater leniency – this is not the case.

The systems are different, so there will be a period of adjustment at first wherever you go. All of our exchange partners have an orientation for exchange students at the start of the semester and you **must** attend this as academic differences will normally be covered (it’s also the best opportunity you’ll have to meet people and ask questions). Talk to your academic advisers, especially at first, until you know the system and are confident that you know what you’re doing and what is expected of you. It is important to hit the ground running, and attending these orientations is the best way to start.

Our students currently studying abroad, and those who have recently returned, are a great resource for you and you should make an effort to get in touch with those who are studying or who have studied at the university you’re going to.

**How many courses do I need to take each semester?**

As mentioned above, students are required to take the minimum full time load whilst on exchange. For example, if you are a single honours Psychology student at the University of North Carolina Wilmington, you must take a minimum of 12 credits in Psychology each semester of exchange. For example, if you are a joint honours student in Business Studies and Marketing at City University Hong Kong, you must take a minimum of 12 credits each semester, equally split between these two subject areas. If you are a joint honours student in Sports Studies and Marketing at the University of Sydney (where you only take 3 x 6-credit courses each semester) you will take either two Sports and one Marketing module **or** one Sports and two Marketing modules. Which one will depend on what you’re taking back at Stirling during the semester of your third year that
you are not studying abroad. Make sense? Good! No? Come to the walk-ins and I’ll explain.

Please remember that whilst you must take the minimum full time load, you can also take additional courses if there are ones that interest you. You will not get any credit for these back at Stirling, but it’s a great opportunity to take courses in areas that you wouldn’t get the chance to explore here. For example, students who go to Hong Kong often study introductory Mandarin. Students at US universities take credited dance or sports classes. As long as these are over and above your minimum academic requirements then you are free to do this (but you won’t get any extra credit for it back here). Fancy Introduction to Ballroom Dancing? Knock yourself out! Astronomy 101? Braw! Just don’t let it distract you from those core degree requirements.
Visas

All of our exchange universities will require you to obtain a student visa before travelling. The exceptions are for students going to Canada for one semester only, or students who are dual citizens of the country of study. This chapter outlines the processes and procedures for obtaining a student visa for each partner country. Please note – this information is current as of February 2016. You should always check the websites of the embassy or consulate for your particular country of exchange for up to date visa information as this is subject to change without notice. If the partner university says something that’s different to what you’re reading here – assume that they have the most up-to-date information and advice.

Rule #6 - you cannot start the visa application process until you have been accepted by the exchange partner university.

Your passport

Please go and check your passport now and ensure that you have a full, current passport which is not due to expire. The passport must be valid for at least six months after you return from exchange. Passport application forms are available at main Post Office branches for UK citizens:

https://www.gov.uk/browse/abroad/passports

If you are not a UK citizen you need to check the relevant information specific to your country. If you are a dual citizen of the country you will be going to, you do not have to worry about getting a visa (result!) but make sure your passports are current.

If you require a new passport or if your passport needs to be altered for any reason, please attend to this immediately. Don’t wait until the summer to apply for a passport renewal as this is the busiest time. In fact, exchange partner applications will often ask that you include a copy of your passport photo page so it is worth renewing this sooner rather than later.
How do I arrange my visa for the USA?

All students going to the USA will require a J-1 or F-1 visa to enter and stay in the United States for the duration of their studies. Please do not enter the U.S. with a tourist visa as you will not be able to change it to a student visa without first returning to your home country. The documentation listed is required for visa applications for the USA and must be carried with you when you travel. Arrangements for other partner countries are advised in separate sections.

For an overview of the J-1/F-1 visa and application instructions, and up to date information visit the U.S. Department of State Bureau of Consular Affairs website first:

http://travel.state.gov/content/visas/english/study-exchange.html

Most students going to US universities will be applying for a J1 exchange visitor visa but some require students to apply for an F1 student visa. Your exchange partner university will make this clear for you.

**J1 visas – required documentation**

http://travel.state.gov/content/visas/english/study-exchange/exchange.html (scroll down to ‘how to apply)

http://j1visa.state.gov/

- DS 2019 Certificate of Eligibility. This will be provided by the exchange partner university once you have been accepted.

- Online Nonimmigrant Visa Electronic Application, Form DS 160 https://ceac.state.gov/genniv/
✓ A valid passport. Your passport should be valid for at least six months after your return date from the US. If you need to renew your passport – do it now!

✓ One photograph which meets specific photo requirements (this will be uploaded to your application):
  http://travel.state.gov/content/visas/english/general/photos.html
  (a number of photo booths [Tesco in Alloa was where I got mine done!] now do these photos, but you need £7 in pound coins)

✓ Nonimmigrant visa application processing fee (currently $160). You will need to provide a receipt showing the visa application processing fee has been paid when you go for your visa interview. Please check the following website for current fees:
  http://travel.state.gov/content/visas/en/fees/fees-visa-services.html

✓ SEVIS I-901 Fee (currently $200 for F-1 visas, $180 for J-1 visas). The SEVIS I-901 fee is mandated by US Congress to support the automated system that keeps track of students and exchange visitors. For more information about paying this fee:
  http://www.ice.gov/sevis/students
  https://www.fmjfee.com/i901fee/

✓ Financial guarantee. All students should be prepared to provide financial evidence which shows that you have sufficient funds to cover your expenses during the period of intended study. If you are a self-funding student, you will need to provide evidence in the form of bank statements, student loan confirmation etc.

F1 visas – required documentation
http://travel.state.gov/content/visas/en/study-exchange/student.html
(scroll down to ‘how to apply’)

✓ I-20 Certificate of Eligibility. This will be provided by the exchange partner university once you have been accepted.

✓ Online Nonimmigrant Visa Electronic Application, Form DS 160
  https://ceac.state.gov/genniv/

✓ A valid passport. Your passport must be valid until after your return date from the US. If you need to renew your passport – do it now!
✓ One photograph which meets specific photo requirements (this will be uploaded to your application): http://travel.state.gov/content/visas/english/general/photos.html (a number of photo booths [Tesco in Alloa was where I got mine done!] now do these photos, but you need £7 in pound coins)

✓ Nonimmigrant visa application processing fee (currently $160). You will need to provide a receipt showing the visa application processing fee has been paid when you go for your visa interview. Please check the following website for current fees: http://travel.state.gov/content/visas/en/fees/fees-visa-services.html

✓ SEVIS I-901 Fee (currently $200). The SEVIS I-901 fee is mandated by US Congress to support the automated system that keeps track of students and exchange visitors. For more information about paying this fee:

http://www.ice.gov/sevis/students
https://www.fmjfee.com/i901fee/

✓ Financial guarantee. All students should be prepared to provide financial evidence which shows that you have sufficient funds to cover your expenses during the period of intended study. If you are a self-funding student, you will need to provide evidence in the form of bank statements, student loan confirmation etc.

**Visa interviews**

Part of the visa application process is an interview at the embassy consular section. Because the waiting time for appointments can vary, it is recommended that you apply as soon as you are eligible. Learn how to schedule an appointment for an interview, pay the application processing fee, review embassy specific instructions, and more by visiting the Embassy or Consulate website where you will apply: http://www.usembassy.gov/

Do not submit your visa application until you have all the required documentation. Please also check the website carefully for any updates to the visa application procedure.

Your visa will **not** be issued on the day of your interview and your passport with visa inside will be returned to you by courier. **You will need to pay £15 for this service.**

As a result of the above requirements, it is not recommended that you plan to work in the USA in the summer before your exchange as you are not able to
remain in the USA on the visa which allows you to work as a student (i.e. through BUNAC or Camp America schemes). You have to return to the UK in order to obtain your exchange visa and the timing of this can be difficult.

The US-UK Fulbright Commission has a helpful website and video which covers the US visa application process: http://www.fulbright.org.uk/pre-departure/visas/overview

Remember to carry all of your visa documentation with you when you travel as you will be required to present it when entering the United States.

When in the USA

If you plan to leave the US at any time during your visa period, make sure you check with your host university’s international office about any special requirements. It is likely that you will need to have your immigration paperwork endorsed by your host university before you go – this just tells any immigration official (when you come back into the US) that you’re in good standing with the university.

At the time of writing, those with a J-1 exchange visitor visa are permitted to enter the USA up to 30 days prior to the start of the visa and remain up to 30 days after the end date. An F-1 visa has the same entry permission, but allows students to remain up to 60 days after it expires. As this may change, check with the International Student Advisor (often called the DSO) at your host university, or consult your visa documentation. Often your host university will have a handbook that explains all of these steps, so make sure you are reading everything that they give you! It is your responsibility to do this, don’t expect anyone else to do this for you.

Your host university will have a detailed orientation when you arrive which will cover all of your immigration requirements and responsibilities. If you’re not sure about something – just ask!
How do I arrange my study permit for Canada?

If you are only studying in Canada for one semester, you do not need to apply for a study permit (student visa). However, from March 15th 2016, visa-exempt foreign nationals who fly to Canada will need an Electronic Travel Authorization (eTA).

( Exceptions include US citizens and foreign nationals with a valid visa).

Students who are citizens of certain countries will require a Temporary Resident Visa to enter Canada, even if a study permit is not required. Please refer to the website below to see if this applies to you. This website also has information on how you apply for the eTA.

http://www.cic.gc.ca/english/visit/visas.asp
How do I arrange my visa for Australia?

The most up to date information on applying for Australian visas:
www.border.gov.au

Detailed information can be found at:
(exchange students should click on the Non Award Sector visa (subclass 575))

Students going on exchange to Australia must note the following important information before making your visa application:

Applicants must

• have received your acceptance from your exchange partner university and your electronic Confirmation of Enrolment (eCoE)

• not be applying more than 124 days prior to the start of your course

• have a current passport for the entire duration of your stay in Australia

• ensure that the personal details (full name, date of birth etc.) and passport details you provide in your visa application exactly match those in your passport

• have an applicable credit card to pay the visa application fee (currently AUD$550) Please note, this doesn’t have to be your own credit card, although you should ask for the owner’s permission (!). 

• provide evidence of financial support

• satisfy the health requirements as required under the Migration Regulations

- have evidence of valid health cover (you will have to pay for Overseas Student Health Cover OHSC). A former exchange student who went to the University of Sydney recommended the university’s own health insurance policy. The cost of this is comparable to other policies, and worth the difference in cost for being a hassle-free option.

Processing and enquiry times

Student visa applications submitted electronically are usually processed within 5 to 10 working days. Where there is the need for you to undertake medical and x-ray exams, or provide other information or documentation, processing may take longer.

⚠️ Remember! Do not submit your visa application until you have all of the required documents! Read through the website carefully, and follow instructions provided to you by your exchange partner university.
How do I arrange my visa for Japan?

In accordance with Japanese immigration law, international students must obtain a valid student visa prior to entering Japan. In order to obtain your visa, you must first apply for the Certificate of Eligibility (COE), an official document issued by the Japanese Ministry of Justice. You then submit this certificate with your visa application. Our Japanese partner universities request that all nominated exchange students submit their application form for the COE along with their program application.

The exchange partner university will submit the application for the COE to the Tokyo Regional Immigration Bureau on your behalf once you have been successfully admitted as an exchange student. It usually takes at least one month for Immigration to issue the COE. After receiving the COE, the partner university will send it to SRAI, and we will pass it to you. The COE should be brought, along with the other visa application materials to your nearest Japanese Embassy or Consulate. For the majority of students, this will be the Embassy in London.


Visa applications must be made in person. You should bring the following:
- a valid passport
- one visa application form, completed and signed
- one passport sized photograph (taken within the last 6 months)
- original Certificate of Eligibility
- one photocopy of Certificate of Eligibility

The visa application form is available here:

As part of your application, you will have to provide evidence that you have the funds available for your study abroad period. The status of your visa
should be ‘College Student’. This visa is usually issued within a few days after application submission. However, visa processing may require a week or more depending on your circumstances.

堠 Remember – do not submit your visa application until you have all of the required information listed above!
How do I arrange my visa for Hong Kong?

You will need to obtain a student visa to study in Hong Kong, unless you have the right of abode or right to land in Hong Kong. The international offices at our partner universities assist students with the visa process.

You should follow the guidelines outlined at:


and at: http://www.cityu.edu.hk/meao (for City University Hong Kong)

and at: http://www.ln.edu.hk/omip/ (for Lingnan University)

You will require visa sponsorship from your exchange partner university and to get this you must submit the following documents to the partner university as soon as possible once you have been admitted by them:

- Original copies of application forms ID 995A named ‘Application for Entry for Study in Hong Kong’ with relevant parts duly completed and signed.
  - The application should be completed in BLOCK CAPITALS.
  - Affix a photograph to the application on page 2
  - Include a copy of your acceptance letter from the partner university
  - Include a photocopy of your passport picture page
  - Include evidence of financial standing
- Evidence of your residence in Hong Kong (write City University Student Residence or Lingnan University Student Residence in the relevant column if you plan on living at the University’s student residence)

- The completed and signed ‘Request for Visa Sponsorship and Student’s Agreement’. A payment of $500 HK (around £45) is required for the visa fee and mailing cost. Please fill out the relevant section of the form to authorise credit card payment or enclose a bank draft made payable to your host university.

Upon receiving the documents and payment, the host university will complete the application with their sponsor form. When approval is granted, the partner will collect the student visa / entry permit label from the immigration department and it will be sent either directly to your home address or to us at the SRAI.

It usually takes between 4 – 6 weeks to process a student visa application so you must plan well ahead of your intended travel to Hong Kong.

*Remember! Do not submit your visa application until you have all of the above documents!*
Travel and Accommodation

*Insurance, flights, where to live on your host campus…*

Planning to go on exchange requires research and preparation. You can make this easier by thoroughly researching the university campus that you’re going to and the surrounding area. Here’s an example – I once sent a student to the University of Massachusetts Amherst who complained upon returning: “I didn’t realise Umass wasn’t in Boston until I got to the airport.” Now this kind of thing shouldn’t happen if you research the place you’re going to! Look up their websites, email Stirling students who are either on that campus at the moment or have recently returned – these students are your best resource for this sort of information.

Do I need insurance coverage?

**Yes. Yes. Absolutely 100% YES!**

Having suitable health and travel insurance is a condition of participation in the exchange.

**Rule #7** – it is your responsibility to ensure that you have adequate insurance coverage for the duration of your study abroad period – it’s in the contract that you signed!

Some of the partner universities provide insurance cover, but it is not comprehensive. Check before leaving what is and is not covered as it may need topped up with private insurance of your own, which is cheaper to buy in the UK. For example, UWEC has a very expensive university health insurance scheme that exchange students are required to pay for – but it is very comprehensive. Many of our Canadian partners have University Health Insurance Policies but these only cover you within the province of that university and you will need your own additional insurance if you’re going to be travelling out of state. Australian immigration law requires that students purchase health coverage before they will issue a student visa. Our Hong Kong partners will
waive their university insurance if you already have alternative coverage that meets their requirements. Students studying in Japan can register for National Health Insurance cover, but this does not cover 100% of costs. At other American exchange partner universities, all international students are automatically enrolled (and charged) for the institutional health insurance policy. Other universities have varying policies and it is important that you clarify their particular requirements so that you know whether or not you need to arrange any additional supplementary insurance of your own.

Whatever insurance you have to buy from your host university, it will only cover you for the length of time that you are an enrolled student there and it may only cover you within one particular area of the country you are studying (i.e. be specific to that particular state or province). We always advise students to purchase additional travel insurance to cover them for the journey to their host university, and for any travelling done after their studies.

The cost of buying comprehensive health and travel insurance is **not covered** by the University of Stirling and is not included in our cost of living estimates. For a semester’s comprehensive cover, we have heard good things about Endsleigh who charge around £230, but shopping around may find you a better deal. Check with companies which specialise in student insurance. If you want to take part in certain sports whilst overseas, you are advised to buy the appropriate insurance cover.

Do not go abroad without having comprehensive travel and health insurance!

Regardless of whether you have host university-provided health insurance, it is required that you take out travel and personal possessions insurance to cover you going to and from the host country, travelling around outwith semester and to insure your belongings. Always shop around to see who offers the best deals. Remember that you have to have health insurance for your whole period abroad. Please read the information provided by your host university carefully, but also note the following points:

- Take note of exclusions in all policies, e.g. dental costs, dangerous sports or pre-existing conditions. In these cases, it should be possible to buy ad hoc insurance.

- Check that you have vacation cover. If you stay in your host country beyond the formal end of the exchange period, make sure your insurance covers this.
Do not cut corners on this aspect of your exchange year. Medical costs are very high and even the slightest medical attention can bear a surprisingly high charge. What you are buying is peace of mind. Remember to keep any receipts for any medical attention that you have. You will need this for the insurance claim.

You may grumble about the upfront cost of an insurance policy, but please believe me when I say that you will be thankful for this should you need any kind of medical treatment when you’re studying abroad. As will your parents. As will I.

Dental Care

Have a thorough check up and complete any required treatment before you leave for your study abroad period. Most insurance will not cover dental treatment as standard, so if you have recurring dental problems it is advisable to take out dental insurance before you leave. At the very least – have a check-up before you go!

Insurance for Personal Effects, Personal Liability and Money

Please make your own arrangements for this. The University of Stirling strongly recommends that you take out insurance cover and is not liable for any costs associated with this cover, or costs incurred as a result of failure to take out adequate insurance. If you buy travellers cheques, use a company that provides a free replacement if the cheques are lost or stolen.

Immunisation Record

Some universities often request this before or as part of registration. It would be sensible to have this information prior to your departure. Medical examinations and/or certification can be provided by your own doctor but make sure you arrange this in good time. If you have already had the required immunisations, your doctor will need to confirm this. This why students are encouraged to apply early to the partner universities!

How do I organise flights and when should I plan to arrive?

You are responsible for making your own travel arrangements and for all travel costs.

Check with a travel agent such as STA, Trailfinders and other specialist student travel companies. Since the closure of Unicorn Travel on campus, you can now use the St Andrews based travel consultant, Clair Waterhouse (unicorntravel.co.uk), as a resource: askclair4travel@gmail.com. High street travel agencies are not the best sources of cheap flights for students. Remember
that it is advisable to have a flexible ticket, where the return date can be changed for not too high a fee. This will give you greater flexibility about when you come back. Web-based agencies can provide reasonable prices, but are not geared to providing support of advice and may not be able to provide the best student price for travel.

The earlier you buy your ticket, the cheaper it may be, but if you buy before you receive your official acceptance from your exchange partner university you may lose some of your money if you are not accepted for whatever reason. **The University of Stirling cannot reimburse students in these cases.** Early booking will also guarantee your flights at what may be a busy travel time. It is recommended that the date of the return flight is geared towards the expiration date of your visa as long as you can change your return flight details once you are overseas. Check how long you are allowed to remain in the country after the end of your semester as this will vary depending on country / visa type.

You will be required to travel to your host university in time to take part in the Orientation Programme provided. This is a vital experience for you and you should not miss it. You should certainly arrive in time for formal registration procedures. Notification of orientation / registration dates will be sent to you by your host university. Attending the orientation is important because, not only is it the best opportunity you will have to make friends and ask questions, but also because it will cover important issues like visa and immigration questions, differences in academic style and adjustment to your new surroundings.

Over the years we have only had a tiny number of students return early from their exchange because of homesickness or other adjustment issues. In each case, the student missed the on-site orientation and didn’t make those important initial connections both with fellow students and with the international office on the host campus. I can’t stress enough how important it is that you go to this. In fact, that’s another rule.

**Rule #8 – Do not miss the on-site orientation at your host university**

What accommodation can I apply for?

Each University has different rules for exchange students. **Not all of our partners guarantee on campus housing for exchange students,** particularly those universities which are based in large cities, so you should be prepared to live off campus if required. At all of our exchange partners you are paying for your housing, so you will usually have a good choice of available university housing. Usually, though, the International House, if there is one, is a good place to choose for campus accommodation as you will meet people from all over the
world and from your host university (and you won’t be in with many first years, escaping from home for the first time).

Please note that not all of our partners can guarantee on campus accommodation for exchange students.

In Australia, housing can be provided for the arrival and orientation period and you are assisted to find suitable housing near the university, usually with other international students. Australian students usually live at home, so there are few major university housing complexes. At Sydney, off campus housing should be considered as on campus housing is very expensive. City University Hong Kong has housing for international students available and this is both of a good standard and affordable. However if you do not get campus housing at CUHK then off campus accommodation can be very expensive. At the University of Toronto, 85% of the student population lives off campus and the university has an entire department devoted to assisting students in securing off campus accommodation, so don’t panic if you can’t get campus housing here.

Your host university will advise you of what you will need to bring with you in regards to housing. Many do not provide bed linen, or duvets (“comforters” in US-English) and you will have to buy these once you get there.

If you have special needs, e.g. medical circumstances or personal requirements, make sure you advise the housing office at your host at the time of application. Remember that disability and equal opportunities legislation and practices are on par with or ahead of the UK, so if you have a special requirement, these can usually be met.

In the US you will almost certainly, if in university housing, have to share a room, so be prepared! In actual fact, the feedback from our students is that having a roommate is not a bad thing: you have a friend on campus from day one, and if that person is a home student then they may invite you home for the holidays! If things go wrong with a room-mate, if you’re not compatible, there are always ways for this to be dealt with. Most residences are what the Americans call co-ed, which means mixed sex, though individual rooms and apartments are single-sex. Some universities offer what might be termed “affinity” housing, i.e. groups of rooms specifically assigned to students with specific common interests or lifestyles (UMass, for example, has both service-orientated housing and LGBT housing). The most common is having an International House.

Where meal plans are offered as standard, the food can be excellent, though fairly repetitive. Most university housing offers only limited cooking facilities as meal plans are the main method of providing food. This is definitely a hassle-
free option for students, but make sure you research the costs and budget accordingly. Sometimes you do not have a choice and must subscribe to a meal plan if living in on campus accommodation.

The cost of living estimate determined by the University of Stirling for each partner university is calculated to include housing and food, as well as general living expenses. It is still your responsibility, however, to research the various accommodation and catering options available on your host campus so that you are aware of the costs and can budget accordingly. There will always be a wide range of costs and options, and our estimate will always be towards the lower, more affordable end of this spectrum. So please do your research before you fill out your accommodation forms.

📍 Your best resources for accommodation tips are Stirling students either currently on exchange or who have just returned. We will put you in touch with them and you can ask them for their recommendations!
During Your Exchange

What you should expect and what we expect from you

Being selected as an exchange student brings its own responsibilities. This is not a gap year, or a “trip”, or a period of extended travel – you are a reciprocal exchange student. You will be representing yourself, your home country, the exchange programme and the University of Stirling. How you conduct yourself whilst on exchange reflects on us and that’s an important thing to remember. We rely on the students we send on exchange to fly the flag for this university and to show students on the host campus that the University of Stirling is a great place to come and spend semester or two. Not every student gets this opportunity, so make the most of it, and make us proud!

In terms of what you can expect, different universities provide different services for their exchange students. This level of service varies depending on where you go. At the very least, you can go on exchange secure in the knowledge that our colleagues in your host country are available to help you should you have any questions or concerns about being an exchange student on their campus. You will generally be dealing with the Study Abroad Office, or International Office, at the exchange partner university. Our contacts for all of the exchange partner universities are listed below.

Exchange Partner Contacts

USA
University of Alabama Birmingham
http://www.uab.edu
Exchange contact: Brian Johnson bejohns@uab.edu

University of Alaska Anchorage
http://www.uaa.alaska.edu/
Exchange contact: Leslie Tuovinen latuovinen@uaa.alaska.edu
University of Alaska Fairbanks
http://www.uaf.edu/
Exchange contact: Erica Iseri ekiseri@alaska.edu

California State University Monterey Bay
http://www.csumb.edu
Exchange contact: Kasey Scolavino international@csumb.edu

University of Hawaii - Hilo
http://www.uhh.hawaii.edu/
Exchange contact: Todd Shumway shumway@hawaii.edu

High Point University
http://www.highpoint.edu
Exchange contact: Heidi Fischer hfischer@highpoint.edu

University of Illinois at Urbana-Champaign
http://www.uiuc.edu/
Exchange contact: Joy Phaphouvaninh joypha@illinois.edu (until Feb 2017) Kristen Stout kmstrom2@illinois.edu (general questions); Tatiana Nikolaeva tnikolae@uiuc.edu (admissions questions)

University of Kansas
http://www.ku.edu/
Exchange contact: Kate Gerken kategerken@ku.edu

Le Moyne College
http://www.lemoyne.edu
Exchange contact: Hui Chen chenhu@lemoyne.edu

University of Louisiana Monroe
http://www.lmu.edu
Exchange contact: Kelsey Bohl kbohl@ulm.edu

University of Massachusetts – Amherst
http://www.umass.edu/
Exchange contact: Sherry Bohonowicz cbohonowicz@ipo.umass.edu

University of Miami
http://www.miami.edu
Exchange contact: Grant Cutler g.cutler@miami.edu

University of Mississippi
http://www.olemiss.edu
Exchange contact: Molly Fryman mafryman@olemiss.edu
University of New Mexico
http://www.unm.edu
Exchange contact: David Wright wrightd1@unm.edu

University of North Carolina Wilmington
http://www.uncw.edu
Exchange contact: Amy Mabery maberya@uncw.edu

University of Northern Iowa
http://www.uni.edu
Exchange contact: Stephanie Miller stephanie.miller@uni.edu

Salisbury University
http://www.salisbury.edu
Exchange contact: Agata Liszkowska AXLISZKOWSKA@salisbury.edu

San Diego State University
http://www.sdsu.edu
Exchange contact: Lisa Rodriguez lrodriguez@mail.sdsu.edu

Washington State University
http://www.wsu.edu
Exchange contact: Paul Wilmoth paul.wilmoth@wsu.edu

University of Wisconsin – Eau Claire
http://www.uwec.edu/home/
Exchange contact: Jodi Simek JBSIMEK@uwec.edu

University of Wisconsin – La Crosse
http://www.uwlax.edu
Exchange contact: Diane Sasaki international@uwlax.edu

University of Wyoming
http://www.uwyo.edu
Exchange contact: Sara Robinson SaraR@uwyo.edu

CANADA
Carleton University
http://www.carleton.ca
Exchange contact: Nancy Leslie Nancy.Leslie@carleton.ca

Mount Allison University
http://www.mta.ca
Exchange contact: Claire Kelly (until Jan 2017) clkelly@mta.ca
Robin Walker (from Jan 2017) rwalker@mta.ca

Ryerson University
http://www.ryerson.ca
Exchange contact: Christina Tachtampa (Ted Rogers School of Management) trsmexchange@ryerson.ca (until Jan 2018); Kristy Holzworth kholzwor@ryerson.ca
Mindy Vuong (School of Arts and Sciences) mindy.vuong@ryerson.ca

Simon Fraser University
http://www.sfu.ca
Exchange contact: Dora Lau exchange@sfu.ca

University of Toronto
http://www.utoronto.ca
Exchange contact: April Hoy inbound.exchange@utoronto.ca

University of Victoria
http://www.uvic.ca
Exchange contact: Jennifer Oakes jjoakes@uvic.ca

HONG KONG
City University of Hong Kong
http://www.cityu.edu.hk/
Exchange contact: Pancy Lo pancylo@cityu.edu.hk

Lingnan University
http://www.ln.edu.hk
Exchange contact: Christine Choi christinechoi@ln.edu.hk

JAPAN
Akita International University
http://www.aiu.ac.jp/en/
Exchange contact: Mr Travis Senzaki international@aiu.ac.jp

Rikkyo University College of Business
http://cob.rikkyo.ac.jp/en/
Satomi Taniguchi cobincoming@rikkyo.ac.jp

Waseda University
http://www.waseda.jp/cie/index.html
Exchange contact: Ms. Mayu OHDO m.ohdo@kurenai.waseda.jp

AUSTRALIA
Flinders University
WHAT YOU NEED TO KNOW 2016 - 2017

http://www.flinders.edu.au/
Exchange contact: Francisco Dullona francisco.dullona@flinders.edu.au

La Trobe University
http://www.latrobe.edu.au/
Exchange contact: Zeyneb Akgun z.akgun@latrobe.edu.au

University of Sydney
http://www.usyd.edu.au
Exchange contact: Kenny Lowe kenny.lowe@sydney.edu.au

These are the best people for you to contact about your application once submitted. They should also be considered your first point of contact whilst on exchange. However, for all issues relating to your academic programme at Stirling, our office should be your first port of call.

How do I keep in touch?

There is no excuse for not keeping in touch whilst you are on exchange and I actually take it very personally if you don’t! In fact, you’ll remember that it is part of the EX2 Exchange Participation Contract that you keep in touch with our office and let us know how you are getting on. This isn’t only important from an academic perspective, but we really want to hear your happy stories! Of course, we also want to hear from you if you’re having any difficulties whilst on exchange.

It is essential that you keep in touch with Stirling. Not just with our office but also with your Adviser of Studies. There are some administrative duties that you need to take care of, as third year students, to prepare for fourth year (dissertation topics, fourth year module registration, for example) so make sure that you maintain the necessary contact with your faculty.

All email correspondence sent from our office and the wider University will go to your University of Stirling email account so it is your responsibility to check this regularly whilst on exchange.

I know it’s easy to forget to do this. But it’s really important that you check your Stirling email regularly.

Before you leave

Please check in with us before you leave so that (a) we can go over any final questions or concerns or (b) so that I can check that you’re all ready to go on
exchange! Please also make sure that the contact details on your student record are up to date.

**Emergency contact**

It is extremely important that you ensure your contact information is up to date on the portal. In recent years there have been incidents abroad that require we get in touch with students. You should update your semester address to that of your host country, and if you arrange in-country mobile coverage you should provide that number also. As part of the initial exchange application, we asked you to provide permission for us to liaise with third parties (eg family members) about your participation in the exchange programme should this contact be required. Please note that you are not required to provide this permission, but it makes things very difficult for us if your parents call us during your exchange, stressed out because you’re in hospital with a broken bone and we tell them that we don’t have your permission to talk to them.

**Enrolment at Stirling (semester 5 exchange students)**

Even though you’re not going to be here, the University of Stirling still requires you to enrol at the start of our own autumn semester, even though you may be at your exchange university when our own enrolment opens. The reason for this is that we record statistical data on student mobility, and you’re still considered a University of Stirling student even though you’re on exchange. It also allows you to receive any awards or bursaries which you usually apply for – so make sure you enrol when you get the email reminder.

**On arrival**

As soon as you arrive and have settled in at your host university, please send an email to our so that we know you’ve arrived in one piece. Email your parents / carers / guardians / significant other to let them know that you’ve arrived in one piece! Contact your Adviser of Studies to let them know you have arrived and are registering for the required courses. You will still have access to the University of Stirling Student Portal and Webmail whilst overseas and you should also be able to update your correspondence address. If you are encountering any problems at any stage, please let us know. Remember also that each host university has support mechanisms in place for exchange students and those offices are almost always able to solve immediate practical problems.

You also have to advise us, on registration, of the courses you are taking by returning the SA2 Registration Confirmation Form as detailed earlier in this guide. Please remember that you are a representative of the University of Stirling on exchange, so we need to ensure that everything is progressing properly.
All correspondence should be directed to studentexchange@stir.ac.uk - use email as much as possible. If you do need to send something in the post, use this address:

Ms. Jo Hagerty, International Exchanges Manager  
Student Recruitment, Admissions and International Affairs  
University of Stirling  
Stirling FK9 4LA  
SCOTLAND, UK  
tel: +44 1786 467042

Phone

Phone companies abroad will often provide deals for students, and calling cards are also a great way to call home for minimum cost. In most cases, student rooms will have telephone and Internet connections. We recommend that you get in touch with current and former exchange students to find out if they used pay as you go mobiles or used their own phones abroad.
Finance

Studying abroad may seem expensive. However, it is affordable and there are ways to keep the costs down if you’re sensible. Most of all (and this is one for the parents) try to remember that this is an investment in your future as an individual worthy of serious consideration for employment. You need to make sure that it’s a worthwhile investment, and get the most out of the time you’re going to spend as a student overseas.

How much should I budget for going on exchange?

Cost of Living

The Study Abroad Office advises the cost of living estimates based on our partners and former students’ estimated cost of living for the exchange year. This estimate should be sufficient to provide accommodation, food, books, clothing and personal spending (reasonable personal spending!) whilst on exchange. This sum is not intended to include vacation travel around your host country, return airfare, bungee jumping, tattoos, major luxuries or insurance so you need to budget extra to take this into account. You can expect a similar standard of living to that which you would normally have at Stirling.

Please budget carefully. You should not undertake a study abroad period if you cannot realistically afford it. Students going on exchange want to get the most from the experience and usually plan to have more funds available than we indicate for the estimated cost of living.

Tuition fees and student loans

You are on a reciprocal exchange programme which means that you do not have to pay tuition fees at the host university abroad. However you do still have to pay your tuition fees, or arrange to have them paid, as though you were still at Stirling. As you are not in attendance here, you will be billed for the relevant amount and must pay that, or make arrangements to have it paid, within the payment period, usually three to four weeks after the bill is issued.
Remember to apply for support in the usual way through SAAS or your LEA or relevant government agency for non-UK students. Even if (as a SAAS funded student) you do not pay a tuition fee, SAAS is paying for you so you must make the normal arrangements to apply for support.

When applying to your education authority, indicate in the relevant section of your form that you will be on exchange. Please note that your exchange is elective and not a compulsory part of your course.

Please note that our exchanges include a waiver of tuition costs but certain student fees are not waived under our agreements. You may be charged fees for student services, university health insurance, sports membership etc. and your exchange partner university will be able to clarify which fees exchange students have to pay and which ones do not apply.

**Student loans**

The Student Loans Company is the organisation which administers the scheme for UK nationals. The SLC website at [http://www.slc.co.uk](http://www.slc.co.uk) provides up to date information and should be consulted about procedures for new applicants and those for previous applicants.

For UK students who apply for funding from the SLC, contact their office in Glasgow to advise the company that you are going on exchange so that, if possible, arrangements may be made for your payments to go directly to you rather than being sent to the University of Stirling.
Coming home

Even though you are spending part of your third year studying overseas, you are still considered a University of Stirling student. Our office provides the Student Programmes Office and Student Records Office with a list of all students who are going on exchange, and your student record will be updated to reflect this. It is important to check your University of Stirling email address frequently whilst on exchange because this is the address that all university departments will use to contact you about university business.

Accommodation for Returning Students

Students who would normally apply for University of Stirling accommodation will still have the opportunity to apply for housing for the semester they are not studying abroad. One semester lets are dependent on the availability of accommodation and rooms cannot be guaranteed. Applications will normally be available from mid-March, and you should keep an eye on the portal for this announcement.

Private lets

Even though many landlords will not offer a lease for less than 6 months, you may want to consider buddying up with a student studying abroad during the opposite semester from you and sharing a place with them. The Stirling Digs website, run by the University of Stirling Students’ Union, is a good resource for local available private accommodation.

Registering for modules

Autumn semester exchange students

You will be able to register for semester 6 modules before you leave to go on exchange (usually early May). Your record will reflect that you are studying abroad in semester 5. If there is a problem with the system not allowing you to register, please contact the Student Programmes Office.
Spring semester exchange students

You will be able to register for semester 5 modules when module registration opens (usually early May). Your record will reflect that you are studying abroad in semester 6. If there is a problem with the system not allowing you to register, please contact the Student Programmes Office.

Early in semester 6 (whilst you are abroad), you should contact your Adviser of Studies at Stirling and confirm with them what modules you need to register for in your fourth year. This is of particular importance for students who will be choosing a dissertation topic so you must be proactive about this. Your academic programme is not the responsibility of our office – this is between you and your academic advisers here. So make sure you’re seeking the right advice at the right time.

Around mid-semester at Stirling, the online registration system comes online for the next semester. An email will be sent to your University of Stirling email account about this so (again) it is important to check this account regularly! Because you may not have taken certain pre-requisite modules, you may have difficulty registering for certain final year modules. If this happens, please send an email to the Student Programmes Office (student.programmes@stir.ac.uk), explain that you are currently on exchange, and let them know what modules you are trying to register for. They will be able to override the system and get you registered for your required modules.

Transfer of credit from your semester abroad

All of the courses you take whilst on exchange will count towards your degree programme at the University of Stirling. This is why it is so important to have courses agreed before you go, and to understand your academic responsibilities (hence the often preachy nature of this guide!). If you do not complete the required number of courses, or if you take courses that were not approved by the university as part of your learning agreement, these instances will likely affect your degree progression back at Stirling.

The University of Stirling applies a credit only award for exchange students and students who pass all of the required modules will receive 60 SCQF credits for one semester abroad. This will show up on your academic record like this (for example, single honours Business student):
**WHAT YOU NEED TO KNOW 2016 - 2017**

<table>
<thead>
<tr>
<th>Session</th>
<th>Semester</th>
<th>Module Code</th>
<th>Module Name</th>
<th>Grade</th>
<th>Mark</th>
<th>Credit Awarded</th>
<th>SCQF Level</th>
<th>SCQF Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015/6</td>
<td>Autumn</td>
<td>CR1BUS</td>
<td>Credit at level 10 in Business Studies</td>
<td>20</td>
<td>10</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015/6</td>
<td>Autumn</td>
<td>CR2BUS</td>
<td>Credit at level 10 in Business Studies</td>
<td>20</td>
<td>10</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015/6</td>
<td>Autumn</td>
<td>CR3BUS</td>
<td>Credit at level 10 in Business Studies</td>
<td>20</td>
<td>10</td>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Or like this (for example, joint honours Psychology and Sports Studies student):

<table>
<thead>
<tr>
<th>Session</th>
<th>Semester</th>
<th>Module Code</th>
<th>Module Name</th>
<th>Grade</th>
<th>Mark</th>
<th>Credit Awarded</th>
<th>SCQF Level</th>
<th>SCQF Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015/6</td>
<td>Autumn</td>
<td>CR1PSY</td>
<td>Credit at level 10 in Psychology</td>
<td>20</td>
<td>10</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015/6</td>
<td>Autumn</td>
<td>CR2PSY</td>
<td>Credit at level 10 in Psychology</td>
<td>20</td>
<td>10</td>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015/6</td>
<td>Autumn</td>
<td>CR1SPS</td>
<td>Credit at level 10 in Sports Studies</td>
<td>20</td>
<td>10</td>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

“Hold on a minute!” I hear you cry, “How come I had to take two Sports modules and I’m only getting credit for one?” This comes down to the credit value of UK courses and the credit value of courses at our exchange partners. All the way back on page 7 (go on, check!) I talked about credit value, and the importance of taking the right amount of credit. If you were here at Stirling, and not studying abroad, you would have to take 40 Psychology credits (2 modules) and 20 Sports Studies credits (1 module). This is the full time load for your course. When you’re studying abroad, you need to take the equivalent of a full time load and this end up being equally split between degree subjects if you are studying somewhere where a full course of study requires four rather than three modules per semester. This is most cases.

“Ok!” I hear you getting ready to counter argue, “I understand that I need to take a full time load, but could I not take two psychology courses, one sports course and one course in whatever I feel like? I’ve ALWAYS wanted to study macramé.” No, you can’t. Because you would not have achieved the equivalent of a full semester of study in your main degree subjects. So no deal. I am all for macramé, but this will have to be over and above your main academic responsibilities.
Guidance for Tier 4 visa students

Holding a Tier 4 visa does not exclude students from participating in an exchange. However, any visa implications will need to be considered before embarking on a period abroad. The University will continue to sponsor students on a Tier 4 visa during a study abroad period providing they meet all the immigration requirements of the country in which they will study.

Passport

In addition to the academic requirements for the period abroad students should ensure that they hold a valid passport. All EU countries require students to hold a valid 10 year passport in order to study and some require that this passport is valid for between 3 and 6 months after the end of your visit. Our office will check that the student has a valid visa before the student is permitted to embark on a period abroad and will consult with the Student Immigration Manager in the case of queries.

Data Protection Authorisation

Prior to embarking on the period abroad students must sign a declaration which authorises their host institution to disclose information to the University of Stirling concerning academic progress, engagement and conduct during the period abroad.

Visa Implications for Periods Abroad

Students will not be able to extend their visa if this will result in them having exceeded the maximum time limit (or ‘cap’) set by UKVI. This usually means that students must not have spent more than five years with immigration permission as a Tier 4 (General) student, or as a pre-Tier 4 student. Before the student is permitted to embark on a period abroad the Study Abroad Office must check with the Enrolment and Records Team (ERT) as to whether the time spent abroad might take them over their 5-year limit.
Tier 4 Responsibilities

Tier 4 students on a period of study abroad remain a registered student at the University of Stirling. As a result, under UKVI regulations, the students and the University need to ensure that their responsibilities are met. For students they must attend their classes and keep in regular contact with their host institution as well as the University of Stirling. Should they change their contact address during the study abroad period they should notify both the host institution and the Study Abroad Office at Stirling of changes to their contact address.

The ERT will send the students an email which details their responsibilities during the period abroad and what they are required to do in order to comply.

Responsibilities Whilst Abroad

Proof of enrolment
As the University needs to report to UKVI those students who do not complete enrolment the ERT needs to receive confirmation from the host institution that the student has completed enrolment and has commenced studies. The student will provide the Study Abroad Office with a stamped SA2 Registration Confirmation Form from their host institution within two weeks of arrival. This document will then be forwarded to ERT.

If a student does not provide a stamped SA2 Form the Study Abroad Office will contact the host institution to confirm that the student has arrived and has embarked on their studies. If the host institution is unable to confirm the arrival of the student then ERT will contact the host and the student with regards to obtaining information as to whether they are no longer on the study abroad period. If no response is received from the student and the host has received no communication then the University will withdraw its Tier 4 sponsorship and UKVI will be notified accordingly.

So make sure you get those SA2 forms back on time!

Points of contact during time abroad
The host institution will provide the Study Abroad Office with details of academic progress at the end of each semester. Any concerns over progress, non-attendance at exams etc. will then be taken forward by ERT so that the Team can then liaise with the host institution and the students regarding their Tier 4 responsibilities and the implications for our sponsorship. Where there are issues with Tier 4 compliance during the
period abroad then the University will consider whether they can continue sponsoring the student. This may lead, where appropriate, to the student having to return to the University to continue studying, or having their Tier 4 sponsorship withdrawn.

At the end of the exchange period the Study Abroad Office will flag to the ERT any issues over the transcripts.

Notification to UKVI

The Enrolment and Records Team will notify UKVI of those students who have changed study location due to their study abroad period. The Team will notify UKVI of the duration of the period abroad and the institution that the student is attending.
Appendix 1 – Checklist

Use email where possible. If you have to post us anything, use airmail and keep copies of everything!

Always sign, date and insert address on correspondence.

Use the exchange website to download all forms: www.stir.ac.uk/exchange/essential-documents

Keep in touch! We like nice emails now and again! Send us a postcard! Send your Adviser of Studies a postcard, especially if they’ve been particularly helpful.

Make sure you contact our office immediately if you have not received any of the following by 1st June (for autumn semester exchange students) or December 1st (for spring semester):

- DS-2019 or I-20 visa document (USA) or similar
- Orientation or registration date
- Letter of acceptance from your host university
- Any of the materials you were expecting from either your host university or our office.

Finally – always remember that we are here to help, and that it’s easier for us to help you if we know about any problems sooner rather than later.
Appendix 2 – Forms

**EX2 University Exchange Programme Participation Contract**
(signed and returned to our office by the first exchange meeting). This form confirms that you have accepted your place on the UEP and that you are aware of the terms and conditions.

**SA1 University Exchange Programme Learning Agreement**
(provided by our office in March / September for you to complete with your Adviser of Studies and get their signature). This form needs to be returned to our office by end of April for autumn semester exchanges and by end of October for spring semester exchanges.

**SA2 University Exchange Programme Registration Confirmation**
(available online at [www.stir.ac.uk/exchange/essential-documents](http://www.stir.ac.uk/exchange/essential-documents)). This form needs to be completed by you and returned to our office at the start of EVERY SEMESTER you’re on exchange.) Even if there are no changes to the courses you’ve had approved on your SA1, you still need to return this. Email to [studentexchange@stir.ac.uk](mailto:studentexchange@stir.ac.uk).
Appendix 3 – Tips

Random tips picked up by us over the years!

Applying for your US visa in Belfast – if you’re flying Easyjet to Belfast, make sure that you bring a photo ID with you (drivers’ license). Just in case they need to keep your passport for anything, you’ll need a photo ID to check in for your return flight!

ALSO – bring a pre-paid recorded delivery envelope with you when you apply for your visa in Belfast, otherwise it’s a taxi ride to the nearest post office!

Applying for your US visa in London or Belfast – bring a book with you – you will be waiting a while! And don’t give smart alec answers, Embassy officials rarely appreciate this! Be nice, smile and be friendly (“You will get more bees with honey” sort of thing applies here…). Also – check out the website before you go because there is a laundry list of items that you’re not allowed to bring into a US Embassy or US Consular Office. The Fulbright Commission has a helpful video about the application process.

Making friends on exchange – join clubs and sports teams! We hear this from our returning students over and over again. This is the best way to combat homesickness in the early stages, by going out there and getting involved!

Take advantage of every opportunity – the whole point of going on exchange is that you get the chance to do things you wouldn’t get to do here. We have had students investigate internship opportunities, write for student newspapers, get involved in student productions – never forget that you are making valuable contacts and lifelong connections.

Facebook is your friend! – as soon as you have your host university email address established, join the Facebook network for that university. It’s a great way to see what’s going on at your host campus, and to interact with other exchange students.

Keep in touch with your Adviser of Studies here at Stirling – sometimes, it can be a case of ‘out of sight, out of mind’ and you don’t want to miss
anything. Some faculties are better at this than others, but you have a responsibility to be proactive.

**Be proactive!** – if you’re encountering problems, don’t just sit around and brood about them! Get in touch with us back at Stirling, or get in touch with the exchange co-ordinator at your host university. This is particularly important with academic issues as we can’t do much for you once the class is over.

**Read this booklet and refer to it throughout!** – I didn’t just spend a weekend writing this for the good of my health 😊 There is a lot of important information in here, and it applies to you as an exchange student from the earliest stage through your return to Stirling, so make sure you refer back to it.
Appendix 4 – Frequently Asked Questions

I think I’ve failed an exam this semester – can I still go on exchange? – The rule is that if you gain admission to Honours, you can go on exchange. If your failed module is in a core course and you don’t get admitted to Honours, you can’t go. This happens rarely. Please understand that we would not take the decision to withdraw the offer of an exchange place lightly, but we have a duty of care both to you and to our exchange partner universities overseas not to send students who we believe will struggle with the academic demands of a semester abroad.

I’ve just arrived and I hate it here! Can I come home? – Ok, breathe, this happens more than you’d think and I always give the same advice. If you arrive at your university and have trouble settling in and feel homesick then you have a responsibility to use those support resources available to you to try and overcome what are completely natural adjustment issues. The International Office on the host campus will be able to advise you in situations like this because it’s a very common occurrence. You’re jetlagged, everything is new – the people, the food, the weather, the classes – and this can be incredibly overwhelming. All I would ask is that you recognise that these feelings are more than likely temporary, and that once you take some time to get settled in, figure out where things are and how things work, you will probably feel a whole lot better. Plus, overcoming these initial difficulties will fill you with confidence about the rest of your time abroad. All that said, I would never ask anyone to stay somewhere they really, really don’t want to be. So if you find yourself in this situation, get in touch.

I’ve had a brilliant time during my exchange and I don’t want to come back to Stirling at all! Can I stay at my host university and graduate from there? – No. Participation in the exchange programme is contingent on you returning to the University of Stirling and completing your degree here. If you can really afford the tuition fees at your exchange partner university then you can apply for a postgraduate degree there.

I can’t get a place on one or more of my approved modules. What can I do? – this happens all the time, and your job is to be proactive. The best thing that you can do is to go and see the professor for that course and see if you can get a place. Explain that you are an exchange student.
and that this course is substituting a core requirement for your degree back home. More often than not, you will be able to get a place. DO NOT just send an email and hope for the best. The personal approach is the way to work this – milk the accent! If we’re talking about a core module, then you need to do the best you can to get on it. If we’re talking about an option module, then see if there’s anything else in the same subject at the same level that you can get a place on. This will have to be agreed with the Adviser of Studies for your subject area. Worst case scenario is if you really can’t get onto the equivalent of a core Stirling module; there is a provision in place to allow for you to take an extra module in your final year. It means your workload in 4th year is greater, but it’s a good trade-off. The important thing is to keep in touch with your Adviser of Studies and with our office; particularly if you’re going to need a variant programme set up.

**What do you mean I’m not guaranteed on campus housing?** – you’re not guaranteed on campus housing at all of our exchange partner universities. Most of our students will get university housing, but there are places where it is either very expensive (Sydney) or incredibly limited (Toronto, Ryerson) so you will have to look at alternatives. If you’ve done your research before you applied for the exchange programme then this should not come as a surprise to you.

**Why do I have to take four courses just about everywhere when I’d only take three here?** – it’s to do with credit, and how much credit you need to progress to the next semester at Stirling. Students are required to take the minimum full time load whilst on exchange and at most of our partners this is four courses per semester. You should actually count yourselves lucky – one Stirling module is the equivalent of 5 US credits, yet we only expect you to complete 12 credits per semester of study.

**Ok, fair enough. Can the fourth course be in any subject?** – No. Again, it’s a matter of credit. You need to get a full semester’s credit in your degree subject(s) to progress so all of your subjects need to be in that subject or subjects if you’re on a joint degree. If you want to take a course over and above your minimum credit requirement then you can certainly do that (I’d encourage it!). But it won’t count towards your degree back here.

**My parents have questions. Can I just get them to call you?** – if you have given us permission to speak with your parents / carers / partner during the application process then we are always happy to answer questions
from them. In my experience, parents usually call me because they are not getting the information they need from you. So if you are well-informed, they will be well-informed. Give them this guide to read!
Final (but extremely important) notes and a reminder of those Rules

Your participation in the University Exchange Programme is based on you maintaining certain grades and the University reserves the right to withdraw the offer of an exchange should participation by the student be deemed to be detrimental to that student’s programme of study.

No refunds from the University of Stirling can be given to students for non-refundable plane tickets, out of pocket visa application fees or expenses, or housing deposits made to exchange partner universities.

Students who fail course modules during their study abroad period may have to extend their degree programme at the University of Stirling, or may be removed from their Honours programme.

Please refer back to the EX2 Exchange Participation Contract for more information.

A reminder of those rules

Rule #1 – Do NOT compare your own situation to that of your friends.

Rule #2 – Read Everything Carefully (twice)!

Rule #3 – Know your academic responsibilities and don’t leave everything until the last minute!

Rule #4 – Milk the accent

Rule #5 – You are all adults, and I am not your mother

Rule #6 - You cannot start the visa application process until you have been accepted by the exchange partner university.

Rule #7 – It is your responsibility to ensure that you have adequate insurance coverage for the duration of your study abroad period

Rule #8 – Do not miss the on-site orientation at your host university
NOTE: The information provided in this booklet is as accurate as possible and reflects information available at the time of writing. The University of Stirling disclaims responsibility for errors, inaccuracies or changes to information, policies or procedures and reminds students of their specific individual responsibility in terms of their programmes and all other matters relating to their exchange.

Walk-in Wednesdays
Pathfoot C3
11pm – 2pm
Walk-in advising, no appointment necessary

Please call 01786 467042, or stop by the office at Pathfoot C3 to set up an appointment at all other times.

Student Recruitment, Admissions and International Affairs
University of Stirling (Pathfoot C3)
Stirling FK9 4LA
Scotland, UK

+44 (0)1786 467042
studentexchange@stir.ac.uk