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

Page 2: Overview of Semester/Full Year application process

Page 4: Overview of Summer Research application process

Page 6: Instructions for completing Stage One of the application process

Please contact us if you have any questions about the application process following this guide.
Overview of the Application Process for Semester/Full Year students

Stage 1
STAGE ONE: ‘APPLY YOURSELF’
If you are coming from a partner University then you should follow the link in the ‘Nomination’ email to Apply Yourself and complete the form. Visiting (fee-paying) students should follow the link on our webpage in order to complete the Apply Yourself application.

Stage 2
STAGE TWO: MOBILITY ONLINE REGISTRATION
Once your Apply Yourself application is completed and verified by our team, you will receive an email with an instructional guide asking you to register with Mobility-Online.

Stage 3
MOBILITY ONLINE
Check the details in your Mobility-Online record to ensure they are correct.
Next, upload your transcript.

Stage 4
MODULE CHOICES
While applying for your modules via Mobility Online, it is important that for this stage you read and refer to the Guide to Choosing Modules.
Do not apply for modules closed to Study Abroad students (indicated in the Guide)
Only apply for modules for which you have the pre-requisites.
Select a minimum of 90 Liverpool credits per semester to give yourself ‘back up’ choices

Stage 5
MODULE APPROVAL
Your completed module choices are then reviewed by academics for approval. This can be a lengthy process depending on the number of applicants. We appreciate your patience and you should not worry if you do not hear from us for several weeks.
Stage 6

MODULE APPROVAL

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

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

Stage 7

RECEIVING YOUR OFFER

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

Stage 8

ACCEPTING YOUR OFFER

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

Stage 9

VISA DOCUMENTATION

We will start issuing necessary documentation for students requiring a Student Visa in approximately June or 12 weeks before you start date.

Please Note

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

You are not in good academic standing at your home university. By nominating you for Study Abroad, your home university confirms your academic standing to us.

For non-native English speakers: You are unable to provide suitable proof of your English Language abilities.

We hope you find this useful. Please see page 6 for detailed guidance on how to apply with Apply Yourself.
Overview of the Application Process for Summer Research Students

Stage 1

‘APPLY YOURSELF’

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

Stage 2

MOBILITY ONLINE REGISTRATION

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

Stage 3

MOBILITY ONLINE

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

Stage 4

MODULE CHOICES

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

Stage 5

APPLICATION DECISION

You will then receive a decision on your application.

Stage 6

RECEIVING YOUR OFFER

If you have been offered a place on a Summer Research project you will then receive an offer email.
Stage 7

ACCEPTING YOUR OFFER

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

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

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

2. When you login you will see two application types. Please select Application for Admission by selecting ‘Start Application’. You do not need to complete the Pre-sessional English application.

3. Fill in your personal details and make sure you complete any field with a (*)
4. Select the **Admission Term (academic year)** and **Applicant type**. Students from exchange partners should select **Exchanges/Study Abroad**; Visiting students **Visiting (fee-paying) Study Abroad**. Then select the attached **Programme of Study** (there is only one option):

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

If you are coming to study in Liverpool for more than 6 months or to undertake a Clinical Placement please click Yes under the “Do You require a visa study in the UK”.

Please leave this blank
If you are coming to study for less than 6 months please click No under the “Do You require a visa to study in the UK” and enter the reason in the box below (i.e. *I am coming to study for less than 6 months*):

Please select ‘no’ here
6. The next section is for your contact details. You will need to enter your permanent home address and your correspondence address (if different). You will need to enter your telephone number (including country code) and email address:
7. The next section is for you to tell us about your Home University and what you are currently studying.

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

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

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

You can then upload a copy of your current transcript from your Home University.
8. The next section is regarding your English language skills.

If you are a *native English speaker* click ‘Yes’ otherwise click ‘No’.

If you have already completed a **FULL DEGREE** in a majority English-speaking country select ‘Yes’ and the country below, otherwise select ‘No’.

If you hold an English language test listed in the drop down please select ‘Yes’ and enter the test details.

If you are a *native English speaker* or do not hold an English qualification click ‘No’.

If you hold an English qualification that is not listed in either drop down menu, please list it here.

If your **FULL undergraduate degree** is taught in **English** click ‘Yes’, otherwise click ‘No’.

Please upload your English language certificate/ qualification here. For those studying with us for less than 6 months, you may upload a supporting letter from your home University.
9. Next is the “Supporting Information” section, you do not need to upload anything here.

10. We do not require references for Study Abroad so you can skip this step by clicking ‘Save & Continue’.

11. In ‘Other information’ you will need to select where your funding comes from and how you heard about the University of Liverpool:

   Most Study Abroad student will be self-funded
12. Please complete the monitoring information in the next section:

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

Click 'Yes' once you have read the Terms and Conditions.
14. You can then check your application, digitally sign it and submit! Once we have checked all your details, you will receive an email from our special Study Abroad database called Mobility-Online, which will take you through the next steps of the application process.

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

*Best Wishes*

*The Study Abroad Team*