**Research Exchange Application**

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| **Guidance** |

Applying for the Research exchange programme involves three stages:

**1. Website:**

Before completing the application form, please ensure you have read the programme information on the [Research Exchange - Durham University](https://www.durham.ac.uk/global-durham/global-opportunities/incoming-opportunities/research-exchange/) homepage. This page details all information regarding the Research programme.

**2. Application Process:**

To make an application, you will need to complete the application form (below) and submit additional materials. This includes:

**2a. Application form**

* **Personal Details**

Please complete sections 1-4, which includes the information required so that we can register your application.

* **Accommodation**

Please be aware that if the dates of stay are outside of term time, we may not be able to guarantee college accommodation.and students may need to source their own accommodation on the private market.

**2b. Additional Materials**

* **Research Proposal**You should submit a research proposal no longer than two A4 sheets along.
* **Statement of Language Proficiency/English Language Proficiency**

If you require a visa to study in the UK:

* + A Statement of Language Proficiency form provided by Durham University and completed by the sending institution or
	+ An IELTS Certificate(6.5 overall with no element below 6) or TOEFL Certificate (Overall score of 92 with no component under 23) which must meet the direct entry requirements and have been taken within two years of the start of the academic programme.
	+ Students from universities that offer instruction through English medium do NOT have to complete this section.
* **Passport**

To process your application we require a copy of the personal details page of your passport which must be valid for the duration of your stay. Please include the copy with the application.

**3. Submission:**

The application form must be emailed with the additional materials attached to incoming.exchange@durham.ac.uk.

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| **Application Form** |

**THIS FORM SHOULD BE TYPED AND THEN EMAILED DIRECTLY TO** **incoming.exchange@durham.ac.uk**

Please complete all of the application form in full. We will not be able to process your application otherwise.

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| **Section 1. Personal Details** |
| **First Name(s):**       | **Last Name:**       |
| **Gender (on passport):** Male [ ]  Female [ ]  |  |
| **Date of Birth: DD/MM/YYYY:** | **Nationality**:       |
| **Country of Residence:** | **Country of birth:** |
| **Your current address**:       | **City:**       |
| **Country:**       | **Postcode/Zip**:       |
| **Email Address (to send correspondence):** |
| **Section 2: Student Support Information** |
| Do you have any disability or special needs of which we should be aware? Yes [ ]  No [ ]  |
| If yes, please provide details and indicate any special requirements you may have. You can continue on a separate sheet if necessary. It is important to provide this information so we can ensure you receive the support you require.      |
| **Section 3: Home University Details**  |
| **Home University:**       |
| **Section 4: Period of Study** |
| **Please provide proposed dates of stay.** |       |
| **Section 5: Accommodation** |
| Would you like to be considered for accommodation in a residential college? **(**[**http://www.dur.ac.uk/colleges/**](http://www.dur.ac.uk/colleges/)**)** | **Yes** **[ ]  No** **[ ]**  |
| **Section 6: English Language Proficiency** |
| Please submit the Statement of Language Proficiency form with your application or an IELTS Certificate(6.5 overall with no element below 6) /TOEFL Certificate (Overall score of 92 with no component under 23) and has been taken within two years prior to application.  |
| **Section 8: Student signature** |
| *I confirm that I have completed this application form to the best of my knowledge and the information provided by me is correct on the date of the application. I will inform the Global Opportunities Team of any changes immediately.* |
| **[ ]  By ticking this box, you are acknowledging that all information provided in this form is true and correct. Durham University also reserves the right to contact your home university to clarify any information.** |
| **[ ]  I confirm that I am happy for the information contained in the application form to be forwarded onto Departments and Colleges within Durham University in order to process my application** |

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| **Self-Checklist** |

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| **When submitting the application please make sure you include:** |
| [ ]  Completed application form including: [ ]  Personal details [ ]  Research proposal [ ]  Ticking the box to “sign” the form. |
| [ ]  A copy of the personal details page of your passport |
| [ ]  Statement of language proficiency/certificate of Language Proficiency |