Dear student,

This document has been prepared by the Norwegian Study Centre to guide you step-by-step through the process of applying for our YorkCourse in English using the University of York online Visiting Students application form. To make sure you are using the correct form, please follow the link to the form through our website:

http://www.york.ac.uk/nsc/yorkcourse/applying

You will be using this form to apply regardless of whether you are applying for the BA-level or the MA-level version of the course. Please note in step 9 below you need to add ‘MA’ to your module choice if you wish to apply for the latter.

Please print off a copy of this guide (or keep it open on a second device) while filling in the application form online. There are several points where the form asks for information which it may not be necessary for you to provide, and at other points it will not be immediately clear from the form itself what kind of information we at the Norwegian Study Centre need you to provide, so **this guide is essential and you will not be able to fill in the form correctly without it**.

If you have any questions about the form or the application process, please email

nsc-director@york.ac.uk

and we will get back to you as quickly as possible.

The deadline for Spring 2018 applications is 1 November 2017 (by 12 pm, Central European Time). However, if this deadline should in any way create an administrative problem for your Norwegian institution, please get in touch on the above email immediately, and we will try to negotiate a solution.

We care deeply about YOUR application, so please do not hesitate to get in touch. Any user feedback on this document would also be most welcome.

Please remember to save your online application continuously as you work, since the system logs you out regularly if you have been idle.

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Step 1: (GUIDE STARTS BELOW)
Click on New User and create new account.

Note that all starred entries are compulsory to fill in throughout the application.

Step 2:

Ensure your personal details are correct.
Step 3:

### Visas and Immigration

If you are an overseas student wishing to study in the UK, you and we as sponsors are required to follow and meet the requirements of the Tier 4 Points Based System. The United Kingdom Visas and Immigration (UKVI) office have stipulated additional requirements in relation to academic progression and maximum length of study permitted in the UK. Therefore, before we can progress your application you will need to provide further information in relation to your previous UK study.

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>Is English your first language?</strong></td>
<td>No</td>
</tr>
<tr>
<td><strong>Do you need a visa to study in the UK?</strong></td>
<td>No</td>
</tr>
</tbody>
</table>

If you are a Norwegian or EU/EEA national, you will not need a visa. If you are a non-EU national, please write to nsc-director@york.ac.uk with more information, and we will clarify your situation.

Step 4:

### Additional Details

If you are applying with assistance from one of York’s overseas agents, please tell us which one.

If you are applying through a collaborative agreement, please tell us which one.

Where did you first hear about the programme for which you are applying?

**How do you intend to finance your studies?**

Other (please specify)  

Norwegian State Loan Fund

Upload your evidence of financial support

For the first three questions there is no need to select any option.

For ‘How do you intend to finance your studies’, select other and type Norwegian State Loan Fund (if this is correct). Otherwise, select ‘Self funding’.

You do not need to upload any evidence of financial support.
Step 5:

Fill in your ‘folkeregisteradresse’ in Norway. Leave the UK postcode field blank.

Step 6:

Fill in your current contact address and contact details. If this is the same as the previous field, please just fill it in again with the same details.
Step 7:

**Study Choices**

<table>
<thead>
<tr>
<th>Current Studies</th>
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<tbody>
<tr>
<td>Name of your current institution</td>
</tr>
<tr>
<td>--- Please select an option ---</td>
</tr>
<tr>
<td>If other please specify</td>
</tr>
<tr>
<td>Exchange scheme (If applicable)</td>
</tr>
<tr>
<td>--- Please select an option ---</td>
</tr>
<tr>
<td>Declared or intended major subject of study at your home institution</td>
</tr>
<tr>
<td>--- Please select an option ---</td>
</tr>
<tr>
<td>Estimated date of completion of your home degree programme</td>
</tr>
</tbody>
</table>

If the name of your current institution is on the Dropdown menu, use it. If not, fill in the name of your institution under ‘If other please specify’. The name can be in Norwegian.

Leave Exchange scheme non-selected (do NOT use any of the Dropdown options).

Fill in your intended major at your home institution (e.g. English Studies).

Fill in your estimated date of completion.

Step 8:

**Studying at York**

<table>
<thead>
<tr>
<th>How many York credits/ECTS do you intend to study at the University of York?</th>
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<tbody>
<tr>
<td>60 credits</td>
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<table>
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<tr>
<th>When do you wish to study at York?</th>
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<tbody>
<tr>
<td>Visiting Terms 2 and 3</td>
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</table>

Please fill in this field as above. (60 credits = 30 studiepoeng/ECTS). Correct dates for Spring 2018 should come up automatically when you select Terms 2 + 3.

Terms 2 + 3 in York = the Norwegian Spring term. If you are applying for the Spring term 2018 only, the above is sufficient.

If you wish to apply for BOTH Spring 2018 and Autumn 2018 to stay in York for a full year, please fill in the form as above, and also send an email to nsc-director@york.ac.uk notifying us that you are seeking admittance for the full year.
Step 9:

If the form has been updated properly, the Dropdown should have the option ‘Norwegian Study Centre’ under ‘Department’.

If this does not yet exist, please select ‘English and Related Literature’.

For full information about modules, see [https://www.york.ac.uk/nsc/yorkcourse/course/modules/](https://www.york.ac.uk/nsc/yorkcourse/course/modules/)

Add the following module names for Spring 2018: (If you are applying for a full year, you can make your Autumn 2018 selections later: do not add anything here at this point.)

1) EITHER ‘The Victorians’ OR ‘Multicultural and Global Literature’ (please note, this is a preference selection, you are not guaranteed your choice since only one of these two options will be taught).

2) The ELF in the room: English as a Lingua Franca

3) Defence Against the Dark Arts (British Political Economy)

OR you can replace any of these three, and put ‘Research Extension Module’ instead. If you do so, please also specify ‘Literature/Culture/Linguistics’, e.g.:

Research Extension Module: Linguistics (note: you must then also choose module 2!)

If you are applying for the MA version of the modules, please also add ‘MA’ to each box.

You can leave the box ‘My home institution requires etc.’ unticked.
Step 10:

Please fill in the form as above (using your own dates), and upload all your university/college level grade transcripts (karakterutskrifter) and your degree certificate (only if you have one).

Select your status from the Dropdown menu.

If you have undertaken/completed several university programmes, click the button to Add another university programme.

No need to fill in Other Qualifications: leave blank.
Step 11:

Please describe your current/most recent employment ONLY. Do not ‘Add another’.

Upload your CV including both education and employment history.

No need to fill in any other field: please leave Your Experience blank.
No need to fill in any of these fields: please leave blank.
Step 13:

**Written Work**

Your written work must be your own work and written in English. It should demonstrate critical and analytical skills, the ability to construct and defend an argument, and your powers of expression.

**Ideally your written work will also**

- be from your most recent period of study
- relate to the subject area you are applying to

Extracts from longer pieces are welcome, but should be prefaced by a note which puts them in context.

If you cannot provide a suitable sample of work you should contact the relevant academic department for advice.

Please upload an account in English (approximately 400 words) of your reasons for wishing to study the YorkCourse at the Norwegian Study Centre.

*There is no need to upload any other written work.*
Step 14:

Insert the name of one referee with contact details. Make sure you get their email right. Please arrange beforehand with your referee that they are to upload your reference to the system (they will receive an email with instructions). In the UK, references are usually not open, so you will not see the reference letter itself. (However, though this would be unusual, you can make a Freedom of Information request to see the reference later.)

Step 15: The Equal Opportunities form

In each Dropdown menu here you will have the option to refuse information if you do not wish to give it. This information will in any case not be passed on to the NSC, it is for university statistical purposes only. This information will in no way affect the admittance process.

Step 16:

Review and submit your application.