

YorkCourse Application guide

Dear prospective *York*Course student:

This guide has been prepared by the Norwegian Study Centre (NSC) to help you step-by-step through the process of applying for our *York*Course in English using the University of York online application portal for visiting students. *Please only use the links provided in this document to make sure that you apply for the correct course.*

The application portal for Autumn 2024 applications will be open in March. If you would like to attend the YorkCourse but have missed the deadline at your Norwegian institution, please get in touch with our Director (nsc-director@york.ac.uk) so that we may work for a solution.

To apply for BA or MA level courses at NSC:

- 1. Follow the <u>link</u> to the form and choose the correct semester.
- 2. Use the Application Guide below to help you through the process.
- 3. Specify if you are applying for the BA or MA level in the written work you submit for the application.

School fees and visas: As the NSC is fully funded by the Norwegian government, you will not need to pay school fees. Additionally, <u>you will not need a visa</u> if you are a Norwegian citizen or citizen of another EEA/EU country and are applying to our one-semester course.

Activities fee: Cultural excursions are a planned part of the *York*Course teaching. An excursion fee of NOK 2500 will be invoiced at the beginning of the semester for YorkCourse students. If you are enrolled in the "School Experience" option (10 days practice in a York school), the activities fee is NOK 3500 to cover the costs of practice mentorship. Transportation to and from the practice school will also need to be paid by students.

Applying for courses outside of the NSC: The NSC is not connected to other programs at the University of York. <u>To apply to take modules at the University of York</u> in addition to those offered by the NSC *York*Course, you must create a separate application and apply directly to that course. In addition, you will be required to pay substantial fees to the university.

If you have any questions about the form or the application process, please do not hesitate to email me at: nsc-director@york.ac.uk.

We hope to see you in York this spring!

Best wishes,

Jena Habegger-Conti

Jena Hakegger - Conti

Director, Norwegian Study Centre

University of York

Step by Step Application Guide

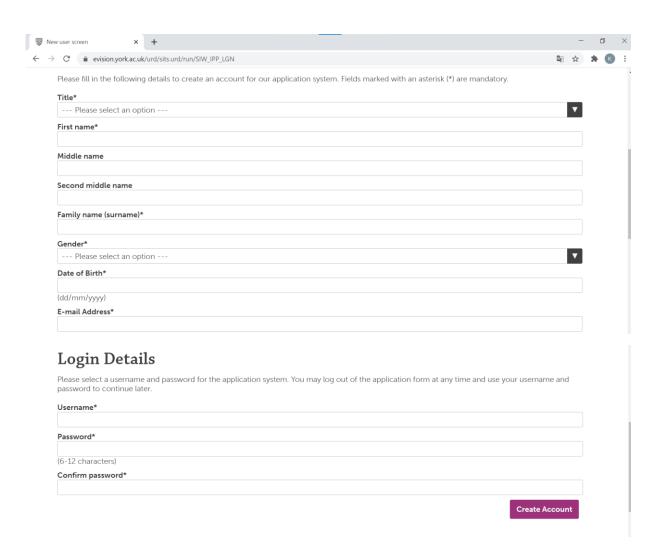
1. Establishing a user account:

Go to the <u>University of York Visiting Student application</u> pages and choose the correct semester.

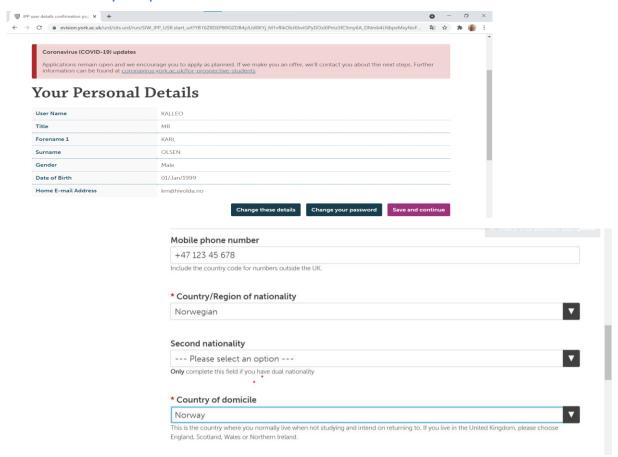
Click on New User and create a new account by making selections and writing in your personal details.

Note: You must fill in all fields with a *. Leaving them blank will prevent you from moving forwards with your application.

Remember: Make a note of your username and password, and continually save the application, as you may need to go back to it several times!



2. Ensure your personal details are correct.



3. Visas and Immigration

It is very important that you reply correctly to the questions in this section.

If you are a Norwegian national, or a national of another country in the EEA/EU, the UK allows you to study for up to six months without a visa and you can check 'no' on the form. (To check if you qualify for short study: https://www.gov.uk/check-uk-visa.)

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 Student Sponsor Guidance - Sponsorship Duties. The United Kingdom Visas and Immigration (UKVI) office has stipulated additional requirements in relation to academic progression in the UK. Therefore, before we can progress your application you will need to provide further information in relation to your previous UK study. Failure to declare all previous UK study may result in an offer being rescinded.



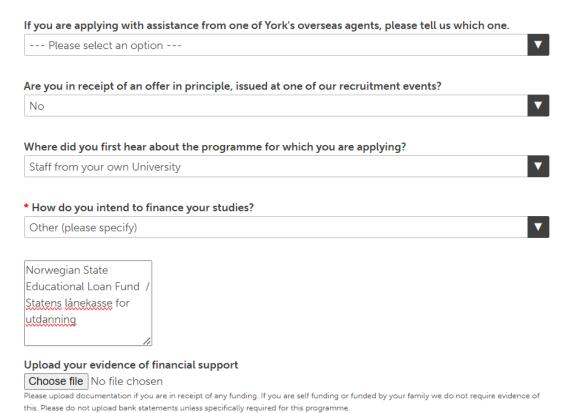
4. Additional Details

You will most likely not be applying through an overseas agent, so this field can be left blank.

It isn't necessary to specify how you have heard about the course, but you may do so if you like.

The question about finance must be completed. For the great majority of you, the correct choice will be "Other": Norwegian State Educational Loan Fund (Statens lånekasse for utdanning). If you do not have access to these funds and need to finance your studies differently, you will most likely be self-financing. You do not need to document that you have access to funds if you are self-financed.

Additional Details



5. Addresses

Leave the UK Postcode field blank, and fill in your 'folkeregisteradresse' in Norway, as in the example below. Remember: only starred fields must be filled in.

Contact address: if your official, 'folkeregister' address is not where you will receive mail during the application process, fill in your current contact address and contact details – i.e. where mail can find you most easily. If this is the same as the previous field, you need not fill in anything here (fields are not starred).



6. Study Choices

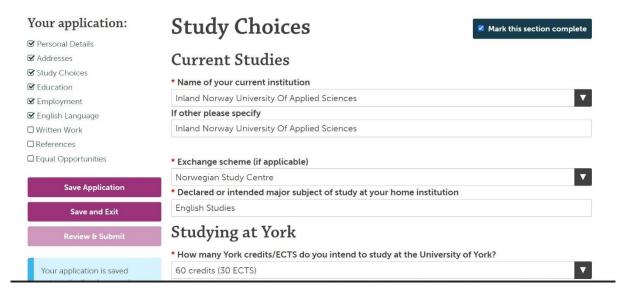
Find the name of your current institution on the Dropdown menu. If you are not currently a student, choose 'If other...' and type 'Direct applicant to the NSC YorkCourse'. The system assumes you will have a home institution since you are applying as an exchange student, but the NSC allows direct applicants.

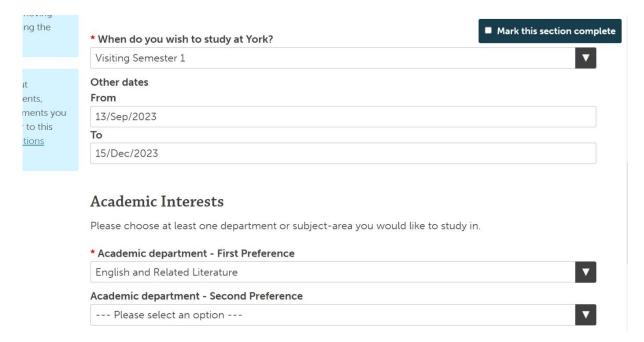
For 'Exchange Scheme', select NORWEGIAN STUDY CENTRE. Fill in your intended major at your home institution (English Studies or Teacher Education, for example). Fill in the estimated date for completion of your degree.

Choose how long you are planning on studying (semester or year) and note that Semester 1 = Autumn and Semester 2 = Spring. If you are staying for one semester, choose "60 York credits" = 30 studiepoeng/ECTS.

Please note that the dates for the beginning and end of the semester differ slightly from the normal autumn semester start and end date in Norway (September to December and February to June).

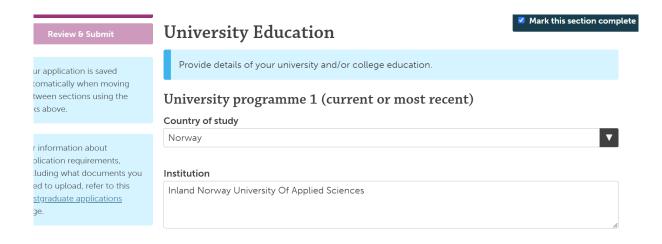
Because in this section it is not possible to inform us of whether you are an undergraduate or graduate student, we ask that you do this in your written work/letter of motivation further down in Step 10.

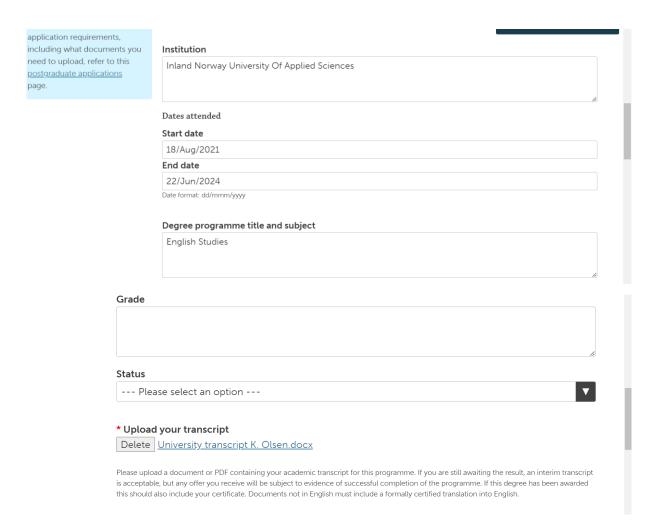




7. Education

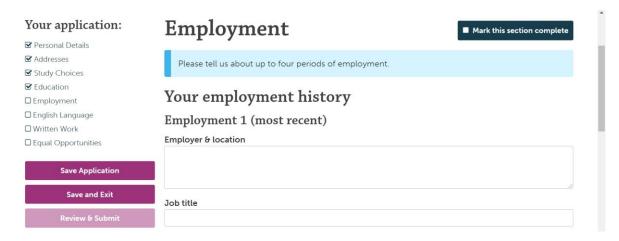
Here you will need to upload your university/college transcripts (karakterutskrifter), with details of all the credits you have completed, and your degree certificate, if you have one. Applicants for the MA level *York*Course will be expected to have a BA certificate, alternatively, evidence that you have completed 180 study points of an integrated MA programme (such as GLU). **Transcripts and certificates need to be in English.** You should be able to access these through 'Vitnemålsportalen'. **You do this at the starred entry 'Upload your transcript'.**





8. Employment

In this section, you only need to upload your CV (see bottom of this page), which should include details about your education and your employment history. This is primarily for us to gain an overall picture of what you have done so far. Leave the other fields blank.



	Key responsibilities
Your application is saved	
automatically when moving between sections using the	
links above.	
	Dates
	From
	То
	Date format: dd/mmm/yyyy
	Add another employment
	Your Experience
	Other relevant experience
	·
	Your CV
	Upload your CV/Resumé
	Velg fil Ingen fil valgt

9. English language

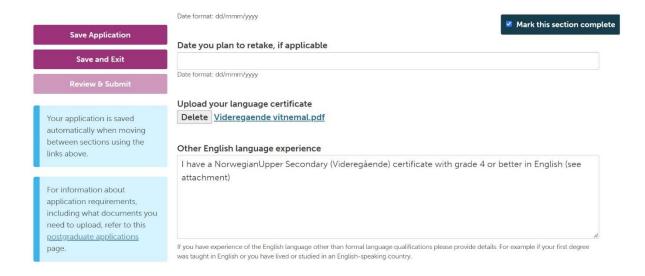
Please provide documentation of your English language proficiency level using one of the choices found here: https://www.york.ac.uk/study/undergraduate/applying/entry/english-language/

The easiest (and cheapest) option for most of you will be the one found under 'School leaving certificates', where it says that grade 4 or better from upper secondary/'Videregående' is accepted:



The documentation must both be in the original and in English (the translation should be done by your Upper Secondary school, so get in touch with them immediately to ensure you get this in time). Scan and submit the diploma and the translation.

If you have not taken 'Videregående' in Norway (or the equivalent in one of the other countries mentioned), you will have to take one of the tests mentioned. The Duolingo test seems to be the cheapest and most flexible option. Note that an overall level of 110, and a minimum of 100 in all components is required.

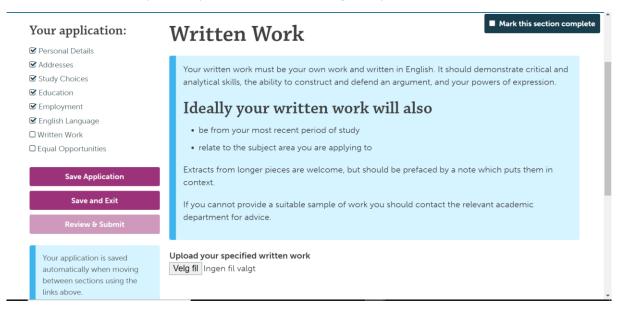


10. Written work

Please upload a written document where you:

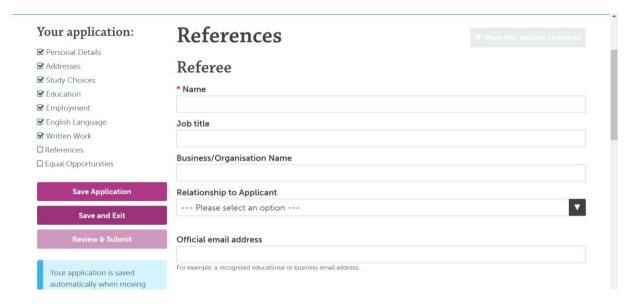
- 1. Specify whether you are applying for the Bachelor or Master level of this course. Note that you can only apply for the Master level if you have a bachelor degree or 180 ECTS credits within an integrated Master programme (e.g. GLU or Lektor).
- 2. Specify whether you would like the alternative 'YorkCourse with school experience' (BA only), which will provide a maximum of 10 days of observational practice. This may be accepted as partial or complete replacement of any practice requirement at your home institution. Note that transport cost to the school in question must be covered by the student.
- 3. Specify whether you would like to take the Research Extension option, and if so, in which subject (language, literature, culture). Please also state which module the Research Extension should replace. Note that this is only an option for BA-level students.
- **4.** Give an account in English (approximately 400 words) for why you want come on the *York*Course at the Norwegian Study Centre.

NOTE: Do not upload any other written work (e.g. essays, etc).



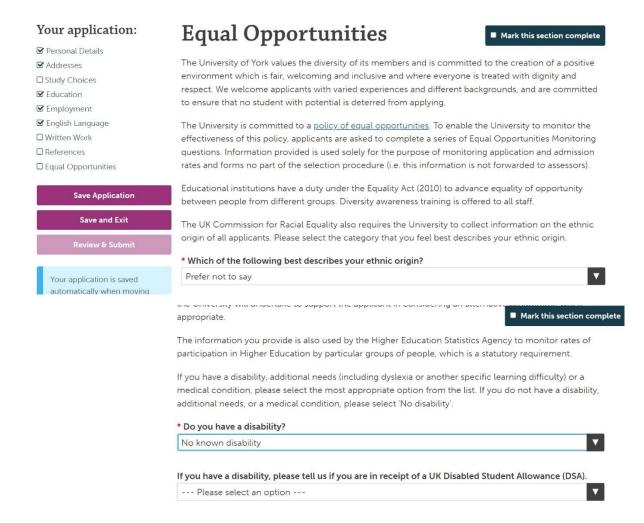
11.References

Please list the name, telephone number and email address for a referee who we can contact. Ideally, this should be someone who knows you as a student and who can assess your academic abilities, but if this is difficult (e.g. because you have not studied for many years), it can be a superior at work. Include only one referee, and make sure the referee has been contacted and has consented to being used for this.



12. Equal opportunities

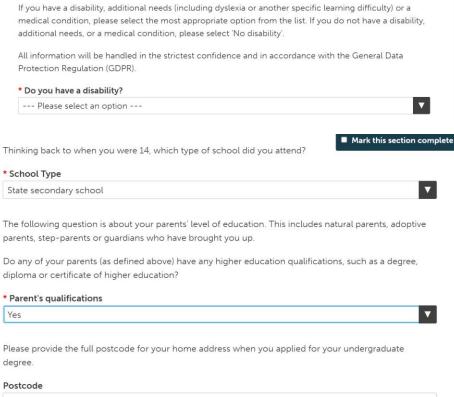
This part of the form asks about additional support needs. This information will in no way affect the admittance process. Please fill in these forms as you wish, but note that it in general will be in your interest to give as full a picture of your situation as possible. The 'Widening Participation' section aims to gather information access to education for people from a wide range of backgrounds. Visiting students will not be of primary interest here, but we suggest you give as much information as you feel comfortable with.



disclosure will be dealt with confidentiality and sensitively. Certain disabilities may preclude entry to certain programmes (e.g. those in subjects allied to medicine, and those leading to qualified teacher status). Where the adjustments needed to provide the required support are not considered reasonable, the University will undertake to support the applicant in considering an alternative programme where appropriate.

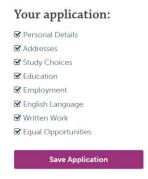
The information you provide is also used by the Higher Education Statistics Agency to monitor rates of participation in Higher Education by particular groups of people, which is a statutory requirement.

If you have a disability, additional needs (including dyslexia or another specific learning difficulty) or a medical condition, please select the most appropriate option from the list. If you do not have a disability additional needs, or a medical condition, please select 'No disability'.



13. Review and submit your application

As you have progress through the application you will have been notching off the sections you have completed in the section in the upper left-hand column (see below). Notching off a section as completed has allowed you to progress to the next section but you can still go back to 'completed' sections to make changes.



Review and submit your application (double check that you have indeed submitted it!) Send an email to nsc-director@york.ac.uk to notify us of your application. This will help us process your application more quickly. If you have any questions about the process, please don't hesitate to get in touch by emailing nsc-director@york.ac.uk.