



YorkCourse Application guide

Dear prospective YorkCourse 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 YorkCourse 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 [link](#) 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, [you will not need a visa](#) 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 YorkCourse 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. [To apply to take modules at the University of York](#) in addition to those offered by the NSC YorkCourse, 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,

A handwritten signature in blue ink that reads 'Jena Habegger-Conti'.

Jena Habegger-Conti
Director, Norwegian Study Centre
University of York

Step by Step Application Guide

1. Establishing a user account:

Go to the [University of York Visiting Student application](#) 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!

The screenshot shows a web browser window with the URL evision.york.ac.uk/urd/sits.urd/run/SIW_IPP_LGN. The page title is "New user screen". The form contains the following fields and sections:

Please fill in the following details to create an account for our application system. Fields marked with an asterisk (*) are mandatory.

- Title***: A dropdown menu with the text "--- Please select an option ---".
- First name***: A text input field.
- Middle name**: A text input field.
- Second middle name**: A text input field.
- Family name (surname)***: A text input field.
- Gender***: A dropdown menu with the text "--- Please select an option ---".
- Date of Birth***: A text input field with the placeholder text "(dd/mm/yyyy)".
- E-mail Address***: A text input field.

Login Details

Please select a username and password for the application system. You may log out of the application form at any time and use your username and password to continue later.

- Username***: A text input field.
- Password***: A text input field with the note "(6-12 characters)".
- Confirm password***: A text input field.

A purple button labeled "Create Account" is located at the bottom right of the form.

2. Ensure your personal details are correct.

IPP user details confirmation page

evision.york.ac.uk/urld/sits.urd/run/SIW_IPP_USR_start_urf?YB16Z8DEPBRGZDB4yUd0KYj_M1vflkObJkviGPYDOz0Pmz3fCSmy6A_DNmB4LNbpeMxyNoF...

Coronavirus (COVID-19) updates
Applications remain open and we encourage you to apply as planned. If we make you an offer, we'll contact you about the next steps. Further information can be found at [coronavirus.york.ac.uk/for-postgraduate-students](#)

Your Personal Details

User Name	KALLEO
Title	MR
Forename 1	KARL
Surname	OLSEN
Gender	Male
Date of Birth	01/Jan/1999
Home E-mail Address	km@hivolda.no

[Change these details](#) [Change your password](#) [Save and continue](#)

Mobile phone number
+47 123 45 678
Include the country code for numbers outside the UK.

*** Country/Region of nationality**
Norwegian

Second nationality
--- Please select an option ---
Only complete this field if you have dual nationality

*** Country of domicile**
Norway
This is the country where you normally live when not studying and intend on returning to. If you live in the United Kingdom, please choose England, Scotland, Wales or Northern Ireland.

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.

*** Is English your first language?**

No



Do you have official refugee status in the UK, or are you an asylum seeker?

No



This information is not used to set your fee status.

Do you plan to bring any dependants with you whilst you are studying?

No



*** Do you need a visa to study in the UK?**

No



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

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

Are you in receipt of an offer in principle, issued at one of our recruitment events?

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

* How do you intend to finance your studies?

Upload your evidence of financial support

 No file chosen

Please upload documentation if you are in receipt of any funding. If you are self funding or funded by your family we do not require evidence of this. Please do not upload bank statements unless specifically required for this programme.

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).

Your application:

- Personal Details
- Addresses
- Study Choices
- Education
- Employment
- English Language
- Written Work
- Equal Opportunities

[Save Application](#)

[Save and Exit](#)

[Review & Submit](#)

Your application is saved automatically when moving between sections using the links above.

Addresses

Mark this section complete

Home Address

UK postcode

[Address Search](#)

Leave blank for non-UK addresses

* **Address line 1**

Address line 2

* **City**

State, county/ZIP code

* **Country**

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.

Your application:

- Personal Details
- Addresses
- Study Choices
- Education
- Employment
- English Language
- Written Work
- References
- Equal Opportunities

Save Application

Save and Exit

Review & Submit

Your application is saved

Study Choices

Mark this section complete

Current Studies

* Name of your current institution
Inland Norway University Of Applied Sciences

If other please specify
Inland Norway University Of Applied Sciences

* Exchange scheme (if applicable)
Norwegian Study Centre

* Declared or intended major subject of study at your home institution
English Studies

Studying at York

* How many York credits/ECTS do you intend to study at the University of York?
60 credits (30 ECTS)

Marking the

Mark this section complete

* When do you wish to study at York?

Visiting Semester 1

Other dates

From

13/Sep/2023

To

15/Dec/2023

Academic Interests

Please choose at least one department or subject-area you would like to study in.

* Academic department - First Preference

English and Related Literature

Academic department - Second Preference

--- Please select an option ---

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 *YorkCourse* 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'.**

Review & Submit

University Education

Mark this section complete

Provide details of your university and/or college education.

University programme 1 (current or most recent)

Country of study

Norway

Institution

Inland Norway University Of Applied Sciences

ur application is saved automatically when moving between sections using the links above.

For information about application requirements, including what documents you need to upload, refer to this [postgraduate applications](#) page.

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Institution

Inland Norway University Of Applied Sciences

Dates attended

Start date

18/Aug/2021

End date

22/Jun/2024

Date format: dd/mmm/yyyy

Degree programme title and subject

English Studies

Grade

Status

--- Please select an option ---

* Upload your transcript

Delete [University transcript K. Olsen.docx](#)

Please upload a document or PDF containing your academic transcript for this programme. If you are still awaiting the result, an interim transcript is acceptable, but any offer you receive will be subject to evidence of successful completion of the programme. If this degree has been awarded this should also include your certificate. Documents not in English must include a formally certified translation into English.

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.

Your application:

- Personal Details
- Addresses
- Study Choices
- Education
- Employment
- English Language
- Written Work
- Equal Opportunities

Save Application

Save and Exit

Review & Submit

Employment

Mark this section complete

Please tell us about up to four periods of employment.

Your employment history

Employment 1 (most recent)

Employer & location

Job title

Your application is saved automatically when moving between sections using the links above.

Key responsibilities

Dates

From

To

Date format: dd/mmm/yyyy

[Add another employment](#)

Your Experience

Other relevant experience

Your CV

Upload your CV/Resumé

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:

Norway	Vitnemål fra den Videregående Opplaering	4
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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.

[Save Application](#)

[Save and Exit](#)

[Review & Submit](#)

Your application is saved automatically when moving between sections using the links above.

For information about application requirements, including what documents you need to upload, refer to this [postgraduate applications](#) page.

Date format: dd/mm/yyyy Mark this section complete

Date you plan to retake, if applicable

Date format: dd/mm/yyyy

Upload your language certificate

[Delete](#) [Videregaende vitnemal.pdf](#)

Other English language experience

I have a Norwegian Upper Secondary (Videregående) certificate with grade 4 or better in English (see attachment)

If you have experience of the English language other than formal language qualifications please provide details. For example if your first degree was taught in English or you have lived or studied in an English-speaking country.

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 YorkCourse at the Norwegian Study Centre.

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

Your application:

- Personal Details
- Addresses
- Study Choices
- Education
- Employment
- English Language
- Written Work
- Equal Opportunities

Save Application

Save and Exit

Review & Submit

Your application is saved automatically when moving between sections using the links above.

Written Work

■ Mark this section complete

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.

Upload your specified written work

Ingen fil valgt

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.

Your application:

- Personal Details
- Addresses
- Study Choices
- Education
- Employment
- English Language
- Written Work
- References
- Equal Opportunities

Save Application

Save and Exit

Review & Submit

Your application is saved automatically when moving

References

Mark this section complete

Referee

*** Name**

Job title

Business/Organisation Name

Relationship to Applicant

--- Please select an option ---

Official email address

For example, a recognised educational or business email address.

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.

Your application:

- Personal Details
- Addresses
- Study Choices
- Education
- Employment
- English Language
- Written Work
- References
- Equal Opportunities

Save Application

Save and Exit

Review & Submit

Your application is saved automatically when moving

Equal Opportunities

Mark this section complete

The University of York values the diversity of its members and is committed to the creation of a positive environment which is fair, welcoming and inclusive and where everyone is treated with dignity and respect. We welcome applicants with varied experiences and different backgrounds, and are committed to ensure that no student with potential is deterred from applying.

The University is committed to a [policy of equal opportunities](#). To enable the University to monitor the effectiveness of this policy, applicants are asked to complete a series of Equal Opportunities Monitoring questions. Information provided is used solely for the purpose of monitoring application and admission rates and forms no part of the selection procedure (i.e. this information is not forwarded to assessors).

Educational institutions have a duty under the Equality Act (2010) to advance equality of opportunity between people from different groups. Diversity awareness training is offered to all staff.

The UK Commission for Racial Equality also requires the University to collect information on the ethnic origin of all applicants. Please select the category that you feel best describes your ethnic origin.

* Which of the following best describes your ethnic origin?

Prefer not to say

The University will endeavour to support the applicant in considering an alternative if appropriate.

Mark this section complete

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'.

* Do you have a disability?

No known disability

If you have a disability, please tell us if you are in receipt of a UK Disabled Student Allowance (DSA).

--- Please select an option ---

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'.

All information will be handled in the strictest confidence and in accordance with the General Data Protection Regulation (GDPR).

*** Do you have a disability?**

Mark this section complete

Thinking back to when you were 14, which type of school did you attend?

*** School Type**

The following question is about your parents' level of education. This includes natural parents, adoptive parents, step-parents or guardians who have brought you up.

Do any of your parents (as defined above) have any higher education qualifications, such as a degree, diploma or certificate of higher education?

*** Parent's qualifications**

Please provide the full postcode for your home address when you applied for your undergraduate degree.

Postcode

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.

Your application:

- Personal Details
- Addresses
- Study Choices
- Education
- Employment
- English Language
- Written Work
- Equal Opportunities

Save Application

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.