Dear prospective York 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.

We will open up applications on the understanding that international exchanges will be able to take place without particular barriers this autumn. Our assumption is thus that teaching will (only) take place face-to-face in York, as opposed to what has been the case the current academic year.

To make sure you are using the correct form, please follow the link to the form which is found at this page on our website (the one you just came from).

Even though this is an undergraduate application site, 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. You will make clear which level you apply for in step 9 below.

Please also note that if you are applying for the ‘YorkCourse with School Experience’ option you need to mention this in your personal statement, to be uploaded in step 13 below. Because of the repercussions of the corona situation, we cannot guarantee that this will be an option next autumn semester, so if you are only interested in the YorkCourse with School Experience option, we ask you to mention this in your personal declaration (see below).

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 university 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 autumn 2022 applications is 15 May 2022 (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.

Your will need to register a new profile on the online applications system. Please remember to save your online application continuously as you work, since the system logs you out regularly if you have been idle. In the guide below, our comments are in red, to distinguish them clearly from the screenshots from the guide. Some of the screenshots are reused from the application guide for the spring semester, so you will then have to update the concrete details to enter.

(GUIDE STARTS BELOW)

Step 1:

Click on New User and create new account by making selections and writing in your personal details.
Note that all starred entries are compulsory to fill in throughout the application.

Remember to make a note of our username and password: you may need to get back to the application several times.

Step 2:
Ensure your personal details are correct.
After you have created your account, you will progress through it by notching off one by one the sections you have completed, and then click on the next section in the upper left-hand column:

Your application:

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

Save Application

You will also be asked to provide a mobile number, nationality and present country of domicile (that is, the country where you live at present):
Step 3:
Visa and immigration: if you are a Norwegian or other EU/EEA national, you will not need a visa for a study period lasting for 6 months or less. This means that you can do the one-semester YorkCourse without one. If at any later stage in the admissions process you are asked to provide residence permit evidence by the University of York, simply upload a copy of your passport and point out that you are doing a six-month course. When you arrive in the UK to begin your studies, make sure you choose the non-automated passport gate and that you inform the immigration official there that you come to do a course of study over less than 6 months.

If you are a non-EU/EEA national or if you wish to do both semesters and stay for a full year, you may need a student visa. Please write to nsc-director@york.ac.uk with more information, and we will clarify your situation. Visas to study in the UK are routine, and many thousands of overseas students make use of this option every year. There will, however, be visa costs. The Visiting Students’ office in the University of York will be able to offer guidance in this process.

Step 4:
For the first two 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 (Lånekassen) - if this is correct.
Otherwise, select ‘Self funding’. If you can access support from the Norwegian State Loan Fund, you do not need to provide further evidence of financial support.

Step 5:
Addresses: fill in your ‘folkeregister-adresse’ in Norway. Leave the UK postcode field blank. The address below is of course fictitious. Remember: only starred fields must be filled in.
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: 
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. For ‘Exchange Scheme’, select NORWEGIAN STUDY CENTRE. Fill in your intended major at your home institution (e.g. English Studies). Fill in your estimated date of completion.

Step 8: 
If you are planning to stay for the autumn 2022 semester only, please fill in this field as below. (60 credits = 30 studiepoeng/ECTS).

You will need to change the dates in the form as below.

If you are planning to stay for both the autumn 2022 + spring 2023 semesters, completing 120 UK credits/60 studiepoeng on the YorkCourse, you will be doing three terms (terms 1, 2 and 3: spring semester = spring and summer term). You should then also write to nscdirector@york.ac.uk and we will have your details entered into the system.
Step 9:
Academic interests: this is where you inform us of your study choices within the NSC. The NSC modules will be the only options for students applying for the NSC YorkCourse. For full information about modules, see https://www.york.ac.uk/nsc/yorkcourse/course/modules/. Below, you will find several different examples of how to fill in this step. Note that space in this box is limited, so write the text continuously, without any paragraphs or line shifts.

Please note we need to know four things:

1) Are you doing the YorkCourse on the BA or the MA level. If the former, put BA as in example 1-3. If the latter, put MA instead, as in example 4.

For GLU/Lektor integrated MA students: if you are in the first three years of your degree, put ‘BA’, if in the last two, put ‘MA’.

2) If you are doing a literature module, which module is your preference? Put the name of the module you prefer as shown in examples 1, 2 and 4 below. We cannot guarantee that both literature modules will run, but your choice will help us choose the most popular module if only one can run.

3) Are you intending to do a Research Extension Module? (Please note: this is for BA-level students only; and we do not guarantee your being able to do one, this is based on individual assessment and staff supervision capacity.) If you are, please fill in only two modules, and add ‘REM’ to the one you want, as in example 3 below (note you could opt out of Culture or Linguistics instead, see the website for full information).

4) At the moment, it seems far from certain that we will be able to offer the ‘YorkCourse with School Experience’ option this year. However, please let us know if this is what you would prefer, if available, by adding ‘School Experience’ as in example 2 below. If you need to fit in teaching practice in the semester, we would suggest discussing with your institution if this could be worked in in August/early September – mid December might also be an option.

If you are staying for a full year, you will make your spring 2023 module selection after arrival in York. Note the point about visas in the introduction.

Example 1 (BA)

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**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 ---

Outline the studies you intend to pursue at York

- NSC YorkCourse, BA Level: Twentieth-Century British and Irish Literature; Race Relations in Britain;
  - Harry Potter and the Order of the Linguist
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Example 2 (BA with school experience)

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 ---

Outline the studies you intend to pursue at York
NSC YorkCourse with school experience; BA Level: Twentieth-Century British and Irish Literature; Race Relations in Britain; Harry Potter and the Order of the Linguist

Depending on your current level of study (taught or research) you can take modules from taught programmes, carry out your own research, or a combination of both.

Example 3 (BA with REM)

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 ---

Outline the studies you intend to pursue at York
NSC YorkCourse; BA Level: Twentieth-Century British and Irish Literature; Race Relations in Britain (REM)

Example 4: MA

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 ---

Outline the studies you intend to pursue at York
NSC YorkCourse, MA Level: Twentieth-Century British and Irish Literature; Race Relations in Britain; Harry Potter and the Order of the Linguist

Depending on your current level of study (taught or research) you can take modules from taught programmes, carry out your own research, or a combination of both.

Step 10:
All we need from you in this step is for you to upload your university/college transcripts (karakterutskrifter), with details of all the credits you have completed, and your degree certificate (if
you have one). It is vitally important that we receive documentation of all your completed University/college credits here. You do this at the starred entry ‘Upload your transcript’. ‘Vitnemålsportalen’ will provide you with English language versions of your records. There is no need to fill in any other section. (You can, of course, do so as long as you are certain of the info.) Note that for documentation from outside Norway which has been assessed by NOKUT, the assessment document from NOKUT will be vital. Our minimum entry requirements can be found on our website.
Step 11: 
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. Leave the other fields blank.
Step 12:

**English language.**

This is a point where we previously have been allowed to rely on your English credits from Norwegian Higher Education as documentation. However, this is no longer possible, as the processing of applications has become more standardised. Check [https://www.york.ac.uk/study/undergraduate/applying/entry/english-language/](https://www.york.ac.uk/study/undergraduate/applying/entry/english-language/) for accepted documentation of sufficient language level. We would suggest that for most of you, the easiest (and cheapest) option would be the one found under ‘School leaving certificates’, where it says that grade 4 or better in English from Videregående is accepted. You will need English documentation of this from the school you attended, and the documentation must also be translated. If you have not taken Videregående in Norway (or the equivalent in one of the other countries mentioned), or if you do not have the grade level required, you will have to take one of the tests mentioned, in which case you would need to begin arranging this as soon as possible.

**Step 13:**

Please upload an account in English (approximately 400 words) of your reasons for wishing to study the YorkCourse at the Norwegian Study Centre. If you would like to do the YorkCourse with school experience, mention this at the start of your text.

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

Do not upload any other written work (e.g. essays, etc).
Step 15-17:
The Equal Opportunities form, Applicants with additional support needs, and Widening Participation sections. You have to make a choice in all star-marked dropdown menus, but in all except the disabilities menu you will have the option of not saying (choose ‘information refused’ or ‘prefer not to answer’. 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. Please fill in these forms as you wish.
Applicants with additional support needs

The University has an explicit policy of providing support for students with disabilities or long term health conditions and believes that these students should have access to the full range of academic, cultural and social activities the University offers. Disability awareness training is offered to all staff. Therefore, the University will take all reasonable steps to meet both the general need for access and the specific needs of individuals with additional support needs.

Students with disabilities or long term health conditions, as all other students, are accepted by the University on the basis of academic attainment and potential to benefit from the programme to which they have applied.

Applicants are encouraged to declare their disability when they apply but this is not taken into account by the staff assessing their application. If an offer is progressed information relating to a candidate’s disability or long term health condition will subsequently be shared with assessors to allow them to engage in further discussion with the applicant and identify appropriate adjustments where applicable. Applicants who choose not to disclose their disability or long term health condition at the point of application will be provided with other opportunities to provide such information later in the process. Any disability 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?

--- Please select an option ---

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

--- Please select an option ---

Widening Participation

The University is committed to fair access to postgraduate study. The following questions will help us to monitor the profile of our postgraduate applicants and entrants. Offers of places on the University’s programmes are made on academic grounds; any data you provide will not be considered as part of the decision-making process.

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

* School Type

--- Please select an option ---

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.
Step 18:
Review and submit your application. We will be in touch with the result of your application as soon as possible. If you have any questions about the process, please don’t hesitate to get in touch by emailing nsc-director@york.ac.uk, or any of the individual tutors (see the website for addresses).

If you would like to know more about us and tap into a sense of what it’s like at the NSC, look for ‘The Norwegian Study Centre’ on Facebook, and follow us on Twitter @nsc_york. Search for the hashtag #NSCyorkies to see impressions from previous YorkCourse cohorts.

END OF GUIDE