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 undergraduate Visiting Students application form.

To make sure you are using the correct form, please follow the link to the form.

You will be using this (BA-level) form to apply regardless of whether you are applying for the BA-level or the MA-level version of the course. This choice must be made clear in your uploaded written work/letter of motivation below. Choose the ‘Spring and summer terms’ option (the University of York operate for the time being on the basis of three terms, while the YorkCourse operates on a semester basis, and our spring semester thus stretches over two University of York terms).

Please print off a copy of this guide (or keep it open on a second device) while filling in the application form online. In general, the application form is not difficult to complete, but there are points where you may find some assistance useful. We at the Norwegian Study Centre may at some points need you to provide information which is not mentioned specifically in the form, so this guide is essential.

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 2023 applications is 15 October 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. Note that after you have completed registering as a student, you progress through the form by clicking your way through the boxes which will appear in the left-hand margin.

(GUIDE STARTS BELOW)

\section*{Personal Details}

\textbf{Establishing a user account:}

Go to the University of York Visiting Student application pages (link) and choose the ‘Spring and summer terms’ option.

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: leaving them blank will prevent you from completing your application. Some of the non-starred items can be left blank.
Remember to make a note of our username and password: you may need to get back to the application several times!
Ensure your personal details are correct.

Visa:
So far, so easy. Now, things might get a tiny bit trickier. We assume that English is not your first language, so the choice there is still straightforward. However, it is very important that you reply correctly to the visa question below. Whether you need a visa or not depends on two factors: your nationality, and your length of stay. If you are a Norwegian citizen or a citizen of another country for which the UK allows visits without visa applications (EU/EEA), you will be able to study for up to 6 months without obtaining a student visa: check if this applies to you at https://www.gov.uk/check-uk-visa. Thus, if this does apply to you, and you plan to be in York for one semester/less than six months only (i.e. the spring and summer term), the correct answer is ‘no’: you do not need to apply for a visa — as chosen in the screenshot below. When you enter the UK, you should choose a manned station in immigration/passport control, and declare that you are coming to study, but for less than six months.

If you wish to stay in York for a full year, you will have to apply for a student visa (and choose ‘yes’ in the form). The same thing is true for most non-EU/EEA nationals: if this applies to you, please write to nsc-director@york.ac.uk and visiting-students@york.ac.uk with more information, and we will provide what help we can to clarify your situation. Visas to study in the UK are obviously issued on a regular basis, and many thousands of overseas students make use of this option every year. There
will, however, be an application fee. The University of York Visiting Students’ Office in particular has a ample experience with visa applications, and will be able to offer guidance in this process.

You will in all probability not be applying through an agent, so no choice need be made for the first item in the screenshot below. It isn’t necessary to specify how you have heard about the course, either, but of course, it does no harm to do as we have indicated below (if that is correct). The vital point under ‘Additional Details’ is financing: this must be completed. For the great majority of you, the correct choice will be as indicated here (Norwegian State Educational Loan Fund = Statens låne​kasse for utdanning). If you do not have access to this and need to finance your studies differently, you will need to specify how here).
After you have created your account, you will progress through it by notching off the sections you have completed in the section in the upper left-hand column (see below). When you notch off a section as completed, you will be able to progress to the next section. 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

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 2: Addresses

This should be straightforward: you leave the UK Postcode field blank, and fill in your ‘folkeregistreradresse’ in Norway. The example address below is of course fictitious. Remember: only starred fields must be filled in.

Contact address: if your official (‘folkeregister’- address is not where mail will find you during the application process, you fill in where mail can find you, with the time window. 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).

3. Study choices

Find the name of your current institution on the Dropdown menu. If you are not currently a student, you also choose ‘If other...’ and type ‘Direct applicant to the NSC YorkCourse’. (The system assumes you will have a home institution since you apply as an exchange student, but the NSC allows direct applicants. This is not a starred field, but we suggest that you fill it in, anyway.) For ‘Exchange Scheme’, select NORWEGIAN STUDY CENTRE. Fill in your intended major at your home institution (most likely English Studies). Fill in your estimated date of completion.

If you are planning to stay for the spring semester (= terms 2 and 3) of 2023, please fill in this field as below. (You will note that 60 York credits = 30 studiepoeng/ECTS.)
If you are planning to stay for both spring 2022 + autumn semesters 2022 (2 semesters) completing 120 York credits/60 studiepoeng on the YorkCourse, you will choose the ‘full year’ option. You can then specify that this is from 10 January 2023 to 31 December. Remember that this choice will mean having to apply for and pay for a Student Visa. It will also mean having to pay a health surcharge (a fee for access to UK health care: students remaining less than 6 months do not have to pay this.) Contact visiting.students@york.ac.uk to find out more about the cost and procedure.

You cannot here inform us of which modules you want to study within the NSC YorkCourse: we ask that you do this in your written work/letter of motivation further down.

**Section 4: Education**

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: 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 do this at the starred entry ‘Upload your transcript’. There is no need to fill in any other section. (You can, of course, as long as you are certain of the info you provide.)**
Step 5: 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. Leave the other fields blank.
Step 6: English language.
This is a point where you have to provide documentation of your English language proficiency level, and this documentation must be one of the choices found here: 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 from upper secondary/Videregående’ is accepted. You will need documentation of this, and the documentation must also be translated, which should be done by your Upper Secondary school itself – get in touch with them immediately to ensure you get this in time. Submit copies of both the original certificate (in Norwegian) 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. English requires an overall level of 110, and a minimum of 100 in all components.)

Step 7: Written work
Please upload a written document where you

1. Specify whether you are applying for the Bachelor or Master level of this course.
2. Specify whether you would like the alternative YorkCourse with school experience (BA only): we cannot guarantee that this will run next year, but we hope so
3. Specify which YC modules you would prefer (including whether you want to/need to do a Research Extension module if you are a BA student)
4. Upload an account in English (approximately 400 words) of your reasons for wishing to study the YorkCourse at the Norwegian Study Centre.

Do not upload any other written work (e.g. essays, etc).
Step 8: References

You should here include name and contact info (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.

Step 9: Equal opportunities

This consists of 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’, if that is what you prefer). This information will in no way affect the admittance process. Please fill in these forms as you wish. Note, however, that it in general will be in your interest to give as full a picture of your situation as possible. The ‘Widening Participation’ section is there to gather information about to which extent universities provide access to education for people from a wide range of backgrounds: visiting students will not be of primary interest here, but I would suggest you reply as you are comfortable with.
Equal Opportunities

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 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

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?
Step 10:
Review and submit your application (double check that you have indeed submitted it!) 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