

Considerations checklist - Global You 2024/25 starts here

When you are deciding where to go abroad and what to do, there are lots of considerations you should make. This document is designed to help you start to think about some of these issues and you should also research other sources of information thoroughly.

For example, have you checked:

- Information your Department provides on “year abroad” degree programmes? Yes/no
- Information from the partner university or host organisation? Yes/no
- External sources of information, e.g., UK government [Foreign Travel Advice webpages](#)? Yes/no

Have you spoken to:

- The Centre for Global Programmes Team? Yes/no
- Your Departmental International Officer/Supervisor? Yes/no
- Other York students who have been abroad? Yes/no
- Visiting Students who are at York? Yes/no

If you would like to be put in contact with students who have been abroad or visiting students, email our Global Assistants at global-assistants@york.ac.uk

If you're offered a placement abroad, you'll then be invited to workshops and events by your Departmental International Officer/Placement Coordinator, Global Programmes and Careers. You should attend the live events wherever possible and listen to presentation recordings if you can't.

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1. Personal considerations

It's your choice whether or not to apply to go abroad and it's really important that you consider where the right match for you is. The University of York encourages all its students to research local laws, customs and attitudes of those places you are likely to be staying in or visiting during your exchange programme. In particular, you should consider the differing attitudes that exist in some countries towards such issues as age, gender, disability and long term health conditions including mental health, religion and belief/non-belief along with sexual orientation.

Before applying for an exchange you should visit the UK government's [Foreign Travel Advice webpages](#) as a starting point. These pages provide information regarding local laws and customs which may highlight differences compared to the UK.

Have you visited the gov.uk [Foreign Travel Advice webpages](#)? Yes/no

The University's [Equality and Diversity](#) and Inclusion web pages provide information about the Equality Act 2010 and [guidance for LGBT+ staff and students travelling abroad](#)

Length of opportunity

The length of an international opportunity is an important factor when considering your options. It does not necessarily have to involve a full academic year or have to be part of your academic study. You can choose from the shorter summer opportunities such as the International Study Centres, partner summer schools, summer internships or volunteering

opportunities. Please be aware that the Global Programmes team signposts to funding that can help towards the costs, but we do not offer volunteering opportunities.

Factors affecting your choice may include your degree programme, personal preference or financial resources.

- Would you prefer a longer or shorter international opportunity?
- Can you study abroad as part of your degree programme?

Disability

If you have a disability or long-term health condition we encourage you to disclose this in your internal and external applications. If you are applying to work abroad then you may be asked to disclose your disability or any health conditions to the host organisation.

It is currently uncertain whether the University of York will have funding through the Turing Scheme for students taking placements abroad in 2024/25. If we do have Turing Scheme funding for 2024/25, there may also be the potential to apply for additional funding for special educational needs and disabilities (SEND).

You should be aware that services may differ at host destinations and you should at least consider and research the following:

- Support services at the host institution/organisation. [Disability Services](#) at York can make contact with the relevant office if required.
- Private support which may be available in the host country. You are responsible for organising this.
- [Accommodation](#).
- Reasonable adjustments for academic study. A declaration of a disability will not affect your application but, with your permission, where you have a student support plan in place with [Disability Services](#), this will enable the Global Programmes team to liaise with Disability Services at York, so that they can advise you on how to explore the available academic support at potential host organisations whilst on your exchange. If you don't have a student support plan in place and think you may need one, contact disabilityservices@york.ac.uk as soon as possible.

Medicine

The following sources of information may be of use if you need to take medicine abroad:

- ❑ [Travelling with medicine](#) (Travel Health Pro)
- ❑ [Travelling with a medicine containing a controlled drug](#) (gov.uk)
- ❑ [Can I take my medicine abroad?](#) (NHS)

Health information

Some partner institutions will ask you to complete health forms before you are permitted to take up your place. Information requested may vary but can include blood type, vaccination details and health history. For some visas you may need to provide additional health information e.g. negative tuberculosis test/x-ray for South Korea. Please check the requirements on the UK government [Foreign Travel Advice webpages](#).

Diet / allergies

Research what the local cuisine is like and consider how compatible it is with any dietary requirements you have (e.g. vegan, vegetarian, gluten free). For example, this might mean getting an allergy card that translates what you can't eat into the local language, or selecting accommodation with cooking facilities so that you can cook for yourself. Check your destination if you have any specific dietary requirements, as different cultures may not provide for specific needs.

Programme dates

Please note that some Study Exchange partners can start as early as July (e.g. all Australian partners) or August (e.g. Singapore Management University, some universities in Scandinavia).

Orientation can often happen in the week prior to the start of your programme - these are very important to help you settle into your new environment. There may also be opportunities for you to arrange banking, ID cards etc at these centralised events.

You might find that some of our partners do not have the same holiday periods as York, e.g. Christmas, so you may not be able to travel home then.

- Have you checked the start and end dates of your selected opportunity - do they clash with any other events?

2. Academic considerations

Academic standing

In order to go abroad you must check and meet any academic requirements specified by your Department and the host institution. This tends to require an average of at least 60% in your studies at York in the year prior to going abroad.

- Do you understand that if you do not meet the academic requirements set by your Department (e.g. an average of 60% or above in your studies at the University of York) that you will be withdrawn from your programme abroad? Yes/no

References

A reference will be requested from the academic in your department who you list in your application (e.g. your Departmental International Officer or Supervisor) for Study Exchange, Summer Abroad Programmes and funding for independent projects.

- Have you spoken to your referee (e.g. Supervisor and/or Departmental International Officer) about your application? Yes/no

If you have not spoken to your referee you should speak to them about your application and their reference as soon as possible. Refer to the [how to apply](#) webpage for more information about the reference.

Qualifications

If you are a first year student without any academic results from York you may need to submit A-level certificates or equivalent as part of your exchange application to the partner university/institution.

- Do you know where your A-level (or equivalent) are? Yes/no

If you do not know where your certificates are, you should start finding them.

Languages

- Whilst many of our partner universities teach in English, some do not and you will therefore need to speak another language to go to some destinations. You should refer to the information provided by partner universities to check what evidence you may need to provide to confirm your language level.
- Does the partner university teach in English/will your work at the host institution be carried out in English? Yes/no
- If you need to speak another language, do you have the correct entry requirement for this language? Yes/no
- If you need to provide language certificates, do you know where these are? Yes/no
- Have you looked into a free [Languages for International Mobility](#) course to help you prepare linguistically and culturally? Yes/no

Study Exchange - Replacement or additional credit?

It may be possible to go abroad for replacement credit or an additional year: the options available to you will depend on your academic department. Check the [Global Opportunities by subject](#) webpage and get in touch with your Departmental International Officer for more information.

Replacement credit means that your grades for modules passed at the partner university will be converted back to credit at York using a University of York Grade Conversion Table.

Additional year abroad, also sometimes referred to as 3+1, means a four-year degree programme where your degree title specifically references the year abroad (or year in industry or placement year).

- Will you be studying or working abroad? Studying/working
- Will your time abroad count for replacement or additional credit?
Replacement/additional
- Does the host university have the required modules for you to be able to study there?
Yes/no

Methods of teaching and assessment

The way you will be taught and assessed by partner universities will be different to how this happens at York. If you are on a work placement you should know how this will be assessed by your department at York.

- Have you looked into the methods of teaching? Yes/no
- How will you be assessed by the host university/organisation?

Study Exchange and full year work placements abroad - Grade conversion/academic recognition

Before you leave York, you must understand how your department will give you academic recognition for your time abroad. This may be through a grade conversion process if you are on a study placement or academic recognition for work placements. If you are offered a study/work placement you will be given a grade conversion/academic recognition checklist

before you leave York. Please note that International Study Centres, Summer Schools and Travel Awards cannot be taken for York credit.

- Have you started to look into how you will receive academic recognition for your time abroad? Yes/no

3. Passport and visas

Passports

In order to obtain a visa for some destinations your passport should be valid for a set amount of time after you return to the UK from your placement, often at least 6 months. [The Foreign Travel Advice webpages](#) have information about passport validity requirements, in the 'entry requirements' section for each country.

- Do you have a valid passport? Yes/no

Visa to study in the UK

Students at York who currently hold a visa to study in the UK may apply for programmes abroad. However, this may affect your visa and you should contact the Immigration Advice Service in the Student Hub at the University of York first. The link to complete the [International Student Support Self-Referral Form](#) is on the [Contact us webpage for International Student Support](#)

- Do you hold a visa to study in the UK? Yes/no
- If you hold a visa to study in the UK, have you spoken to the Immigration Advice Service? Yes/no

Dual citizenship

If you have dual citizenship, you may be asked to renounce/abandon your non-UK citizenship if you are studying/working in a non-UK country.

- Does this apply to you? Yes/no

Visa to study abroad

Many host countries may require students to obtain a visa in order to study or work for a summer, semester/term or year. Visa requirements may vary depending on your nationality / country of residence. You are responsible for applying for any visas that are required to go to the host destination in a timely manner and should consult embassy/consulate websites and information provided by the host institution. The visa requirements may vary from destination to destination; you may need to provide medical certificates or proof of finances (certified bank statements). If you need a visa you should budget for this accordingly; you may need to pay for certificates and for return travel/accommodation in order to go to an embassy appointment.

You may also need to consider whether any other overseas trips you have planned may affect your visa application time. If you are taking more than one placement abroad it's particularly important that you understand the requirements for both of your placements. If a visa is required for your second placement, you must check now when you can complete that application process and whether the visa application must be made in your home country or if it can be made from your first placement destination.

If you are a UK passport-holder, you should check the UK government's [Foreign Travel Advice webpages](#) (entry requirements section for your destination) for any visa requirements for your destination.

- Will you need a visa for your destination? Yes/no
- If you need a visa, what medical evidence will you need to provide (or not) for the visa?
- If you need a visa, what financial evidence will you need to provide (or not) for the visa?

4. Finances and funding

Finances

You'll need to do some research about your financial position and the cost of your destination of choice to work out if you can afford to do the programme you're interested in. As a budget starting point, you should factor in the cost of tuition fees, insurance, visa (including proof of finance), travel e.g. rail tickets, ferry costs or flights, accommodation, as well as food, local transport and social events. You may be required to pay initial deposits and costs before receiving your grants, so you must ensure that you have sufficient funds in your bank account to cover these.

- Have you looked into the cost of your destination and ensured that it is an affordable choice for you? Yes/no

Student Finance

You may be eligible to receive funding from your student finance provider towards expenses including travel to your overseas institution, visas and insurance. Please check your student finance provider's web pages for full information:

[Student Finance England](#)

[Student Finance Wales](#)

[Student Finance Scotland](#)

[Student Finance Northern Ireland](#)

- Have you checked with Student Finance what funding you may be eligible for?
Yes/no

Please note that once accepted on a programme, you are responsible for informing Student Finance that you are studying and/or working abroad as part of your degree. You can also contact Student Advisers in the [Student Hub](#) at the University of York for more information about Student Finance.

Funding

There may be additional funding available you can apply for which can help towards the cost of your time abroad. For further information, visit the Global Programmes [finances and funding webpage](#):

- Do you need to apply for additional funding? Yes/no
- If yes, which funding are you eligible to apply for?
- When is the application deadline?
- When will you know the outcome of your application?
- If you do not receive this funding, will you still be able to go abroad? Yes/no

5. Accommodation

The cost and type of accommodation will vary from destination to destination and once selected on a programme, it is your responsibility to apply for your accommodation. If you apply for campus accommodation at the host university then you must meet their deadlines and be aware that accommodation may not be guaranteed. Some students may need to arrive early to find accommodation in the private sector.

If you are applying to study or work abroad, do not get into a situation where you're renting accommodation in York and abroad. You can still book a room through the University of York's Accommodation Services, as long as you let them know as soon as possible that you'll be abroad or you may be charged a cancellation fee. Check the [accommodation on campus](#) webpages for further information/deadlines. There will also be some general information about finding accommodation at pre-departure workshops for study and work placements abroad.

For the [International Study Centres](#) accommodation is likely to be on campus or in a hotel/hostel for the cultural visits and this will be included in the programme costs. Accommodation for a [Summer School](#) can be applied for directly with the partner universities and students must pay these costs individually.

- Will you be applying for campus or private accommodation? Campus/private
- Have you started to research what you will need to do to apply for this accommodation? Yes/no

6. Travel considerations

You should start researching local travel information about where you will be studying or working abroad at an early stage. For travel safety information you can visit the UK government [Foreign Travel Advice webpages](#). This link will take you to the main web page where you can then select the country you are going to and further information on a range of issues including safety and security, terrorism, health and natural disasters.

It's your responsibility to make travel and accommodation bookings and your choice when to make them. We advise that you do not make any travel arrangements or bookings until you have been accepted/offered a place by your host institution and received your visa (if needed).

All students on placements abroad are required to complete a formal, written travel risk assessment as part of the travel authorisation process. While this may sound daunting, the travel risk assessment should essentially be a written record of things you may have already considered, when planning and preparing to travel, but also may alert you to situations that you may not have considered.

- Have you checked the latest travel advice information at the point of applying? Yes/no
- Do you know how large or small your host university/organisation is? Yes/no

- Do you know if your host university/organisation is in a large city or smaller town or village? Yes/no
- Do you know how you will travel to your destination and the methods of transport you may need to use when living there? Yes/no

Coronavirus

Start looking into local information in your host country and institution about coronavirus, this information may be regularly reviewed and updated. Some points in the travel risk assessment will relate to Covid-19.

Points to think about relating to Covid-19:

- How easy is it to find clear information on local requirements and any restrictions?
-
- While we hope that there would not be any disruption to placements, you should consider the possibility that you may need to isolate / quarantine either on arrival at your host country, or during your placement. Do you know where to check if this is required? Is there any assistance offered by your proposed host organisation?
- If you have a disability, health condition or any personal circumstances which may put you at higher risk of coronavirus, pay particular attention to the situation and rate of infection at your chosen destination.
- If you need to return to your home country during the placement, e.g. for medical appointments, to collect medication and so on, you should consider the impact of any potential travel disruptions, or quarantine / isolation requirements, either in your home or host country.

7. Insurance

You will need to have valid insurance whilst you are abroad and must make sure that the requirements of your programme are met by the policy you take out. Information about the [University of York's Travel Insurance](#) will be provided to successful applicants as part of the pre-departure workshops and information.

You may need to take out mandatory health insurance provided by the partner university at an additional cost. Health insurance in Australia is part of the visa application process and is compulsory. Students going to the USA/to an ISEP partner are also required to purchase health insurance from a specific insurance company. Please check the information your host institution provides for more information.

As well as travel insurance, if you are on a work placement you will need to ensure that you are covered for accident and liability insurance in the workplace. Information about this is online in the Insurance information for Traineeships document on the [Things to consider](#) webpage.

- Have you checked what insurance is required by your host university/organisation? Yes/no

8. Workplace safety culture

Safety cultures are likely to broadly differ internationally and you should start researching your host country and organisation as soon as possible.

For information on how to find a job abroad, visit the Careers [International Work](#) webpage.

- Is the host organisation a reputable company with a registered VAT number or equivalent? Yes/no
- Does the host organisation have a Health and Safety Policy? Yes/no

If you have answered 'no' to either of these questions you should speak to your Placement Co-ordinator as soon as possible as the host organisation may not be a suitable placement provider.

9. Volunteering or research provider safety

If you are considering using a third party provider to organise a volunteering opportunity abroad, have you researched the following:

- Does the organisation provide 24/7 support in the event of problems or emergencies? Yes/no
- Is all written material, including any 'offer' letter, in a language that you understand fully? Yes/no
- Check the website and Facebook/Instagram for the organisation - if you find any reputational or organisational issues mentioned in the reviews or on social media, check online and with the organisation to see whether the issues were resolved. This may also include searching the google 'news' tab for the organisation and the director of that organisation over the past five years. You may want to search using the organisation name and words like 'accident', 'court case', 'extremist', 'harassment', 'prosecution' and 'safety'.
- Have you done an internet search of the organisation to check out former participant reviews and any potential issues with the organisation or their placements? Yes/no
- Can the organisation provide a written policy on health, safety and welfare provision? Yes/no
- Is the volunteering opportunity in a country where the Foreign and Commonwealth Office advises against travel? This can be checked on the UK government [Foreign Travel Advice webpages](#). Yes/no

10. Further questions?

The following people can be contacted with questions before, during or after your time abroad:

- **Academic** - contact your Supervisor or Departmental International Officer at York (contact details on the [Opportunities by subject webpage](#))
- **Study Exchange** global-programmes@york.ac.uk
- **Summer Opportunities** summer-abroad@york.ac.uk
- **Equality, Diversity and Inclusion** equality@york.ac.uk
- **Disability** disabilityservices@york.ac.uk
- **Careers and Placements' Placement Year** careers-placements@york.ac.uk