

Loughborough University

Student Recruitment and Admissions

Visiting Students and Direct Admissions

The Admissions Office is responsible for processing applications for Direct Admissions in the following categories:

Category 1 – Visiting Students

- Short/closed courses run by a School or Department for an external partner or employer.
- Visiting students being admitted onto one or more modules, outside of a standard undergraduate or postgraduate taught programme.
- Students being admitted by a School or Department onto a short-term research project.

Category 2 – Other Direct Admissions

- China Partnership 3+1+1 and 2+2 programmes.
- School of Sport, Exercise and Health Sciences Intercalated Year programme.

The Admissions Office is not responsible for processing applications for the following:

- Students taking part in the Socrates/Erasmus scheme.
- Students taking part in a University-level exchange programme.
- School or Department-level exchange programmes.

In these cases applications are handled by the [Programme Quality and Teaching Partnerships Office](#).

Category 1 – Visiting Students

- Applicants should complete a Visiting Student Application Form. This comprises:
 - **Page 1:** student's personal details for creating a LUSI record and details of the programme being applied for; student's additional needs, and supporting information.
 - **Page 2:** details of the student's current and previous study. This information is not compulsory if the application is for a short/closed course, but must be supplied for all other programmes. English language is particularly important if the student is a non-UK national and requires a visa letter to confirm their student status or Tier 4 Confirmation of Acceptance for Studies (CAS).
 - **Page 3:** details of the programme the student will study at Loughborough University, and what tuition fees they will be charged. We also need to know if the School wish the Admissions Office to send the student a formal offer letter. Finally, details of a School/Department contact and their authorisation.

Learning Agreement

This only needs to be completed if the student is applying for an Exchange programme, or is expecting their studies at Loughborough to contribute to their overseas degree. If the Learning Agreement is completed, it needs to be signed by both institutions.

Submitting an Application

- The Visiting Student application form, together with any supporting documentation should be forwarded to the Admissions Office, Rutland Building.

Supporting documentation might include:

- If the student is being admitted onto a short/closed course, no supporting documentation is required. The School is expected to ensure that the student's qualifications are at an appropriate level for the programme.
 - If the student is being admitted as Visiting Student and their studies at Loughborough will contribute to their overseas degree programme: a transcript of current studies and a completed and signed Learning Agreement.
 - If the student is a non-UK national: a copy of their passport for visa purposes.
 - If the student is a non-UK national studying for more than six months: evidence that they have an English language qualification that meets the UKVI's minimum CEFR B2 level. www.lboro.ac.uk/international/englang/
- If the student is being admitted onto a short/closed course, on receipt of the completed Visiting Student Application Form, the Admissions Office will log the student onto LUSI, and will arrange for their student ID number to be created.
 - If the student is being admitted onto any other type of programme, and the relevant box has been ticked on the application form, the Admissions Office will issue a formal offer letter, and ask the applicant to accept the offer by way of a reply form.
 - On receipt of the reply form from the applicant, the Admissions Office will log the student onto LUSI, and will arrange for their student ID number to be created.
 - Where the student is a non-UK national and is studying at Loughborough for less than six months, the Admissions Office will prepare a visa letter to confirm their student status and send it to the student.
 - Where the student is a non-UK national and is studying at Loughborough for more than six months, the Admissions Office will prepare a CAS and send it to the student.
 - The Admissions Office will inform the Finance Office of the appropriate tuition fee charge.

It is the School's responsibility to ensure that processes are put in place to meet and welcome the student to the University when they arrive and give them adequate induction/training.

Category 2 – Other Direct Admissions

Other Direct Admissions applications are processed via separate, bespoke, application forms.

Admissions Office
Rutland Building
Loughborough University
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