



University of Westminster Application Process Overview

Thank you for applying to study abroad through the Institute for Study Abroad, Butler University (IFSA-Butler). This PDF document contains two forms, which you must fill out to complete your study abroad application. **Please return the following forms within 10 days to IFSA-Butler:**

- Course preference form
- Housing preference form

The forms below are also part of your study abroad application and must be returned to IFSA-Butler before it is considered complete:

- Agreements and releases page
- Program approval form (two pages)
- Academic recommendation
- Official transcript(s) from all universities attended
- Eight color ID photos (2"x2")

All but the last two items can be downloaded from our Web site at www.ifsa-butler.org/apply/forms.html.

You may mail these forms to your program advisor, Kathleen Gordon, at:

Institute for Study Abroad, Butler University
1100 W. 42nd St., Suite 305
Indianapolis, IN 46208

You may also fax your application forms (except transcripts and photos) to Kathleen Gordon at **317-940-9704**.

Once your application is complete we will submit it to the University of Westminster for an admissions decision. We will notify you of the university's decision as soon as we receive it, usually two to three weeks after the submission of your application to the university.

Within the next two weeks you'll receive an IFSA-Butler welcome packet by mail that contains the following reference materials:

- *Preparing to Study Abroad England* guide
- *Financing Study Abroad* guide
- England budget planner
- Financial aid checklist
- Schedule of mailings

The information in this document and in the welcome packet is extremely important. Please read everything thoroughly. If you have any questions or concerns after reading this information, contact your program advisor at 800- 858-0229 or via e-mail at kgordon@ifsa-butler.org.

University of Westminster

Completing the Course Preference Form

What is the course preference form?

The course preference form is a way to inform the University of Westminster of the courses you are interested in taking during your summer abroad. Upon acceptance to the University of Westminster, your program advisor will inform you of any course restrictions you may face.

The course preference form is not a registration form; neither you nor the university is bound by your selections, and you do not officially register for courses until you arrive at the University of Westminster. You should discuss your course selections with your academic advisor at your home institution and have several backup choices in mind.

Are there two different summer school sessions?

Yes! Westminster offers two separate summer schools. As an IFSA-Butler student you may enroll in one summer school, or you may enroll in both if you prefer.

Media, Arts and Design Summer School: Westminster is recognized as one of the top universities in the U.K. for students wishing to study media, arts and design. For the most part, courses offered in this summer school are practical in nature and involve workshops in addition to lectures. Students studying in the Media, Arts and Design Summer School will undertake most of their course work at Westminster's Harrow Campus, which is in a suburb 12 miles northwest of central London.

Liberal Arts Summer School: The classes taught in this summer school are usually London- or U.K.-focused liberal arts courses.

International Business Summer School: This is a new addition for summer 2009! The Westminster Business program offers courses from business communications to economics to finance; all with a focus on working in a global business environment.

Courses from all three areas are offered during both sessions. You may choose to study during one or both sessions and take courses in any discipline.

Where can I find a list of departments and courses that the university offers?

Note: An updated list of courses usually is not available until late January or February.

1. Go to our Web site: www.ifsa-butler.org.
2. Go to "Programs"
3. Click on "Summer Programs" then choose "University of Westminster" from the program list
4. Click on "Course Catalog"
5. Select the Summer School that interests you

For each course that you list on your preference form, be sure to check the following:

- **The credit weight of each course:** You must take one class worth 15 Westminster credits. See "How many courses am I eligible to take?" below for details on credits.
- **Prerequisites:** Please note that you will have to fulfill any prerequisites listed in the course description. Generally, you must have some background in the subjects you wish to study at your host institution. List only those courses for which you are academically prepared.

What courses am I eligible to take?

As an IFSA-Butler student, you are entitled to enroll in undergraduate courses for which you are qualified and in which space is available. Course descriptions in the online course catalog (see above) include prerequisites you must fulfill in order to enroll in each course when applicable.

When considering departments and courses, please note the following:

University of Westminster Course Level	U.S. Equivalent
Level 4	Sophomore-level class; suitable for beginners or students with some knowledge in the subject area.
Level 5	Junior-level class; requires at least two classes in the subject area as background.
Level 6	Senior-level class; requires at least three to four classes in the subject area as background.

Course Syllabi

Westminster generally posts the syllabi of the available summer school courses on their online course catalog. **Please note that syllabi are generally from the prior summer's classes, and are therefore liable to change.** For example, if a certain play is running at the Globe Theatre in London, the reading list for the Shakespeare course offered by the Liberal Arts Summer School will change to reflect this. Please do not expect or prepare for the posted syllabi to be exactly the same when you arrive in London.

How many courses am I eligible to take?

IFSA-Butler requires students to enroll in a full course load at the host institution as defined by IFSA-Butler. At the University of Westminster, a full course load consists of **15 Westminster credits per summer school session (equivalent to 4 U.S. semester credit hours)**. The number of courses you take depends on the credit value of the courses you select.



University of Westminster
Course Preference Form

Name: _____ Major: _____

Summer school (Check all that apply): ___ Media, Arts and Design ___ Liberal Arts ___ International Business

*See page 2 for instructions on how to find course listings and descriptions.

Please list your course preferences below, including the course code. You must take 15 University of Westminster credits per summer school session. Course registration will take place after arrival at the university, so enrollment in these courses cannot be guaranteed until then. Be certain that you have these courses pre-approved by your home university.

Media, Arts and Design

Course Code Course Title Session
First Choice: _____
Alternative Choice 1: _____
Alternative Choice 2: _____

Liberal Arts

Course Code Course Title Session
First Choice: _____
Alternative Choice 1: _____
Alternative Choice 2: _____

International Business

Course Code Course Title Session
First Choice: _____
Alternative Choice 1: _____
Alternative Choice 2: _____

If you have general subject requirements, please list them below (e.g., "I need one psychology class and one economics class"). Remember, you will register for courses upon arrival at the University of Westminster.

Please list any country/countries you have lived in the three years prior to this summer:

If you have lived outside of the country of which you are a citizen, please give your reason for doing so (study, work, etc.):

Please copy this form for your records before returning it to: Institute for Study Abroad, Butler University
1100 West 42nd St., Suite 305
Indianapolis, IN 46208
Or fax this form to: 317-940-9704

University of Westminster

Important Academic Information

What are the registration conditions?

You must take a full University of Westminster course load as determined by IFSA-Butler. Credit will be awarded on a Butler University transcript based on a typical U.S. full course load. You should also be aware that you may be charged additional fees by your home institution or host university to take or process additional credits. Taking less than a full course load may jeopardize your student status and result in personal academic repercussions and/or loss of financial aid. All courses are graded on an A–F scale, and there is no provision for pass/fail or auditing courses.

What if I need to take a required course?

IFSA-Butler is not in a position to guarantee that a particular course will be offered at your host university or that you will be allowed to take that particular course. If you need to take a required course, you should indicate that it is required on your course preference form. Depending on the university and the department in which the course is offered, you may not receive confirmation that the class is offered and/or available to you before you depart. Remember that there are course cancellations at the last minute, just as in the United States. Be prepared to make a substitution if necessary. You may want to take with you course descriptions of the equivalent courses at your home university that are copied from your home university's course catalog; they'll come in handy in case you need to find additional courses once you are abroad. See the "Academics" section of your *Preparing to Study Abroad* guide for more information about registering for a required course.

How do I determine U.S. semester credit hours?

A full course load at the University of Westminster is one 15-credit course per summer school session (equivalent to 4 U.S. semester credit hours).

University of Westminster Credits	Equivalent U.S. Semester Credit Hours
15	4

Can I reschedule my exams or change how I am assessed?

No, you may not reschedule your exams for any reason. You are required to attend the entire University of Westminster summer program and IFSA-Butler orientation, as determined by the IFSA-Butler program calendar you will receive. You also may not change the method of assessment for a final exam.

Will I have classes with local students?

Although IFSA-Butler is committed to providing integrated programs, summer courses abroad are often geared toward study abroad students only. Please be aware that your contact with local students may be limited, as you will likely attend classes and live with U.S. and other international students. These summer courses are open to regular degree-seeking Westminster students in addition to study abroad students. These degree-seeking students sometimes enroll in the summer classes in order to speed up the completion of their degrees or to re-take a class. All courses are taught by University of Westminster faculty.

How will my home university know what my classes were and what grades I received?

After you have returned to the United States, your home university will receive a Butler University transcript with the credit you earned at the University of Westminster reported in the equivalent Butler University U.S. semester credit hours and letter grades. We also send an official transcript to your permanent address.

Are all tuition costs covered by my IFSA-Butler program fee?

All IFSA-Butler fees are based on an arts and humanities fee structure. Universities abroad may charge higher fees for courses in certain degree programs. Check the fee sheet included in your acceptance packet for these additional costs, called tuition differentials. Tuition differentials are not covered by the IFSA-Butler program fee. If you enroll in a department or course that imposes a tuition differential fee, IFSA-Butler will send a bill to your billing address once you are abroad and your enrollment is confirmed.

You may also incur additional costs if you take more than a full IFSA-Butler course load. See the "Program Fees and Financial Aid" section of your *Preparing to Study Abroad* guide for more information about supplemental fees.

Withdrawal deadlines

Westminster charges IFSA-Butler a withdrawal penalty for students who withdraw from the program after Westminster's published deadlines. Students whose applications remain incomplete or whose contracts have not been returned at the end of the day listed below will be withdrawn from the program:

- Summer School Session 1 only or Session 1 &2: May 22nd
- Summer School Session 2 only: June 12th

University of Westminster

Housing Information

As part of our services to you, IFSA-Butler will make arrangements for your housing. Please read the following information before completing your housing preference form. Return this form to IFSA-Butler within 10 days of receipt.

Is my housing included in the program fee?

Your program fee includes accommodation at the University of Westminster while classes are in session. If you arrive prior to the IFSA-Butler program start date or choose to remain abroad following the conclusion of the program, you are responsible for arranging and paying for accommodation.

Where will I be housed?

Students are housed in Wigram House, a University of Westminster Hall of Residence. Wigram House is a six-story Victorian mansion block with original features, located in the heart of the Victoria area of London. This hall of residence is on a quiet street in the heart of touristy London, and is a five-minute walk from the Victoria Tube Station. Wigram houses 210 students and is within walking distance of many tourist attractions, including St. James' Park and Buckingham Palace.

If space is unavailable at Wigram House students will be housed in another University of Westminster hall of residence (normally Furnival House) or in housing arranged by IFSA-Butler.

What amenities are available in Wigram House?

Rooms: All students placed in Wigram House are assigned a single room.

Cooking facilities: Wigram House is self-catering. There are no meal plans available. Students in several rooms will share one kitchen. The following items are provided: stove, microwave, fridge-freezer, toaster and kettle. Cooking utensils are available in the kitchens.

Bathroom/showers: Six to eight students will share two separate bathrooms and showers. Don't forget to bring flip flops ("shower shoes") to wear in these communal bathrooms.

Bedroom furniture: Some bedrooms have washbasins. All bedrooms have a single bed, wardrobe, desk, chair, desk lamp and bedside cabinet.

Bed linens and towels: Bed linens (including sheets, a comforter and a pillow) are provided along with towels.

Laundry: There are coin-operated washers and dryers in each residence hall.

Internet access: Wigram House hosts a wireless Internet connection for student use. You will only be able to access this Internet connection if you have a laptop with a wireless card installed.

Phones: Card or coin-operated phones are provided in university residences. You will not have a phone in your room.

Can I request to live with a specific person or in a specific residence hall?

Roommate requests must be mutual in order to be considered. However, there is no guarantee that such requests can be met, so do not assume or plan that they will be. You cannot request to live in a specific residence hall at the University of Westminster. You are expected to accept whatever housing you are offered.

Is there a meal plan?

No. All university accommodation at the University of Westminster is self-catering. No meals will be provided, but you will have access to kitchen facilities where you may prepare your own meals. If you prefer not to cook, there are plenty of places to eat out in London. There is a small cafeteria at the Regent Street Campus where you can buy sandwiches, drinks and chips.

What other facilities are available on campus?

You will also have access to the main University of Westminster library, which is a short five-minute walk from the Regent Street Campus. There are computer labs in the Regent Street Campus and in the library that will be available for your use. There is a small gym in the basement of the Regent Street Campus, but you will have to pay around £30 for a membership if you want to use it.

Is there a social program at the University of Westminster?

In addition to a variety of academic options, the University of Westminster summer program arranges several social events for students. Students are invited to take part in a variety of events including trips to historic sites, pubs and welcome and goodbye dinners. The social program fees are not included in the IFSA-Butler program fee. You will be given more information about this social program after your arrival in London during the University of Westminster orientation.

When will I receive my housing assignment?

You will not receive your housing assignment until you arrive abroad. Our staff will give you this information during the IFSA-Butler orientation.

Where can I find more information?

Here are some useful Web sites to visit for more information about London, study and travel abroad in the U.K.:

The University

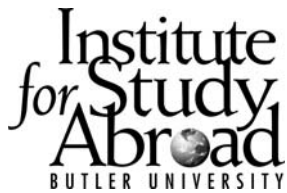
The University of Westminster Web site	www.wmin.ac.uk
Maps of Westminster's campuses	www.wmin.ac.uk/sshl/page-34
Student Union Web site	www.uwsu.com

Travel

U.K. airport information	www.baa.com
U.K. Rail Transportation	www.nationalrail.co.uk
U.K. Public Transportation	www.traveline.org.uk/index.htm
Transport for London	www.tfl.gov.uk/tfl

Miscellaneous

British Tourist Authority	www.bta.org.uk
BBC News Homepage	www.bbc.co.uk
British Embassy U.S. Web site	ukinusa.fcp.gov.uk/en



Summer Housing Preference Form University of Westminster

Please complete and return within 10 days of receipt to:

Institute for Study Abroad, Butler University
1100 W. 42nd Street, Suite 305
Indianapolis, IN 46208-3345
Fax: 317-940-9704

Name: _____ **Home University:** _____

Gender: ___ Male ___ Female

Personal Information

You are required to live in housing arranged by the program. Housing may be near class buildings or located elsewhere in the city. See the housing information section for more information. You are responsible for the cost of any commuting.

Check all the terms that apply to you. We will pass this information along to the host university. While your requests will be taken into consideration, we cannot guarantee your preferences.

- Smoker
- Allergic to smoke
- Prefer coed accommodation
- Food allergies (please list): _____
- Non-smoker
- Willing to live with a smoker
- Prefer single-sex accommodation

Require any specific religious or other daily living needs (e.g., dietary requirements) that necessitate particular features/considerations in your accommodation or for the IFSA-Butler orientation (please explain).
Not all requests can be accommodated. You may be charged an additional fee if your request is accommodated.

Please list any roommate requests. All requests must be mutual and in writing but cannot be guaranteed.
