Supporting Documents: Further Information

Which Supporting Documents Must Applicants Submit?

All students should submit the following documents to the University of Leeds:
- Transcript in English
- Description of the home university's grading system
- IELTS / TOEFL for those whose first language is not English **(not Erasmus students)**
- Copy of the passport/national ID card that will be used to travel to the UK

Some students may also need to submit the following, dependent on their module (class) choices:
- Foreign Language Questionnaire
- Portfolio of work (Art, Design, Music)

A full list with explanations can be found on our website:
http://studyabroad.leeds.ac.uk/incoming/applying/supporting_documents/

What format should the transcript of records take?

An English version of the transcript of records must be submitted with the application. This English version must be either:
- On official university paper, OR
- On plain paper, but signed and stamped by the home university to verify its authenticity.

Erasmus students may use the ECTS Transcript form, but it must be signed and stamped.

Any translation that does not meet these requirements cannot be accepted. We would really appreciate it if coordinators can provide transcripts for students before the students begin the application process. This will avoid unnecessary delays with students receiving their acceptance to the University.

I would like to submit documents that are not listed above in support of the application. Can I do this?

Please do not submit any documents that are not required by the study abroad office. For example, we do not require references or additional personal statements (a personal statement should be submitted as part of our online application form).

Versions of transcripts that are not in English should not be submitted either.

However, any student who feels they will not be accepted onto their class choices without additional evidence (for example, if they have failed an important home university class, but there were special circumstances) may submit a statement giving details if they feel it will aid them in being accepted onto a particular Leeds module (class).

How should documents be submitted?

All necessary supporting documents should be submitted via the document upload page on our online application form: please ensure students have access to their transcript of records, so that they can upload all necessary supporting documents when they complete their online application.

In what format should documents be submitted?

All supporting documents should be combined into **one single file** (excluding portfolios, unless the file size is small enough to combine with the other supporting documents). We will not be able to accept multiple supporting documents.

The single file should be in PDF format if possible.

The name of the file should be the student's full name.

How can documents be combined into one file / turned into a pdf?

We suggest scanning all pages of supporting documents altogether, as one document, so that they go through to the computer as one file. Universities and libraries should have scanners that are able to do this, if home scanners are not able to.

If all supporting documents are in separate files, a PDF writer programme such as Adobe Acrobat will transform documents to PDF format, and will also combine various files into one.

How should portfolios be submitted?

We will continue to be flexible as to the format of portfolios. If the files are small, it may be possible to upload the portfolio as part of the online application – students will not be penalised for doing this.

However, most students may find that the file size is large, and they may prefer to submit the portfolio on a CD. CDs should be posted to our office at the usual address.

We would prefer not to receive web links to portfolios that have been put online.

For guidelines on what to include in a portfolio, students should see the supporting documents page of our website: http://studyabroad.leeds.ac.uk/incoming/applying/supporting_documents/

A student has submitted the online form without uploading documents, but is now ready to do so. Is this possible?

Yes: even after a student has submitted the online application form they can log back in and upload documents. This is what they should do if we request additional documents from them at a later date. The student does not need to contact us to confirm that they have uploaded new documents, as we will be automatically notified of this.