

Thank you for contacting the Incoming Study Abroad Team.

If the answer to your question is already covered in the information below, we will not reply to your email. For all other enquiries, we'll get back to you as soon as we can. **Please do not resend your email. We will deal with your enquiry as quickly as possible.** You can also [contact the Student Information Service](#) who are able to deal with many enquiries.

Frequently Asked Questions

Applications for 2025/26

I have questions about my Accommodation offer/contract.

The Study Abroad Office cannot assist with accommodation enquiries. Please contact the Accommodation Office directly via email: accom@leeds.ac.uk or telephone: +44 (0) 113 343 7777.

Paperwork

I have a Learning Agreement that needs signing. Where should I go?

The Study Abroad Office **cannot** sign Learning Agreements. This needs to be signed by your Parent School at Leeds. Please send it to them via email or visit them in person to get this signed. [There is a list of school contacts on our website.](#)

Please note that your Parent School will not be able to sign your learning agreement until you have received your Module Enrolment Report.

I have an arrival document that needs signing for my home university. Where should I go or who should I send it to?

You can [contact the Student Information Service](#) if you have a document which requires signing.

I have an end of placement document that needs signing for my home university. Where should I go or who should I send it to?

You can [contact the Student Information Service](#) if you have a document which requires signing to evidence the dates you were in attendance at the University of Leeds.

Where is my CAS which I require for my student visa application?

If you are studying for a full academic year, the University will automatically organise for your CAS to be generated and you will receive this via the email address you have on your application. Please check your inbox for emails from the Taught Admissions team, who will email you with your CAS information.

If you coming to Leeds for one semester you will not receive a CAS automatically as you're able to decide which visa to apply for. You should read the information on this webpage to consider if you would prefer to apply for a Student Visa www.leeds.ac.uk/studyabroadvisa

Module Enrolment

When will I find out if I got a place on the modules I applied for on my application form for Semester 2?

Your initial acceptance to the study abroad programme does not guarantee your acceptance onto the modules you selected. Your module choices will be passed to teaching schools to make decisions about your requested modules. Around 6 weeks after you have submitted your choices, you will receive a module enrolment report by email detailing the modules you have been enrolled onto. If you would like to make any module changes please read the guidance on our website: www.leeds.ac.uk/incomingmodulechanges

A module I selected is missing from my module enrolment report – why?

If a module does not appear on your module enrolment report, it is likely that the module was either full or discontinued at the time of your enrolment. If you want clarification on this, please contact the teaching school.

Some teaching schools operate module waiting lists. You can contact the teaching school to request to be added to a module waiting list.

I would like to change a module.

The Study Abroad Office cannot make module changes. If you would like to make a module change please read the instructions on our website: www.leeds.ac.uk/incomingmodulechanges You will need to email the Study Abroad Coordinator in the relevant teaching school of the module you would like to add or drop to make this request. You can find a list of [Study Abroad Coordinators](#) and their contact details from the above website. Please include your Leeds student ID number in your email.

How many credits / modules will I need to be enrolled on? What is a full time workload?

At Leeds, you do not have to take a certain number of modules. Instead, you must take a certain number of credits. A full-time workload is 50-60 credits per semester. If you have too many modules (more than 60 Leeds credits per semester), or too few modules (less than 50 credits per semester) then you will need to add or drop modules in order to have a full time workload. If you would like to add or drop a module please read the instructions on our website: www.leeds.ac.uk/incomingmodulechanges

Can I take modules from different Schools at Leeds? Can I take modules outside of my Parent School?

As long as your home university agrees, you are able to take modules from across different Teaching Schools at Leeds, regardless of which school is your Parent School.

Transcripts

When will my official transcript for 2024/25 be released?

In June external exam boards meet and all official marks are finalised and released at the end of July. The Study Abroad Office sends official transcripts to students and their home university by email.

Our transcript procedure for incoming study abroad students is also available on our website:
<http://www.leeds.ac.uk/incomingexamsandtranscripts>

If your query is not resolved in the guidance above or our follow-up email response, please email us to arrange a one-to-one chat on Microsoft Teams.

We thank you for your patience.

Best wishes,

Incoming Study Abroad Team