Visiting Student Application Guide
2018/19

A guide for students applying online to study on the Study Abroad programme, International Exchange, Erasmus Exchange or Parliamentary programme.
Visiting Student Application Guide

Step 1
Find out about studying for one or two semesters at the University of Edinburgh including information about courses, study options and available services:
www.ed.ac.uk/study-abroad

Before you apply we would recommend attending an online information session with a Study Abroad Adviser:
www.ed.ac.uk/global/study-abroad/online-information-sessions

You’ll be able to get quick answers to your questions online after the information session.

It is important to check your programme’s application deadline, published in the ‘Dates for your Diary’ section:
www.ed.ac.uk/global/study-abroad/diary

When you are ready to apply, please select How to Apply.
Step 2

The option you select on this page will vary depending upon the duration of your studies and your home subject area:

- You should apply to the College which you plan to take the majority of your courses in whilst in Edinburgh.

- You should indicate whether you wish to study here for a full year or one semester.

In the example, John Smith, wants to study as an independent Study Abroad student during Semester 1. He wants to select most of his courses in the College of Arts, Humanities and Social Sciences and also one course in the College of Science and Engineering too.

John would like to study these courses:

- 2 courses (40 credits) in Philosophy and Linguistics (Arts, Humanities and Social Sciences)
- 1 course (20 credits) in Biological Sciences (Science and Engineering)

All students are required to take 60 University of Edinburgh credits per semester.

You can see the number of credits a course is worth in the course finder:

www.ed.ac.uk/study-abroad/course
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Step 3

The first page of the online application provides full guidance on all the details required by the University during the application process.

Click Continue.
Step 4

The **New Applicant Details** page will now be displayed for you to complete. Click on Proceed to go to the Personal Details section of the application.

Step 5

Select your courses by clicking on **Choose courses** then click **Select Courses**.

*Please note that you will **NOT** receive an email containing a link to complete your application at this stage. This will happen later in Step 9.*

*Parliamentary Programme Applicants

If you are applying for the **Parliamentary Programme**, you will not be asked to choose courses, as you will be following three mandatory courses here. Please therefore skip to Step 8.*
Step 6

You will now see the schools that you can select courses in.

Select a maximum of 100 course credits per semester in case your first choices are not available.

John will take 60 course credits per semester, but selects 100 credits.

He wants to study courses in Philosophy, Linguistics and Biological sciences.

John first clicks on Select for the School of Philosophy, Psychology and Language Sciences.
Step 7

Now you can choose from the courses offered by the school you selected.

The online course finder may be displaying courses offered in the previous academic year and so you may find there are differences between the courses listed there and those available to select in the online application. If the course offering changes after you have submitted your online application the Visiting Student Office will be in contact to advise you.

www.ed.ac.uk/study-abroad/courses

When you select your courses, you should rank in order of preference with 1 being your first choice.

If you are studying for one semester, if a course is listed twice select the option marked with ‘W’ in availability.

The relevant Visiting Student Office will determine your eligibility for courses by assessing your transcript, academic reference (if required) and personal statement.

In the example, John has selected three courses in the School of Philosophy, Psychology and Language Sciences, and two in the School of Biological Sciences.
Step 7 (continued)

Some popular courses may be marked as ‘Module Full’ which means you won’t be able to add these to your online application. You should add other courses to submit your application.

If you couldn’t add your preferred courses, you can email the relevant Visiting Student Office with a list of your ranked course preferences including additional back-up courses in case there are any issues. They will manually update your application when they process it.

If you would like to change a course in your application, you can email the relevant Visiting Student Office to request it.

Contact the Visiting Student Office:

College of Arts, Humanities and Social Sciences: CAHSSvisitingstudents@ed.ac.uk

College of Science and Engineering: SCEvisitingstudents@ed.ac.uk
Step 7 (continued)

You will see the courses you have selected in the right-hand column. Once you are happy with your selections click **Submit Selections**.

At this point, your course selections are not guaranteed. Enrolment will be subject to approval by the Visiting Student Office, who will try to place you in your preferred courses. This depends on availability, course pre-requisites and timetabling: [www.ed.ac.uk/studying/visiting-exchange/disclaimer](http://www.ed.ac.uk/studying/visiting-exchange/disclaimer)
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Step 8
You will return to the confirmation of **Personal Details** section.

Click **Proceed**.
Step 9

You should now complete further personal details.

Selecting the Visiting Student Category:

- If you are applying via a study abroad provider (such as Arcadia, IFSA Butler or API) then you should select ‘Applying via a Study Abroad Provider’.

- If you are applying as an Exchange student you should select ‘Coming as a Nominated Exchange Student’, then select from
  - ERASMUS Exchange
  - International Exchange
  - Departmental Exchange

- If you are applying as an independent Study Abroad student you should select ‘A Non EU Applicant’

- If you are unsure which exchange program you are nominated on, please contact your home university.

To complete your application at a later time select **Save and return later**. You will be sent a link via email to access your application later.

To continue with your application select **Proceed**.
Step 10

You can now navigate your application record using the tabs on the page.

Your completed tabs will have a green dot.

Your incomplete tabs will have a red dot.

The current tab will have a black dot.

Tabs you haven’t started will have no colour dot.

In the Contact Details section you should provide your complete **Home Address** and **Correspondence Address**, including the zip or postal code.

If you require a student visa, your letter of acceptance will be sent to your home address.

For the Educational Representative section, clicking Yes will allow your agency or study abroad/exchange coordinator to monitor the progress of your application. A drop down menu will then appear so that you can select your representative.
Step 11
You should now complete the Study Details section.
Select your home university in the **University/College/School** drop down menu.

Provide details of the courses that you are currently studying at university, as these courses may not appear on your Academic Transcript.

Include your current cumulative GPA. If you are from a country which does not use GPA, leave this section blank.

You should identify whether your courses are instructed and examined in English.

Click **Proceed** once you have completed this section.

```
<table>
<thead>
<tr>
<th>Course Title</th>
<th>From (dd/mm/yyyy)</th>
<th>To  (dd/mm/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Memory and Perception</td>
<td>05/08/2016</td>
<td>16/12/2016</td>
</tr>
<tr>
<td>2. Social Psychology</td>
<td>05/08/2016</td>
<td>16/12/2016</td>
</tr>
<tr>
<td>3. Business and Management</td>
<td>05/08/2016</td>
<td>16/12/2016</td>
</tr>
<tr>
<td>4. Inorganic Chemistry</td>
<td>05/08/2016</td>
<td>16/12/2016</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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**Current Cumulative GPA**

**English Language Qualification**
It is important that all students have an adequate command of English in order to benefit fully from studying at The University of Edinburgh. Please indicate here if your current courses are instructed and examined in English: if ‘no’ tell us about your English language qualifications. If you have taken or are planning to take a language test, please tell us about it below. Any English language qualifications you hold are only valid for two years. If you plan to retake a test, you can also tell us when you plan to do this. Please tell us about your most recent test if you have taken more than one.

* Are your current courses instructed and examined in English? [ ] Yes  [ ] No

[Previous] [Save and return later] [**Proceed**]
Step 12

You should include a personal statement of around 500 words.

Your personal statement should explain your motivation to study at the University of Edinburgh and provide any other relevant information which you feel may support your application, for example your interest and suitability for the courses you have selected or relevant extra-curricular activities.

Once you have written your personal statement click **Proceed**.
Step 13

In this section you must provide an appropriate address at your home university where your transcript will be sent. Check where your transcript should be sent with your own Study Abroad or Exchanges department. Please do not put your home address here.

If you don’t provide the correct address your university will not receive your transcript. This could delay the transfer of your course credits to your home institution and also delay your progression into your next year of university study.

When you have completed the transcript contact details select Proceed.
Step 14

You should now complete the Upload Documents section.

The documents you upload must be no larger than 2MB and in an acceptable file formats: .doc, .docx, .rtf, .pdf, .txt, .jpg, .xls, .gif. If you are unable to upload your documents, please contact Student Systems:

www.studentsystems.is.ed.ac.uk/self-help/HelpRequest.cfm

Your documents must be uploaded before the application deadline. Applications without the correct supporting documents will be declined.

You only need to submit:

an Academic Reference (if applicable*)

an Academic Transcript

an English language certificate (if applicable)

**Academic Reference**

If you are applying to the Study Abroad Programme, you must provide an academic reference. If you are from a U21 university or if you are applying as a nominated exchange student then don’t need to upload a reference. However, the Visiting Student Offices may request a reference at any point during the application period.

Your Academic Reference must be written by an academic or professor who has taught you at university. It should be on university headed paper...
and must be signed by your referee. The reference should indicate your academic ability and suitability for study abroad at the University of Edinburgh.

If your referee would prefer to send your Academic Reference separately to your application, you should complete your online application and then ask your referee to email the reference to: studyabroad@ed.ac.uk including your UUN (the reference number which will be emailed to you when you complete your application e.g. s1812345) and your Forename and Surname (as it appear on your online application).

**Academic Transcript**
You should upload a full transcript which includes grades from university courses taken in previous years (if applicable). It must be a scanned copy of your official and most up-to-date university transcript.

The Academic Transcript from your home university is essential for your online application, so you must have it available before making your application. It can’t be sent by mail – it must be uploaded to your application.

If you receive a new university transcript at a later date that would benefit your application, you can submit it by email.

If your transcript is in another language, you should upload a translation of the document.
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Step 14 (continued)

English language certificate
Check the entry requirements for your programme to see if you need an English language certificate:
www.ed.ac.uk/global/study-abroad/study-options

When you have completed this section click Proceed.
Step 15

Once you have completed the required fields, click **Submit**.
Submission Successful

Thank you for submitting your application. You will shortly receive a confirmation email from EUCLID_Support@ed.ac.uk.

Please add the domain @ed.ac.uk to your safe senders list to ensure that you receive all emails from the University. If you do not receive this confirmation email, please check your junk mail folder.

Please now close this browser window, exiting the browser completely.

Please do not use the browser refresh button or the back button, as these may result in further submissions of the same application.

Step 16

Once you submit your application you will see a Submission Successful confirmation message.

You will also receive an email within 24 hours (to the address you provided in the application) with instructions to register with the MyEd portal, and view the progress of your application.

If you don’t receive the email, first check your Junk folder. If you don’t find the email, please contact Student Systems for support:

www.studentsystems.is.ed.ac.uk/self-help/HelpRequest.cfm

You can track your application on the Applicant Hub. If your application is successful, read the offer message carefully before accepting your offer.

Thank you! We’re looking forward to receiving your application.