



THE UNIVERSITY  
*of* EDINBURGH

# Visiting Student Online Application Guide



A guide your online application to be a visiting student at the University of Edinburgh.



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Introduction

Students currently taking an undergraduate degree elsewhere are able to spend a year (or semester) of their studies at the University of Edinburgh on a Study Abroad Programme.



A year or semester in Edinburgh may count towards your final degree at your home university.

When can I study at Edinburgh and what will it cost?

International (non-EU students)

You can study at Edinburgh for the full academic year or either the autumn (fall) or spring semester.

Course dates and costs 2015/16

Academic year	September - May	£ 14, 050
Semester one (fall)	September - December	£ 7, 275
Semester two (spring)	January - May	£ 7, 275

EU students

EU students can only apply to the University of Edinburgh if there is an appropriate Erasmus agreement in place.

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College of Science and Engineering

Step 1

You will find lots of information about studying as a visiting student at the University of Edinburgh on the Study Abroad website: [www.ed.ac.uk/studying/visiting-exchange](http://www.ed.ac.uk/studying/visiting-exchange)

You will find the visiting student course finder and information specific to your visiting student category: Erasmus, international exchange or independent fee paying study abroad students, in the left hand panel.

Once you have selected your visiting student category you will find information about English language requirements, and applying in the right hand panel.

This example student, John Smith, is interested in studying here as an independent study abroad student.

When you are ready to apply, please select **Apply now.**

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Applications are now open for 2015/16.

EU students can only apply to the University of Edinburgh if there is an appropriate Erasmus agreement in place.

Deadlines

- Late applications may be considered but as a result, course options may be more limited.

Application deadlines

Full year	1st July
Semester one	1st July
Semester two	1st November

Full Year, Humanities & Social Science

Start date: 21 September 2015

Apply Now

Full Year, Science & Engineering

Start date: 21 September 2015

Apply Now

Semester 1, Humanities & Social Science

Start date: 21 September 2015

Apply Now

Semester 1, Science & Engineering

Start date: 21 September 2015

Apply Now

Semester 2, Humanities & Social Science

Start date: 11 January 2016

Apply now

Semester 2, Science & Engineering

Start date: 11 January 2016

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## Step 2

It will depend which college you plan to take the majority of your courses in, as to which you should apply to.

Visiting students are expected to take 60 University of Edinburgh credits per semester here.

In this example John would like to take:

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

John will therefore apply to Humanities and Social Science. He will still have access to courses in Science and Engineering.

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

[www.ed.ac.uk/study-abroad/courses](http://www.ed.ac.uk/study-abroad/courses)

You can apply to study here for a full year or one semester.

John is applying for Semester 1.

**Welcome to the University of Edinburgh's New Online Application Service**

With the ability to complete and track progress of your application online, this service provides quick and easy access to a range of information about your application and the University.

We have provided guidance below to help you prepare for your online application. This provides an overview of the information that we will ask you to supply during the application process, and lists the documentation that you will need to provide to us. Help is also available at <http://www.euclid.ed.ac.uk/student/>

**Starting your application**

When you are ready to begin your application, please click 'Continue' at the bottom of this page.

**You do not have to complete your application in one session**

You will be sent an email containing an encrypted link to enable you to complete your application at a future date should you so choose; this will be helpful if, for example, the browser connection fails during the application process. It will provide contact details in the event of assistance being required.

You will also be able to save your application at any point in the process and return to it when you are ready to continue.

**Completing the application form**

The application form is divided into pages. Each page is listed below with an indication of the information you will be asked to provide.

Please note that fields that have an asterisk (\*) must be completed before your application can be submitted.

Please click on the [-] to expand the guidance.

[Expand All](#) / [Collapse All](#)

- [+] 1. New User Details
- [+] 2. Upload Documents
- [+] 3. Personal Details
- [+] 4. Contact Details
- [+] 5. Study Details
- [+] 6. Personal Statement
- [+] 7. Exchange/Transcript Contact
- [+] 8. Submit

**Data Protection**

The University of Edinburgh holds information about everyone who applies to the University and everyone who studies here.

We use the information from your application form to administer your application and to compile statistics that may be published or passed to government bodies such as the Scottish Funding Council (SFC) or the Higher Education Statistics Agency (HESA).

If your application is successful we will also use the information to administer your studies, to monitor your performance and attendance, and to provide you with support.

If you have any queries regarding the University's use of your information please contact the University's Data Protection Officer. Contacts for assistance can be found at <http://www.euclid.ed.ac.uk/student/>

**What happens after Submission?**

After you have completed and submitted your application, you will receive a confirmation email. Subsequently you will be emailed details about registering with EASE (the University's web login service), if you are not already registered.

By registering with EASE, you will be able to access EUCLID via MyEd, the University's web portal. MyEd gives you access to information about your application and other useful information about the University whenever you want it and wherever you are. You will be able to track your application, respond to requests for further information in support of your application and receive information about decisions.

Proceed



## Step 3

The first page of the online application provides **full guidance** on all the details required by the University as part of the application.

Once you have read this please click **Proceed**.

New Applicant Details	
* Forenames	John
* Surname	Smith
* Date of Birth (ddmmyyy)	22041994
* Email	
* Have you applied to or studied at the University of Edinburgh before?	No

Applicants - please enter ALL details sought above. Please check that these details are accurate; they are used in a range of core processes to support your application.

If you are a Study Abroad Provider completing the application on behalf of an applicant, please ensure that you provide the applicant's email address here.

If you click on 'Proceed', the details entered above will be saved to the EUCLID database.

If you do not wish these details to be saved and therefore do not wish to progress with an application, please click on 'Cancel Application'.

Cancel | **Proceed** 

## Step 4

The **New Applicant Details** page will now be displayed for you to complete.

## Step 5

Click on the **Proceed** button to navigate to the confirmation of **Personal Details** screen.

You will need to select your courses by clicking on **Choose courses** to continue through your application.

\*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 10.

Then click **Select Courses**.

### \*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.

Your Personal Details

Your Personal Details on your Application	
Forename 1	JOHN
Forename 2	
Forename 3	
Surname	SMITH
Email	
Have you applied to or studied at the University of Edinburgh before?	

If you are an Independent EU student who wants to apply for *non-science* courses e.g. Languages, History, Politics then you should apply NO LATER than 1st April. The College of Science and Engineering does not accept Independent EU applications.

As you are applying to a Visiting Student Category, please use the 'Choose courses' button below to make your course/module selections. Please ensure that you complete the course selection process and click the 'Submit Selections' button once you have made all of your course selections. Having done this you will be returned to this screen where you can use the 'Proceed' button to complete the online application form. Exiting the course selection process before clicking the 'Submit Selections' button will result in your choices being lost and you will need to repeat the process.

**Choose courses** 

Applicants will automatically be sent an email containing an encrypted link to enable completion of the application at a future date.

When you click on 'Proceed', the details entered above will be saved to the EUCLID database. Applicants will automatically be sent an email containing an encrypted link to enable completion of the application at a future date; this will be helpful if, for example, the browser connection fails during the application process.

The email address will be 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 encrypted email, please check your junk mail folder.

If you do not wish these details to be saved, please close the browser and do not click on 'Proceed'. If any of these details are incorrect you will have the opportunity to amend them when you access the 'Contact' page of the application form. Please do not use the browser back button, as this will result in a further record being created in the EUCLID database once 'Proceed' is selected again.

**Proceed**

### Select Course Details

In the next screen you will be presented with the available course options for this programme of study.

Select Course Information
You are about to enter the course selection process. Once you have completed this process you will be returned to the previous step to complete the application form.
Go Back   <b>Select Courses</b> 

Compulsory Courses						
Course	Availability	Period	Level	Credits	Status	Course Name
<b>Optional Courses</b>						
<small>Show below are the optional course collections from which you can make selections. Use the Select button on each row to open the course selection screen. The Clear button can be used to clear all the current selections from the collection on that row. To remove individual selections, click the Select button and untick the selections on the next screen. When all selections are complete, use the Submit Selections button to continue the process. Submit Later button allows you to save and return at a later date to complete the course enrolment.</small>						
Select	Requirement	Overarching Requirement	Selections	Total	Error	Clear
<input type="button" value="Select"/>	Take a maximum of 100 credits from Edinburgh College of Art in Semester 1	Subject to an overall minimum of 60 credits and an overall maximum of 100 credits				<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Education in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Health in Social Science in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Law in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Literatures, Languages And Cultures in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Philosophy, Psychology and Language Sciences in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Divinity in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Biological Sciences in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from Business School in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Economics in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Chemistry in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Engineering and Electronics in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of GeoSciences in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Informatics in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Mathematics in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Physics and Astronomy in Semester 1					<input type="button" value="Clear"/>
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Social and Political Studies in Semester 1				<input type="button" value="Clear"/>	
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of History Classics and Archaeology in Semester 1				<input type="button" value="Clear"/>	
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Biomedical Sciences in Semester 1				<input type="button" value="Clear"/>	

# Step 6

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

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

John will be taking 60 course credits per semester, but will select 100 credits.

John is interested in taking courses in Philosophy, Psychology and Biological Sciences.

Please click **Select** beside one of the schools you would like to take courses in.

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

## Step 7

You can then select courses offered in the school list.

If you are a semester only visiting student you only need to select “VV” when there is two of the same course offered in the semester. For courses which do not have a “VV” option, you can select “SV”.

You may find that the online application does not display all the courses offered in the course finder:

[www.ed.ac.uk/study-abroad/courses](http://www.ed.ac.uk/study-abroad/courses)

The course finder is still displaying courses offered in 2014/15 and will be updated at the end of May with the new list. Please make your course selections based on what is available in the online application. If there are changes to the available courses in the future that affect your course choices then the College Office will advise you.

Please make sure you rank your courses in order of preference, 1 being the highest preference.

John will select three courses in the School of Philosophy, Psychology and Language Sciences, and two courses in the School of Biological Sciences.

As John must take 60 credits per semester, he will rank his courses accordingly.

The relevant College Office will determine your eligibility for courses by assessing your transcript, reference (if included) and personal statement, once the application has been completed.

<input type="checkbox"/>	PHIL10072	VV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Themes in Epistemology</a>
<input type="checkbox"/>	PHIL10101	SV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Ancient Ethics</a>
<input type="checkbox"/>	PHIL10101	VV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Ancient Ethics</a>
<input type="checkbox"/>	PHIL10111	SV1	SEM1	<input type="text"/>	10	20.00	<a href="#">British Idealism and Immaterialism</a>
<input type="checkbox"/>	PHIL10111	VV1	SEM1	<input type="text"/>	10	20.00	<a href="#">British Idealism and Immaterialism</a>
<input type="checkbox"/>	PHIL10115	SV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Philosophy of the Scottish Enlightenment</a>
<input checked="" type="checkbox"/>	PHIL10115	VV1	SEM1	<input type="text" value="4"/>	10	20.00	<a href="#">Philosophy of the Scottish Enlightenment</a>
<input type="checkbox"/>	PHIL10127	SV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Philosophy of Time Travel ( S1)</a>
<input type="checkbox"/>	PHIL10127	VV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Philosophy of Time Travel ( S1)</a>
<input type="checkbox"/>	PHIL10131	SV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Social Cognition</a>
<input type="checkbox"/>	PHIL10131	VV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Social Cognition</a>
<input type="checkbox"/>	PHIL10140	SV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Formal Methods in Philosophy</a>
<input checked="" type="checkbox"/>	PHIL10140	VV1	SEM1	<input type="text" value="1"/>	10	20.00	<a href="#">Formal Methods in Philosophy</a>
<input type="checkbox"/>	PHIL10143	SV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Philosophy: Fun and Games</a>
<input type="checkbox"/>	PHIL10143	VV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Philosophy: Fun and Games</a>
<input type="checkbox"/>	PHIL10144	SV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Philosophy of Time (S1)</a>
<input type="checkbox"/>	PHIL10144	VV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Philosophy of Time (S1)</a>
<input type="checkbox"/>	PHIL10145	SV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Epistemology in the Early Modern World</a>
<input type="checkbox"/>	PHIL10145	VV1	SEM1	<input type="text"/>	10	20.00	<a href="#">Epistemology in the Early Modern World</a>
<input type="checkbox"/>	PSYL08006	VV1	SEM1	<input type="text"/>	08	20.00	<a href="#">Psychology 2: Mind and Brain (VS1)</a>
<input type="checkbox"/>	PSYL08007	VV1	SEM1	<input type="text"/>	08	20.00	<a href="#">Psychology 1: self and society (VS1)</a>
<input type="checkbox"/>	PSYL10002	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Biological Psychology</a>
<input type="checkbox"/>	PSYL10010	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Social Psychology</a>
<input type="checkbox"/>	PSYL10013	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Memory and Perception</a>
<input type="checkbox"/>	PSYL10034	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Psychology Methodology 1</a>
<input checked="" type="checkbox"/>	PSYL10081	SV1	SEM1	<input type="text" value="2"/>	10	20.00	<a href="#">Psychology Literature Review</a>

Cancel Selections

Submit Selections



Select	Course Code	Availability 	Period	Rank	SCQF Level	SCQF Credits	Course Name (Right click hyperlink and select 'Open in New Tab')
<input type="checkbox"/>	BICH10006	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Biochemical Techniques</a>
<input type="checkbox"/>	BICH10007	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Structural Biology</a>
<input type="checkbox"/>	BICH10009	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Membrane Biology</a>
<input type="checkbox"/>	BILG08001	SV1	SEM1	<input type="text"/>	08	20.00	<a href="#">Origin and Diversity of Life 1</a>
<input type="checkbox"/>	BILG08005	SV1	SEM1	<input type="text"/>	08	20.00	<a href="#">Evolution in Action 2</a>
<input type="checkbox"/>	BILG08008	SV1	SEM1	<input type="text"/>	08	20.00	<a href="#">Quantification in the Life Sciences 1</a>
<input type="checkbox"/>	BILG08009	SV1	SEM1	<input type="text"/>	08	20.00	<a href="#">The Dynamic Cell 2</a>
<input type="checkbox"/>	BILG08016	SV1	SEM1	<input type="text"/>	08	20.00	<a href="#">The Green Planet 2</a>
<input type="checkbox"/>	BILG09002	SV1	SEM1	<input type="text"/>	09	20.00	<a href="#">Molecular Genetics 3</a>
<input type="checkbox"/>	BILG09003	SV1	SEM1	<input type="text"/>	09	20.00	<a href="#">Parasite Biology 3</a>
<input type="checkbox"/>	BILG09004	SV1	SEM1	<input type="text"/>	09	20.00	<a href="#">Evolutionary and Ecological Genetics 3</a>
<input checked="" type="checkbox"/>	BILG09007	SV1	SEM1	<input type="text" value="3"/>	09	20.00	<a href="#">Immunology 3</a>
<input type="checkbox"/>	BILG09008	SV1	SEM1	<input type="text"/>	09	20.00	<a href="#">Plant Physiology 3</a>
<input checked="" type="checkbox"/>	BILG09009	SV1	SEM1	<input type="text" value="5"/>	09	20.00	<a href="#">Population and Community Ecology 3</a>
<input type="checkbox"/>	BILG09013	SV1	SEM1	<input type="text"/>	09	20.00	<a href="#">Molecular Microbiology 3</a>
<input type="checkbox"/>	BILG09015	SV1	SEM1	<input type="text"/>	09	20.00	<a href="#">Structures and Functions of Proteins 3</a>
<input type="checkbox"/>	BILG09019	SV1	SEM1	<input type="text"/>	09	20.00	<a href="#">Animal Diversity and Evolution 3</a>
<input type="checkbox"/>	BITE10001	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Enzymology and Biological Production</a>
<input type="checkbox"/>	BITE10002	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Novel Approaches</a>
<input type="checkbox"/>	BITE10010	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Gene Expression and Microbial Regulation</a>
<input type="checkbox"/>	DEB110028	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Professional Skills in Developmental and Cell Biology</a>
<input type="checkbox"/>	GENE10004	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Genetics of Host-Parasite Interactions</a>
<input type="checkbox"/>	IMMU10001	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Immunobiology</a>
<input type="checkbox"/>	IMMU10003	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Molecular Immunology</a>
<input type="checkbox"/>	IMMU10005	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Immunity to Eukaryotic Parasites</a>
<input type="checkbox"/>	IMMU10007	SV1	SEM1	<input type="text"/>	10	10.00	<a href="#">Immunobiology of Malaria</a>

## Step 7 (continued)

You may find that some courses are marked as “Module Full”. For some high-pressure subject areas, the system will not allow you to add the courses to your application. Please therefore add other courses to your application so that you can submit it.

You should then email the relevant College Office with a list of your course requests (in order of preference and with some alternative courses in case there are any problems) and the College Office will manually update your application when they process it.

If you would like to change a course or notice that there are new courses offered in the course finder at the end of May that you would like to take, simply send an email with your course changes to the relevant College Office.

Please find the College Office contact details below:

College of Humanities and Social Science:  
[HSSvisitingstudents@ed.ac.uk](mailto:HSSvisitingstudents@ed.ac.uk)

College of Science and Engineering:  
[SCEvisitingstudents@ed.ac.uk](mailto:SCEvisitingstudents@ed.ac.uk)

Select	Requirement	Overarching Requirement	Selections	Total																				
<input type="button" value="Select"/>	Take a maximum of 100 credits from Edinburgh College of Art in Semester 1	Subject to an overall minimum of 60 credits and an overall maximum of 100 credits																						
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Education in Semester 1																							
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Health in Social Science in Semester 1																							
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Law in Semester 1																							
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Literatures , Languages And Cultures in Semester 1																							
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Philosophy, Psychology and Language Sciences in Semester 1		<table border="1"> <thead> <tr> <th colspan="4">Selected Modules</th> </tr> <tr> <th>Module</th> <th>Name</th> <th>Period</th> <th>Occ</th> </tr> </thead> <tbody> <tr> <td>PHIL10115</td> <td>Philosophy of the Scottish Enlightenment</td> <td>SEM1</td> <td>VV1</td> </tr> <tr> <td>PHIL10140</td> <td>Formal Methods in Philosophy</td> <td>SEM1</td> <td>VV1</td> </tr> <tr> <td>PSYL10081</td> <td>Psychology Literature Review</td> <td>SEM1</td> <td>SV1</td> </tr> </tbody> </table>	Selected Modules				Module	Name	Period	Occ	PHIL10115	Philosophy of the Scottish Enlightenment	SEM1	VV1	PHIL10140	Formal Methods in Philosophy	SEM1	VV1	PSYL10081	Psychology Literature Review	SEM1	SV1	60.00
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<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Physics and Astronomy in Semester 1																							
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Social and Political Studies in Semester 1																							
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of History Classics and Archaeology in Semester 1																							
<input type="button" value="Select"/>	Take a maximum of 100 credits from School of Biomedical Sciences in Semester 1																							
<input type="button" value="Close"/> <input type="button" value="Go Back"/> <input type="button" value="Submit Later"/> <input type="button" value="Clear All Selections"/> <input type="button" value="Submit Selections"/>																								



## Step 7 (continued)

You will see the different courses you have selected in the right hand column.

If you are happy with your course selections please click on **Submit Selections**.

Please note that selecting courses in your application does not guarantee enrolment. Your courses will be subject to approval by the relevant college office. They will do their best to place you in your preferred courses subject to space availability, course pre-requisites and timetabling constraints:

[www.ed.ac.uk/studying/visiting-exchange/disclaimer](http://www.ed.ac.uk/studying/visiting-exchange/disclaimer)

Your Personal Details on your Application	
Forename 1	JOHN
Forename 2	
Forename 3	
Surname	SMITH
Email	
Have you applied to or studied at the University of Edinburgh before?	

If you are an Independent EU student who wants to apply for *non-science* courses e.g. Languages, History, Politics then you should apply **NO LATER** than 1st April. The College of Science and Engineering does not accept Independent EU applications.

As you are applying to a Visiting Student Category, please use the 'Choose courses' button below to make your course/module selections. Please ensure that you complete the course selection process and click the 'Submit Selections' button once you have made all of your course selections. Having done this you will be returned to this screen where you can use the 'Proceed' button to complete the online application form. Exiting the course selection process before clicking the 'Submit Selections' button will result in your choices being lost and you will need to repeat the process.

[Choose courses](#)

Applicants will automatically be sent an email containing an encrypted link to enable completion of the application at a future date.

When you click on 'Proceed', the details entered above will be saved to the EUCLID database. Applicants will automatically be sent an email containing an encrypted link to enable completion of the application at a future date; this will be helpful if, for example, the browser connection fails during the application process.

The email address will be 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 encrypted email, please check your junk mail folder.

If you do not wish these details to be saved, please close the browser and do not click on 'Proceed'. If any of these details are incorrect you will have the opportunity to amend them when you access the 'Contact' page of the application form. Please do not use the browser back button, as this will result in a further record being created in the EUCLID database once 'Proceed' is selected again.

[Proceed](#) 

# Step 8

You will then be returned to the confirmation of **Personal Details** screen.

Please now select **Proceed**.

## Step 9

Please now complete further personal details.

If you are studying here like John, as an independent Study Abroad student, under **Visiting Student Category**, please select **A Non EU Applicant**.

If you are applying via Arcadia or Butler, please select **Applying via a Study Abroad Provider**.

If you will be studying here as an exchange student please select **Coming as a Nominated Exchange Student**.

If you choose the last option, a new **Exchange Category** drop down menu will appear and you should select from **ERASMUS Exchange**, **International Exchange** and **Departmental Exchange**.

If you are unsure which exchange program you are nominated on, please speak to your home university.

If you would like to save your application and return to it at a later time, please select **Save and return later**. By selecting this option your application will be stored in the system and you will be sent an email with a link enabling you to return to it at your leisure.

If you would like to continue through your application now, please select **Proceed**.

Visiting Student Category	
* Please select which category you are applying under	<input type="text" value="Please Select"/>

Personal Details	
* Title	<input type="text" value="Mr"/>
* Forename(s)	<input type="text" value="John"/>
* 'Known as' Forename	<input type="text" value="John"/>
* Family Name (Surname)	<input type="text" value="Smith"/>
Previous Surname	<input type="text"/>
* Date of Birth (dd/mm/yyyy)	<input type="text" value="22/04/1994"/>
* Gender	<input type="text" value="Male"/>

Residency	
* Country of Permanent Residence (if UK, select Home Country i.e. England, Northern Ireland, Scotland, Wales)	<input type="text" value="United States of America"/>
* Country of Nationality	<input type="text" value="United States"/>
Country of Permanent Residence (UK Only)	<input type="text" value="Please Select"/>
* Country of your Home University/College/School (if UK, select Home Country i.e. England, Northern Ireland, Scotland, Wales)	<input type="text" value="United States of America"/>
* Country of Birth	<input type="text" value="United States of America"/>

Passport	
Passport Number	<input type="text"/>



## Step 10

**After you indicate the main information for your application, you can navigate to any point of your application record by clicking on the tabs on top of the page.**

The dot in the tabs that have been completed will appear green.

Any incomplete tabs will have a red dot, and the tab you are currently working on will have a black dot.

Any tabs you have not visited yet will have no colour.

In the Contact Details section please provide your **Home Address** and **Correspondence Address**.

Please ensure that your contact details are correct and complete (including zip/postal code). If you require a student visa, your letter of acceptance will be sent to your correspondence address.

A copy of your University of Edinburgh transcript will be sent to your permanent Home address at the end of your studies here.

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.

Personal Contact Study Details Personal Statement Exchange/Transcript Contact Submit

### Contact Details

Please separate your address details over all the available address lines which are applicable. Do not enter your entire address in a single line.

Permanent (Home) Address		Correspondence Address (postal address for letters) <small>If you are a Study Abroad Provider/Partner Institution inputting an application on behalf of an applicant, record your contact details here</small>	
* Address <small>(Max 45 characters per line)</small>	<input type="text"/> <input type="text"/>	Address <small>(Max 45 characters per line)</small>	<input type="text"/> <input type="text"/>
* City/Town <small>(Max 45 characters)</small>	<input type="text"/>	City/Town <small>(Max 45 characters)</small>	<input type="text"/>
County/State <small>(Max 45 characters)</small>	<input type="text"/>	County/State <small>(Max 45 characters)</small>	<input type="text"/>
* Country	<input type="text"/>	Country	Please Select
Postal/Zip Code	<input type="text"/>	Postal/Zip Code	<input type="text"/>
* Home telephone	<input type="text"/>	Telephone	<input type="text"/>
Mobile telephone	<input type="text"/>		
* Email address	<input type="text"/>	Email address	<input type="text"/>
* Confirm Email address	<input type="text"/>	Confirm Email Address	<input type="text"/>
* Is this your correspondence address?	<input checked="" type="radio"/> Yes <input type="radio"/> No		

### Educational Representative

\* Please indicate if you have enlisted the services of a Representative to assist you with your application. Yes No

Previous Proceed 

## Step 11

You are now in the Study Details section.

Please select your home university in the **University/College/School** drop down menu.

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

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

It is also important that you identify whether your courses are taught and examined in English.

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

Study Details			
Please provide details of your University/College/School education.			
* University/College/School	Please Select <input type="text"/>		
This list is not exhaustive. If your home institution is not included, please leave the field above blank, tick this box and enter your institution in the text box provided. <input type="checkbox"/>			
* Are you applying as a Freshman year abroad? (Non-EU students only)	Yes <input type="radio"/> No <input checked="" type="radio"/>		
Non-Freshman Year Abroad			
Please provide details of the courses you are currently studying at your home institution.			
* Course Title	* From (dd/mm/yyyy)	* To (dd/mm/yyyy)	
1. Memory and Perception	05/08/2013	16/05/2014	
2. Social Psychology	05/08/2013	16/05/2014	
3. Business and Management	05/08/2013	16/05/2014	
4. Inorganic Chemistry	05/08/2013	16/05/2014	
5. <input type="text"/>	<input type="text"/>	<input type="text"/>	
6. <input type="text"/>	<input type="text"/>	<input type="text"/>	
Current Cumulative GPA	3.0 <input type="text"/>		
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?	<input checked="" type="radio"/> Yes <input type="radio"/> No		



Personal Statement

\* Please enter a Personal Statement to support your application (max 3500 characters)

## Step 12

You should include a personal statement of around 500 words.

Your personal statement should explain why you wish to study at the University of Edinburgh and provide any additional information (interest in and suitability for chosen courses, extra-curricular activities, etc.) which you feel may support your application.

Once you have written your personal statement please click on **Proceed**.

### Transcript Contact

Please supply your Transcript Contact's address details.

This address is used by Registry at the end of your studies in Edinburgh to send a copy of your academic transcript to your home university. Please be sure the address is accurate and complete.

* Contact Title	Mrs
Contact First Name	
* Contact Surname	
* Address	
* City/Town	
County/State	
* Country	
Postal/Zip Code	
* Email address	
* Confirm Email address	

Previous Proceed 

## Step 13

At the end of your studies here, two copies of your University of Edinburgh transcript will be sent, one to your home university, and the other to your home address.

In this section you must include an appropriate address at your home university, which your University of Edinburgh transcript will be sent to (please do not put your home address here).

It is very important that you check which address you should provide with your home university's study abroad/exchange office.

If you put an incorrect transcript address, your university will not receive your transcript and you may be charged for a second transcript.

This could delay your course credits being transferred and your progression into your next year of university study.

On completion please select **Proceed**.

## Step 14

The **Upload Documents** page is displayed.

As a visiting student you only need to submit an Academic Reference and an Academic Transcript.

Please note you do not need to submit an Academic Reference if you are studying here on an Erasmus exchange or if your home university is a Universitas 21 Member.

The Academic Reference must be written by a professor/academic. It should be written on university headed paper and must be signed by your referee. The letter should discuss your academic ability and suitability for study abroad at the University of Edinburgh.

Make sure your Academic Transcript is a scan of your official most up-to-date university transcript.

Academic Transcripts must be uploaded to your online application. Therefore please wait till you have obtained your transcript from your university before making an application.

If you receive a new university transcript at a later date, which you feel would help you access more courses; you can submit a second transcript by email.

If your transcript is in another language, please upload a translation of the document.

Personal	Contact	Study Details	Personal Statement	Exchange/Transcript Contact	Documents upload	Submit
<b>Upload relevant documents to your application</b>						
Please upload your Academic Reference				Browse...	No file selected.	Upload
Please upload your transcript/interim transcript				Browse...	No file selected.	Upload
If your transcript is not in English please upload a translation				Browse...	No file selected.	Upload
Please upload your English language certificate (if your first degree was not instructed and examined in English)				Browse...	No file selected.	Upload
Proceed						

## Step 14 (continued)

If your university would prefer to send your Academic Reference separately from your application please first of all complete your online application, and then ask your referee to email the reference to [studyabroad@ed.ac.uk](mailto:studyabroad@ed.ac.uk).

Please ensure that the sender quotes the following information when emailing your reference:

**UUN** (the reference number which will be emailed to you once you complete your application e.g. s1412345)

**Forename and Surname** (as it appears on your application)

If your Academic Reference is sent separately, the application system will still send you a message to remind you to upload it, so please disregard this message.

Personal	Contact	Study Details	Personal Statement	Exchange/Transcript Contact	<b>Documents upload</b>	Submit
<b>Upload relevant documents to your application</b>						
Please upload your Academic Reference				<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Upload"/>
Please upload your transcript/interim transcript				<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Upload"/>
If your transcript is not in English please upload a translation				<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Upload"/>
Please upload your English language certificate (if your first degree was not instructed and examined in English)				<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Upload"/>
						<input type="button" value="Proceed"/>

## Step 14 (continued)

Please check the English requirements to see if you also need to upload an English certificate:

Study Abroad and Exchange:

[www.ed.ac.uk/studying/visiting-exchange/study-abroad/english-language-requirement](http://www.ed.ac.uk/studying/visiting-exchange/study-abroad/english-language-requirement)

Erasmus Exchange

[www.ed.ac.uk/studying/visiting-exchange/erasmus/english-language-requirement](http://www.ed.ac.uk/studying/visiting-exchange/erasmus/english-language-requirement)

Please make sure your supporting documents are in the correct file format before completing your application:

Acceptable file formats for upload are .doc, .docx, .rtf, .pdf, .txt, .jpg, .xls, .gif.

If you are struggling to upload documents electronically please check they are an accepted format and no larger than 2MB.

If you are still unable to upload your documents, please contact EUCLID Support:

[www.studentsystems.ed.ac.uk/student/support/index.htm#EUCLID](http://www.studentsystems.ed.ac.uk/student/support/index.htm#EUCLID)

Then click **Proceed**.

Personal	Contact	Study Details	Personal Statement	Exchange/Transcript Contact	Documents upload	Submit
<b>Upload relevant documents to your application</b>						
Please upload your Academic Reference				Browse...	No file selected.	Upload
Please upload your transcript/interim transcript				Browse...	No file selected.	Upload
If your transcript is not in English please upload a translation				Browse...	No file selected.	Upload
Please upload your English language certificate (if your first degree was not instructed and examined in English)				Browse...	No file selected.	Upload
						 Proceed

### Disability

The University welcomes applications from disabled students. In order to enable us to provide the best available support it is important that you let us know if you require any specific adjustments in relation to your accommodation or work/study arrangements. The information you supply will not affect judgements about your academic suitability, and will be treated in strict confidence. Please select the appropriate code from the list below. If you have any concerns about stating your disability on the form, you may contact the Disability Office in confidence at Third Floor, The Main Library Building, George Square, Edinburgh, EH8 9LJ, tel. 0131 650 6828 (voice and text) or email [Disability.Office@ed.ac.uk](mailto:Disability.Office@ed.ac.uk)

Please Select

### Ethnicity

The University collects the data in this section for equal opportunities monitoring, both within the University and nationally by government agencies such as the Scottish Funding Council (SFC) and the Higher Education Statistics Agency (HESA). The information you supply will not affect judgements about your academic suitability, and will be treated in the strictest confidence.

Please select the description you feel most adequately describes your ethnic origin

### Criminal Convictions

To help the University reduce the risk of harm of injury to its students caused by the criminal behaviour of other students, it must know about any relevant convictions that an applicant has. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent of sexual nature, and convictions for offences involving unlawfully supplying drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act (1974) are not considered to be relevant and you should not reveal them.

You must select 'Yes' if any of the following statements apply to you

A I have a relevant criminal conviction that is not spent.  
 B I am serving a prison sentence for a relevant criminal conviction

Yes  No

If you are currently serving a prison sentence, you must also give the prison address as your contact address, and a senior prison officer must support your application.

### Marketing

How did you first hear about Application to study as a Visiting Student in the College of Humanities and Social Science ?

Please Select

Application Checklist	
Personal:	Completed
Contact:	Completed
Study Details:	Completed
Personal Statement:	Completed
Exchange/Transcript Contact:	Completed

### Data Protection

The University of Edinburgh holds information about everyone who applies to the University and everyone who studies here.

We use the information from your application form to administer your application and to compile statistics that may be published or passed to government bodies such as the Scottish Funding Council (SFC) or the Higher Education Statistics Agency (HESA).

If your application is successful we will also use the information to administer your studies, to monitor your performance and attendance, and to provide you with support.

If you have any queries regarding the University's use of your information please contact the University's Data Protection Officer, email: [data-protection@ed.ac.uk](mailto:data-protection@ed.ac.uk)

### Declaration

By submitting this application, I confirm that, to the best of my knowledge and belief, the information given is complete and accurate. I undertake to supply any further information, including original documentation, which may be required and to inform the University of any change in the information given. I understand that if I have made a false or misleading statement or have omitted significant information, the University may amend or withdraw any offer or terminate my matriculation.

A final decision may not be made on your application until all complete documentation is received.

**Step 15**

Once you have completed all the mandatory fields required, click on **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

After a moment, a **Submission Successful** window will appear to confirm the submission of your application.

On submission of your application an email will be sent to the address you provided within the application form with instructions on how to register with your **MyEd portal**, and view the progress of your application.

The email may take up to 24 hours to be delivered, if you haven't received it within that time, please double check your Junk folder.

Then, if you are still unable to locate the registration email, please contact EUCLID Support:

[www.studentsystems.ed.ac.uk/student/support/index.htm#EUCLID](http://www.studentsystems.ed.ac.uk/student/support/index.htm#EUCLID)

Thank you, we look forward to receiving a visiting student application from you.