Visiting Student Online Application Guide

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

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.
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.
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.
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.
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

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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>VV</th>
<th>SV</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL10072</td>
<td>VV</td>
<td></td>
<td>Themes in Epistemology</td>
<td>20.00</td>
</tr>
<tr>
<td>PHIL10101</td>
<td>SV</td>
<td></td>
<td>Ancient Ethics</td>
<td>20.00</td>
</tr>
<tr>
<td>PHIL10111</td>
<td>SV</td>
<td></td>
<td>British Idealism and Immaterialism</td>
<td>20.00</td>
</tr>
<tr>
<td>PHIL10115</td>
<td>SV</td>
<td></td>
<td>Philosophy of the Scottish Enlightenment</td>
<td>20.00</td>
</tr>
<tr>
<td>PHIL10127</td>
<td>SV</td>
<td></td>
<td>Philosophy of Time Travel [SI]</td>
<td>20.00</td>
</tr>
<tr>
<td>PHIL10131</td>
<td>SV</td>
<td></td>
<td>Social Cognition</td>
<td>20.00</td>
</tr>
<tr>
<td>PHIL10140</td>
<td>SV</td>
<td></td>
<td>Formal Methods in Philosophy</td>
<td>20.00</td>
</tr>
<tr>
<td>PHIL10143</td>
<td>VV</td>
<td></td>
<td>Philosophy: Fun and Games</td>
<td>20.00</td>
</tr>
<tr>
<td>PHIL10144</td>
<td>SV</td>
<td></td>
<td>Philosophy of Time (SI)</td>
<td>20.00</td>
</tr>
<tr>
<td>PHIL10145</td>
<td>SV</td>
<td></td>
<td>Epistemology in the Early Modern World</td>
<td>20.00</td>
</tr>
<tr>
<td>PSYL08006</td>
<td>VV</td>
<td></td>
<td>Psychology 2: Mind and Brain (VS1)</td>
<td>20.00</td>
</tr>
<tr>
<td>PSYL08007</td>
<td>VV</td>
<td></td>
<td>Psychology 1: self and society (VS1)</td>
<td>20.00</td>
</tr>
<tr>
<td>PSYL10002</td>
<td>SV</td>
<td></td>
<td>Biological Psychology</td>
<td>10.00</td>
</tr>
<tr>
<td>PSYL10010</td>
<td>SV</td>
<td></td>
<td>Social Psychology</td>
<td>10.00</td>
</tr>
<tr>
<td>PSYL10013</td>
<td>SV</td>
<td></td>
<td>Memory and Perception</td>
<td>10.00</td>
</tr>
<tr>
<td>PSYL10034</td>
<td>SV</td>
<td></td>
<td>Psychology Methodology 1</td>
<td>10.00</td>
</tr>
<tr>
<td>PSYL10081</td>
<td>SV</td>
<td></td>
<td>Psychology Literature Review</td>
<td>20.00</td>
</tr>
</tbody>
</table>
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
College of Science and Engineering: SCEvisitingstudents@ed.ac.uk
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)
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.
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.
**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.
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, extracurricular activities, etc.) which you feel may support your application.

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

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.
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

Erasmus Exchange
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

Then click **Proceed.**
Step 15

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

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