Visiting Student Application Guide 2020/21

A guide for students applying online to study on the Study Abroad programme, International Exchange, Erasmus Exchange or Parliamentary programme.
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
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.
### Optional Courses

Shown 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 unclick the selections on the next screen. When all selections are complete, use the Clear button to clear all the current selections from the collection on that row. To remove individual selections, click the Select button and unclick 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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Requirement</th>
<th>Group</th>
<th>Overarching Requirement</th>
<th>Selections</th>
<th>Total</th>
<th>State</th>
<th>Clear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from Edinburgh College of Art in Semester 1</td>
<td></td>
<td>Subject to an overall minimum of 60 credits and an overall maximum of 100 credits</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Education in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Health in Social Science in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Law in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Literatures, Languages And Cultures in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Philosophy, Psychology and Language Sciences in Semester 1</td>
<td>Select</td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Divinity in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Biological Sciences in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Divinity in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Economics in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Chemistry in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Engineering and Electronics in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Geosciences in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Informatics in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Mathematics in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Physics and Astronomy in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Social and Political Studies in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of History Classics and Archaeology in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select</td>
<td>Take a maximum of 100 credits from School of Biomedical Sciences in Semester 1</td>
<td></td>
<td>Clear</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**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)
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.
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.
Visiting Student Application Guide

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

Online applications must be submitted by the given deadline, however, supporting documents could be uploaded after the submission (within a month after the application deadline).

Please note that if Semester 2 applicants wait to submit their documents late, they cannot be guaranteed an offer of study in time to apply for accommodation.

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.
Visiting Student Application Guide

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.

Applicants to the College of Arts Humanities and Social Sciences will be required to provide a transcript which demonstrates that they have completed at least 1 full year of study. Applicants to the College of Science and Engineering will be required to provide a transcript demonstrating that they have completed 1 semester of study.

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.
Step 14 (continued)

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

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.
Visiting Student Application Guide

Step 15
Once you have completed the required fields, click Submit.

Step 15
Once you have completed the required fields, click Submit.

* 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 9JW, tel. 0131 650 6028 (voice and text) or email disability.service@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

Please Select

* Marketing

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

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. For more information about how the University uses your personal data please view the applicant privacy statement here.

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.
Visiting Student Application Guide

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.