

Visiting Student Application Guide

## Study and Work Away Service STUDY ABROAD IN EDINBURGH Study abroad in Edinburgh home Why choose Edinburgh? There are a variety of study opportunities Visa advice studying here in our latest video about on offer to visiting students at the many credits you need Study Abroad in Edinburgh, along with our University of Edinburgh, Learn more about postgraduate options a Living in Edinburgh Dates for your diary Coronavirus (Covid-19) Advice Online information Living in Edinburgh Information on accommodation, living costs, safety and support, and sports, clubs including our ep designed for prospective undergraduate International Exchange, Erasmus Exchange and Study Abroad programme students.

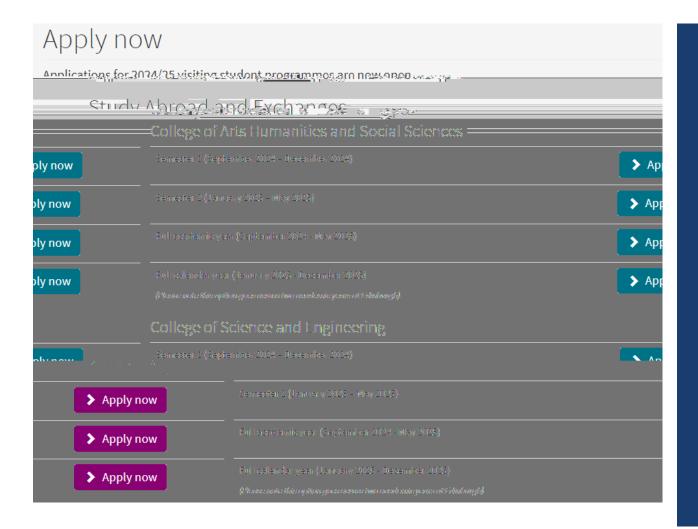
All information about studying for one or two semesters at the University of Edinburgh is available on the website:

Before you apply, we would recommend attending a with the Study Abroad team:

It is important to check your programme's application deadline, published in the

section:

When you are ready to apply, please select and then



## The option you select on this page will depend upon the duration of your studies and your degree subject area:

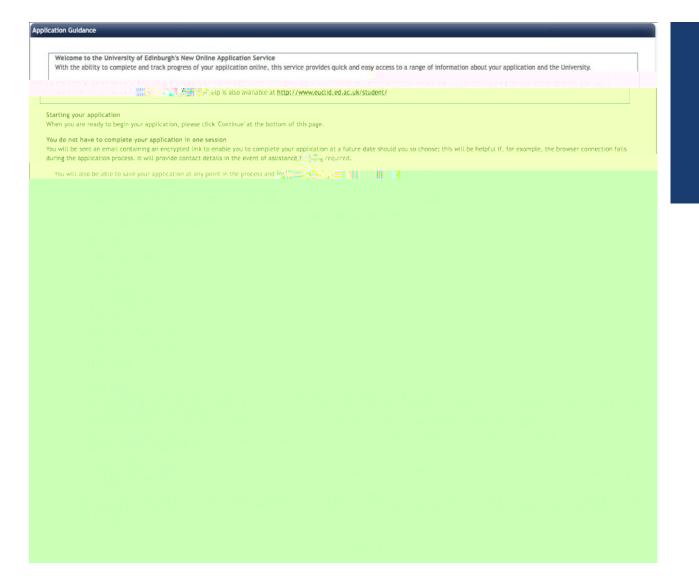
- You should apply to the College which you plan to take the majority of your courses in whilst in Edinburgh.
- You should indicate whether you wish to study here for a full year or one semester.

If, for example, you want to spend a Spring semester (Semester 2) in Edinburgh and if you plan to study 2 Business courses and maybe one Informatics course – then you should be applying to the College of Arts, Humanities and Social Sciences (as the majority of your preferred courses are offered in this College).

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

Click



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

Click

New Applicant Details				
* Forenames				
* Surrature				
* Date of Birth (dd/mm/yyyy)	11/07/1995			
* Email	J.Smith@email.com			
* Have you applied to or studied at the University of Edinburgh before?	No ‡			
Applicants - please enter ALL details sought above. Please check tha	t 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 there	fore do not wish to progress with an application, please click on 'Cancel Application'.			
Ca	ancel Application     Proceed			
Applicants - please enter ALL details sought above. Please check tha  If you are a Study Abroad Provider completing the application  If you click on 'Proceed', the  If you do not wish these details to be saved and there	on behalf of an applicant, please ensure that you provide the applicant's email address here.  details entered above will be saved to the EUCLID database.			

The page will now be displayed for you to complete. Click on to go to the section of the application.

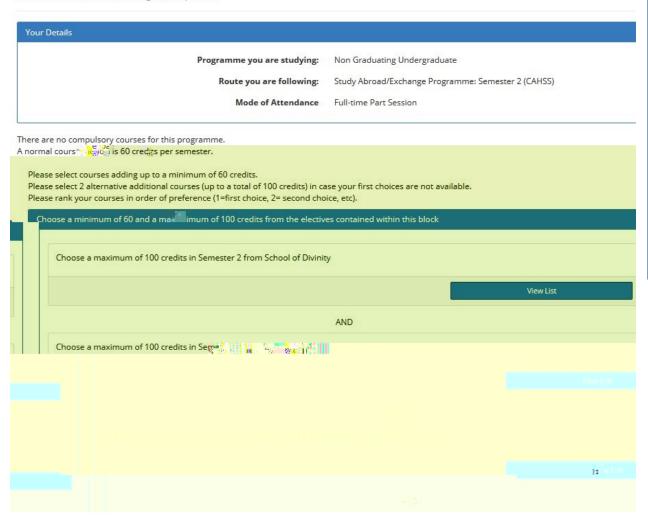


Select your courses by clicking on then click

\*\*\* Please note that you will \_\_\_\_ receive an email containing a link to complete your application at this stage. This will happen later in Step 9. \*\*\*

## Module Registration

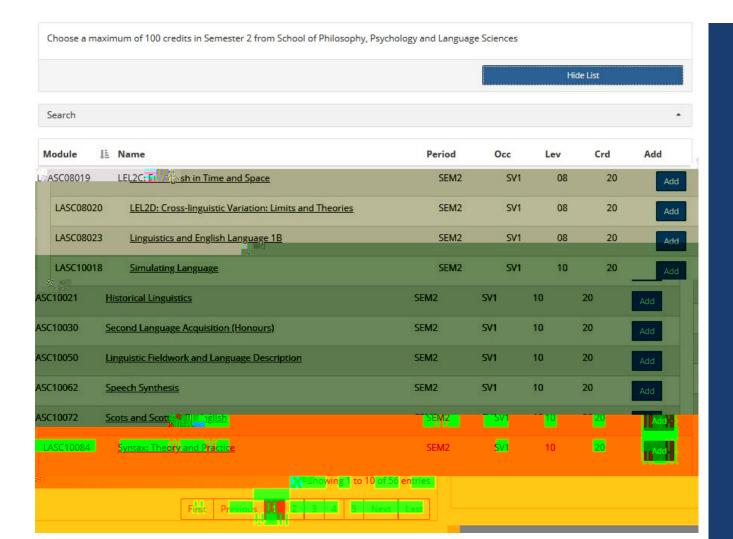
Welcome to the Online Module registration process



You are now in the your application.

section of

You will 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 (standard

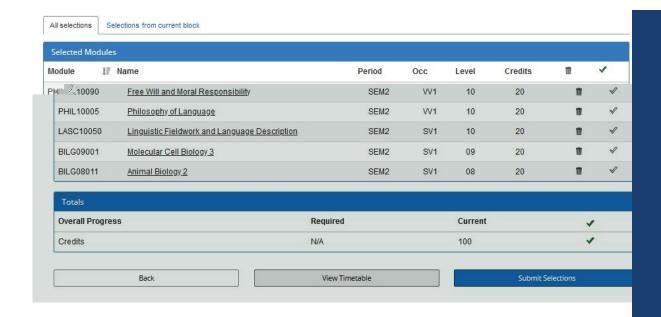


Now you can choose from the courses offered by the School of Philosophy, Psychology and Language Sciences. the courses you wish to take in this school and move on to the School of Biological Sciences (this is just an example scenario).

The Course Finder on the Study Abroad website 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 your 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.

You should refer to this course finder to search courses available to our incoming visiting students.

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



In this example, you have selected 3 courses in the School of Philosophy, Psychology and Language Sciences and two in the School of Biological Sciences. In total you have selected 100 credits. You will be enrolled in 60 credits only. If you have specific preferences or order in which your selected courses should be ranked, please get in touch with your Visiting Student Office.

Some popular courses may be marked as which means you won't be able to add these to your online application at this stage. You should add other courses instead in order 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 (after submitting your application), please email the relevant Visiting Student Office:

College of Arts, Humanities and Social Sciences:

College of Science and Engineering:

Once you are happy with your selections click

Y	our Personal Details on your Application	10. 11	
	Forename	1 JOHN	
	Forename	2	
	Forename	3	
	Surnat	e SMITH	
	Em	II J.Smlth@email.com	At this point, your course selections are not
	Have you applied to or studies at the University of Edinburgh before	17	guaranteed. Enrolment will be subject to
		/module selections. Piese ensure that you complete the course selection process and click the Submit Selection button.  Luse_the_Tenrasef_button.to complate_the_notice_acoligation.form.Entitling the course selection process before clicking the  Choose courses	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:
		n encrypted link to enable completion of the application at a future date.  **Tautomatically be sent an email containing an encrypted link to enable completion of the application at a future date; this will	requisites and timetabiling.
mail		list to ensure that you receive all emails from the University; if you do not receive this encrypted email, please check your ju	You will return to the confirmation of
rm.	If you do not wish these details to be saved, please close the browser and do not click on Proceed. If any or Please do got, use the browser back button, as this will result in a further record being created in the EUCL	these details are incorrect you will have the opportunity to amend them when you access the 'Contact' page of the application database once 'Proceed' is selected again.	section.
		Proceed	Click .
			Click .



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
- If you are applying as an Exchange student you should select

, then select one of the following:

European Exchange International Exchange Departmental Exchange

 If you are applying as an independent Study Abroad student you should select (if you are studying outside of EU) or (if you are studying at an EU institution).

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

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

To continue with your application select

		CO. Transaction of the Contract of the Contrac	V 10 C 10	
Personal	Contact	Study Details	Personal Statement	OEx

- Contract of the Contract of				
Please separate your address	details over all the available address lines which are appli			
Permanent (Home) Address		Correspondence Address (postal address for letters)  If you are a Study Abroad Provider/Partner Institution inputting an application on behalf of an applicant, record your contact details here		
* Address (Max 45 characters per line)	1 Main Street	Address (Max 45 characters per line)	1 Main Street	
* City/Town (Max 45 characters)	New York	City/Town (Max 45 characters)	New York	
County/State (Max 45 characters)		County/State (Max 45 characters)		
* Country	United States of America \$	Country	United States of America \$	
Postal/Zip Code		Postal/Zip Code		
* Home telephone	2121234567	Telephone	2121234567	
Mobile telephone				
* Email address	j.smith@email.com	Email address	j.smith@email.com	
* Confirm Email address	j.smith@email.com	Confirm Email Address	j.smith@email.com	
* Is this your correspondence address?	e Yes No			
<b>Educational Representative</b>				
* Please indicate if you have with your application. (?)	e enlisted the services of a Representative to assist you	Yes No O		

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 section, you should provide your and

, including the zip or

postal code.

If you require a student visa, your Letter of Acceptance might have to be sent to your home address.

For the section, clicking will allow your agency or study abroad/exchange coordinator to monitor the progress of your application (ask your home institution if they wish to monitor your application). A drop-down menu will then appear so that you can select your representative.

udy Details			
ease provide details of your University/College/School education.			
* University/College/School Please Select \$			
nis list is not exhaustive. If your home institution is not included, please leave the eld above blank, tick this box and enter your institution in the text box provided.			
Are you applying as a Freshman year abroad? (Non-EU students only)	Yes No O		
gg-Freshman Year Abroad	_		_
ease provide details of the courses you are currently studying at your home institu	ution.		-
Course Title		* From (dd/mm/yyyy)	* To (dd/mm/yyyy)
Memory and Perception		05/08/2016	16/12/2016
Social Psychology		05/08/2016	16/12/2016
Business and Management		05/08/2016	16/12/2016
Inorganic Chemistry		70570872016	16712/2016
5.			
6.			
Current Cumulative GPA			
To be defined the fill and the fill the section of			
English Language Qualification			
It is important that all students have an adequate command of English in order to I current courses are instructed and examined in English: if 'no' tell us about your E please tell us about it below. Any English language qualifications you hold are only this. Please tell us about your most recent test if you have taken more than one.	nglish language qualification	s. If you have taken or are planning t	to take a language test
* Are your current courses instructed and examined in English?	0		
Previous Save	and return later Proceed		

You should now complete the section.

Select your home institution in the drop down menu.

Provide details of the courses that you are currently studying at your institution, as these courses may not yet 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 once you have completed this section.

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

Previous Save and return later Proceed

You should include a 500 words.

of around

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

details select

	Transcript Contact		
ı	Please_sunnly_vour_Transcrite.  Sultact's a	ddress details.	
	This address is used at the end of your stud	dies 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	Please Select \$	
	Contact First Name		
	* Contact Surname		In this section you must provide an appropriate
	* Address		mailing and email address at your home university where your will be sent.
	* City/Town		Check where your transcript should be sent with
	County/State		your own Study Abroad or Exchanges department. Please do not put your home
1	* Country	Please Select \$	address here.
	Postal/Zip Code		aaa. 555
	* Email address		If you don't provide the correct address your
	* Confirm Email address		university will not receive your transcript. This
		Previous Save and return later Proceed	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

Please upload your Academic Reference	Choose File no file selected	Upload
Please upload your transcript/interim transcript	Choose File no file selected	Upload
าการูปนา trainstriptาร ทับโาการการการแรกา please upload a translation	Choose File no file selected	Upload
Please upload your English language certificate (if your first degree was not instructed and examined in English)	Choose File no file selected	Upload

You should now complete the

section.

The documents you upload must be no larger than 2MB and in an acceptable file format: .doc, .docx, .rtf, .pdf, .txt, .jpg, .xls, .gif.

If you have issues uploading documents, you can send them by email to the relevant Visiting Student Office. The documents then will be manually added to your application.

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 the University accommodation.

An academic reference is , though the Visiting Student Office reserve the right to request a reference after receiving an application, if they require additional supporting information. Please ignore the prompt to upload an academic reference at this stage.

You should upload a full transcript which includes university grades for 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.

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.

Check the entry requirements for your programme to see if you need an English language certificate (you might need an English language certificate if you require a visa to come and study with us):

When you have completed this section click



Once you have completed the final section of your application and all previous required fields, click

Once you submit your application your will see a confir

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 progress of your application.

, and view the

If you don't receive this email, first check your Junk folder. If you don't find the email, please contact

for support:

You can track your application on the

You should hear back about the decision on your application within 4-6 weeks. \*

If your application is successful, you will receive an offer message – please read it carefully before accepting your offer of study.

## 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.