International Exchange, Study Abroad and Erasmus Online Application Instructions

Application pages:
- International Exchange
- Erasmus

Welcome to our online application guide! Our online application system will allow you to save your application in stages and return to it at a later stage. When you finally submit your application you will receive an automated acknowledgement email to let you know that we have received it safely.

1. Read the information found on the application webpages above. This will ensure you have gathered all the documents you need in order to complete your online application.
2. Click “You are now ready to apply online!” on the application page.
3. Create a new account
   You will first of all need to create an account. See ‘Click below to create a new account’ and click on ‘Register’.
4. Enter your personal details and click ‘PROCEED’

5. **COURSE SELECTION**
   Read the options carefully:
   Taught or Research Application: Select ‘undergraduate’ in the first box.
   Do NOT change the ‘College’ box on the default which says ‘Any School of Study’
   In the ‘Keyword search’ box, type the following:
‘Study Abroad’ if you are an International Exchange or Study Abroad student
‘Erasmus’ if you are an Erasmus student
Do NOT change the ‘Full-Time or Part-Time’ box on the default which says ‘Any Mode of Study’
Click ‘SEARCH COURSES NOW’

6. COURSE SELECTION (continued)
Choose your course. Most students will be based in Exeter but we do have a campus in Cornwall. Check the websites of the departments to see on which campus they are located.

7. COURSE SELECTION (continued)
If you are a one semester student click ‘APPLY’. (Do not worry that the mode of attendance states part-time, this means part-year/single semester for the purposes of this form)

8. PERSONAL INFORMATION
Enter your personal information. Leave blank the question highlighted in red: ‘If you are a former student of INTO Exeter, please enter your reference number’
9. QUALIFICATIONS

Qualification type: enter ‘other’
Qualification type (if you have selected other above): type your most recent qualification being undertaken, for example, ‘COMPLETED ONE YEAR OF BA HISTORY DEGREE’
Country of study: enter your country of study
Institution name: leave blank and move to box below.
Institution Name (if not listed above): type in the name of your institution.
Enter the start and approximate end dates of your qualification
Grade: enter your average grade achieved to date, for example your average GPA
Is this your final grading: enter ‘no’ (as you are on a study abroad, Erasmus or exchange programme you are part way through your degree programme)
Please upload any documentation to support the achievement of this qualification above: Upload your transcript
Is English your first language: If English is NOT your first language you must upload your English proficiency test results.
10. REFERENCES

Enter your academic reference details. (You must upload the academic reference later in the application in the 'documents upload' section.)
11. FUNDING
Are you self funded? Self-funded means that you or your home university are paying for your tuition fees to Exeter. If you are on an International Exchange/Erasmus programme tick ‘no’ as you are not paying tuition fees to Exeter.

12. UKBA PROGRESSION
Complete the UKBA progression fields to indicate which visa (if any) you will to apply for. Detailed information can be found on our Immigration webpages.

13. DOCUMENT UPLOADS
Upload any remaining supporting documentation to be submitted with your application. You should have uploaded the following before submitting your application:
- Your official transcript from your home university
- English Language Proficiency results (if applicable)
- An Academic Reference
- Personal Statement
- Your Study Plan
- Non-European nationals: a copy of the information page of your passport

We cannot make a decision on your application until we receive these documents.

14. DECLARATIONS AND SUBMIT

Complete the final declaration details
Submit!

You will receive an automated email from the University to acknowledge receipt of your application.

Should you have any problems please contact inbound@exeter.ac.uk