



POSTGRADUATE, STUDY ABROAD AND EXCHANGE

European Exchange Online Application Guide

Our online application system will allow you to save your application in stages and return to it later. When you create an account, you will receive an automated acknowledgement email. When you submit your application, you will receive a second automated acknowledgement email to let you know that we have received it.

1. **Read all information on our [application webpage](#).** Make sure that you have gathered **all** the documents you need to complete your application.

Do not submit an incomplete application, it will NOT be processed

2. Click **“You are now ready to apply online!”** on the application page.
3. Create an account. See **‘Click below to create a new account’** and click **‘Register’**.
4. Search courses:

Level of course	Select ‘Undergraduate’ or ‘Postgraduate taught’ in this box
College	Leave selection as ‘Any School/College of Study’
Keyword search	Type ‘European exchange’
Full-Time or Part-Time	If you are a one year student: Select ‘Full Time’ If you are a one semester student: Select ‘Part Time’

1. Click **‘SEARCH’**

Choose your correct subject **according to the Bilateral Agreement held between Exeter and your home university** – if you are unsure then please ask your Exchange Coordinator. We have campuses based in Exeter (Streatham and St Luke’s) and Penryn in Cornwall.

Archaeology - One Semester

Archaeology - One Year

Art History - One Semester

Art History - One Year

Biosciences - One Semester

Biosciences - One Semester (Penryn)

Biosciences - One Year

Biosciences - One Year - (Cornwall)

Business (Undergraduate) - One Semester

2. Course Selection: click '**Apply**' in the blue box.

Please note for the purposes of the application form if you are a single semester student your mode of attendance here will be listed as Part-Time.

Please select from the following:

Year	Mode of attendance	Start date	End date	Apply
2018/9	Part Time	September 2018	January 2019	<input type="button" value="Apply"/>

3. You will now work through the sections in the tabs at the top of the page:



About You:

4. Enter your personal details.
If you have a disability, long term medical condition or a specific learning difficulty which may affect your studies we would encourage you to declare it by completing a [Prospective Student](#) form. The information provided will be used to make appropriate arrangements to support your studies. It is not taken into consideration when reviewing your suitability to study your chosen programme.
Please ignore the question about an international agent, this is unlikely to apply to you.

Address:

5. Enter your home and contact address details. It is **very important** that you enter your **full and correct** address as this information will appear on documents such as your official acceptance letter.

Academic Qualifications:

6. **Qualification type:** Select 'Other'.
7. **Please specify:** Enter the title of your degree.
8. **Year awarded:** Enter the current academic year '2020/1 ACADEMIC YEAR'
9. **Major subject/discipline:** Select the same main subject of your degree.
10. **Grade:** choose anything - it does not matter what you enter here.
11. **Is this the final grading?** Select 'Yes'.
12. **Please upload your official academic transcript:** Attach your transcript here by clicking browse to select it. Then **CLICK UPLOAD**. It must be **official** and not, for example, a printout of your online student record.
13. **Relevant professional qualifications:** this section is not required, leave blank.
14. **English language evidence:** if you are not a national of a majority English speaking country, then you must submit English language evidence. Please submit a document rather than an image. If you must submit an image, please make sure that it is clear.
15. **Type of English language qualification:** select 'Other

16. **Please state which:** Choose 'A or AS level English'
17. **Overall score:** Enter anything e.g. 'Pass' – it does not matter.
18. **Date of test:** Choose any date. It must be after 2014.
19. You are now ready to upload your form.

The evidence required will depend on which visa you will be applying for:

- a. **If you will be applying for a Visitor Visa:** you must submit the [English language proficiency](#) form. It should be completed, signed and stamped by your university.
- b. **If you will be applying for a Student Visa:** you must submit an official, valid English language qualification. This is a requirement of applying for this visa. A list of accepted English language tests for your subject area can be viewed on the [University website](#).
- c. **If you hold a British passport or are a national from a majority English speaking country** as outlined [here](#) then you do not need to supply an English Language certificate. Select 'Save and continue'.

Finance

Are you self-funded? Choose 'Yes'

Immigration

20. **UK Visas and Immigration (UKVI): Have you enrolled upon any previous studies in the UK?** Enter details as appropriate. Unless you have a British passport [you will need a visa to study in the UK](#). You must confirm which visa you will be applying for and enter your passport details.

Additional information:

Document uploads: browse to find your supporting documents and **click upload** to attach them.

21. **Study Plan:** you need to upload your [Exeter Study Plan form](#), we will only accept our form.
22. **Passport details:** complete this **very** carefully and make sure the scan is of good quality. Upload your current passport. If you have dual nationality, then you must upload copies of **both** passports. If you are in the process of applying for a new passport, please inform inbound@exeter.ac.uk

Declaration and Application Submission:

23. Complete details as appropriate.
24. **I am happy for my details to be shared with third party organisations:** you may choose yes or no. An example of when this could be used is when exchange students could benefit from a pre-departure briefing held by Exeter's Recruitment team.
25. **Please indicate if you are happy to share your data with the Guild/The SU:** [The Students' Guild](#) (Exeter) and [The SU](#) (Penryn) is the University of Exeter's student union.

26. **DO NOT SUBMIT YOUR APPLICATION YET!**

The screenshot shows a confirmation step in an application process. On the left, there is a text prompt: "By ticking this box, I confirm that all the information provided in my application is true and accurate. *". To the right of this text is a small, empty square checkbox. Further right, a red-bordered box contains the text "WAIT!!!". Below these elements are two buttons: a light blue button labeled "Previous step" and a dark blue button labeled "Submit your application". A large red 'X' is drawn over the "Submit your application" button, indicating it is disabled. Below the buttons, the text "Save and exit to finish your application later" is visible.

27. **Before you submit** your application, you must **check that you have correctly uploaded:**

- ✓ Your **official academic transcript** from your home university, including an English translation (if applicable)
- ✓ English language evidence (if applicable)
- ✓ Exeter Study Plan on the Exeter template provided
- ✓ A copy of the information page of your passport/s

We cannot make a decision on your application until we receive ALL documents. Failure to submit all documents online will delay the processing of your application. We prioritise complete applications in date order. You cannot edit your application once you have submitted it.

When you have carefully checked that your application is correct and complete, you can submit.

28. You will receive an automated email from the University to acknowledge receipt of your application and it will be sent to the Global Opportunities Inbound team for review. The Inbound team receives many applications so please be patient, **especially if you submit near the application deadline when a high number of applications are received.**

29. When your application has been processed and approved, you will receive an acceptance email containing your student ID number and useful information regarding the next steps. There is no need to respond to this email to confirm acceptance.

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