

## International Exchange and Study Abroad Online Application Guide

### Application:

- [International Exchange](http://www.exeter.ac.uk/studyabroad/inbound/internationalexchange/application/) - www.exeter.ac.uk/studyabroad/inbound/internationalexchange/application/
- [Study Abroad Fee-paying student](http://www.exeter.ac.uk/international/studyabroad/inbound/studyabroadfeepaying/) - www.exeter.ac.uk/international/studyabroad/inbound/studyabroadfeepaying/

Welcome to our 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 the webpages** above. Ensure you have gathered together all the documents you need in order to complete your online application. **Do not submit an incomplete application!**
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:**

### Search courses

Please search for a course by specifying a Taught or Research application and any other options below.

For International Summer School pathways, select 'Undergraduate' and search for 'summer school'  
 For **International Exchange** or **Study Abroad**, select 'Undergraduate' and search for 'study abroad'  
 For **Erasmus**, select 'Undergraduate' and search for 'Erasmus'  
 For **Postgraduate Erasmus** select 'Taught' and search for 'Erasmus'

**New Course Search**

The University of Exeter has a large number of courses to choose from, in order to help you find the right one for you simply fill in the form below.

<b>Level of course*</b>	<input type="text" value="Undergraduate"/>
<b>College</b>	<input type="text" value="Any School of Study"/>
<b>Keyword search</b>	<input type="text" value="study abroad"/>
<b>Full-Time or Part-Time:</b>	<input type="text" value="Any Mode of Study"/>

Level of course	Select <b>‘undergraduate’</b> in this box
College	Leave selection as <b>‘Any School of Study’</b>
Keyword search	<b>Type ‘study abroad’</b>

Full-Time or Part-Time	If you are a <b>one year</b> student: Select <b>'Full Time'</b> If you are a <b>one semester</b> student: Select <b>'Part Time'</b>
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5. Click **'SEARCH'**

Search results: Choose your correct course – we have campuses based in Exeter (Streatham and St Luke's) and also a campus in Cornwall (Penryn). If you are unsure whether you will be studying in Exeter or in Cornwall please check this module page:

<http://www.exeter.ac.uk/studyabroad/inbound/studying/moduleselection/>

**Inbound Study Abroad & International Exchange - Semester 1**

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**Inbound Study Abroad & International Exchange - Semester 1 - Penryn**

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**Inbound Study Abroad & International Exchange Year**

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**Inbound Study Abroad & International Exchange Year - Penryn**

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

Inbound Study Abroad & International Exchange - Semester 1

Please select from the following:

Year	Mode of attendance	Start date	End date	Apply
2018/9	Part Time	September 2018	January 2019	<a href="#" style="background-color: #0056b3; color: white; padding: 5px 10px; text-decoration: none;">Apply</a>

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

About You

Address

Qualifications

Additional Information

Declaration

### About You:

8. 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 students form](#). The information provided will be used to make appropriate arrangements to support your studies. It is not taken into consideration in reviewing your suitability to study your chosen programme. Please ignore the question about an international agent, this is unlikely to apply to you.

### Address:

9. 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 printed material such as your official acceptance email.

### Qualifications:

10. **Qualification type**, find the details of the degree you are currently studying at your home university, OR scroll to 'other' if it does not appear in the selection. You will be asked to enter your **institution name**. Scroll to the bottom of the list to 'OTHER institution not listed here'. Type the name of your home university in the next box.

11. **Date Qualification started:** Enter the date you started your degree/programme at your home university.
12. **Date Qualification finished:** enter the expected finish date of your current degree/programme.
13. **Major subject/discipline & classification type:** enter your main subject & whether you are currently studying for a Degree/Masters/Other
14. **Grade:** (choose anything - it does not matter what you enter here)
15. **Is this the final grading?:** select 'no' (as you are part way through your studies).
16. **Please upload your transcript:** Attach your transcript here by clicking browse to select it. Then **CLICK UPLOAD**.
17. **Relevant professional qualifications:** this section is not required, leave blank
18. **English language:** if you do not hold a British/European passport and you require a visa to study in the UK (and if you are not a national of a majority English speaking country) then you must submit an English language certificate which proves you meet Exeter's minimum English language requirements for your subject.
  - a. **Tier 4 Visa:** accepted English language entry requirements based on your subject area can be viewed at: <http://www.exeter.ac.uk/undergraduate/applications/entry/#english-language>. Attach your IELTS or TOEFL certificate.
  - b. **Short Term Study Visa:** Scroll to the bottom of this page to the section named 'Study Abroad, International Exchange and Erasmus students (credit mobility)' to check the English language requirements. You will most likely need to select 'OTHER English qualification'.
  - c. If you do not need to supply an English Language certificate because you hold a British/European passport or are from a majority English speaking country as outlined here: <http://www.exeter.ac.uk/undergraduate/applications/entry/#english-language>. Select 'Please choose...' to leave this section blank. Save and continue.

## Immigration

19. **UK Visas and Immigration (UKVI): Have you enrolled upon any previous studies in the UK?** Enter details as appropriate. Unless you have a British or European passport [you will need a visa to study in the UK](#). You need to confirm which one you will obtain.

## Additional information:

20. **Personal Statement and document uploads:** browse to find your personal statement and **click upload** to attach it
21. **Study Plan:** you need to upload your [Exeter study plan template](#), we will not accept a document from your home university

### Personal Statement and document uploads

Please write a brief statement about yourself and attach it to your application. You may wish to include why you want to study abroad, why you have chosen Exeter, and your academic and social interests.

**Personal Statement**

Browse...

No file selected

Upload

**If you are a study abroad/Erasmus applicant, please upload your completed Study Plan.**

Browse...

No file selected

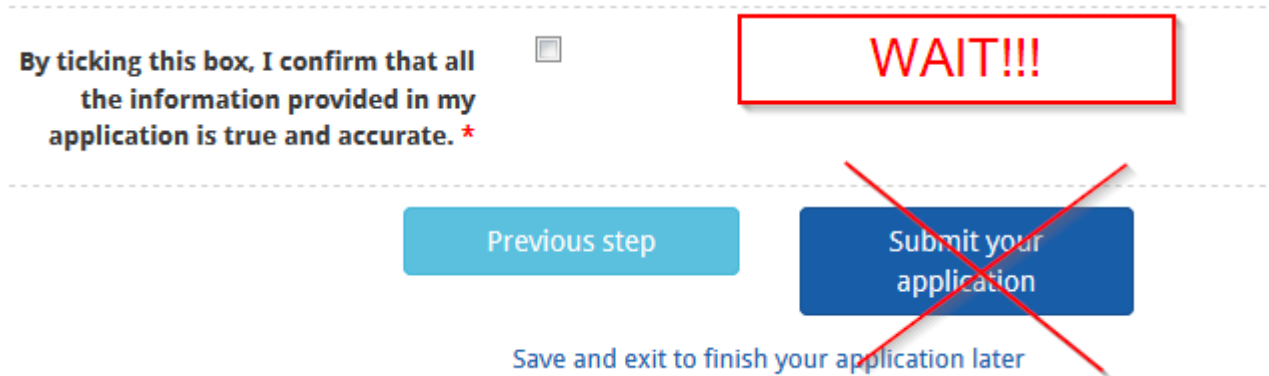
Upload

22. **Passport details:** complete this **very** carefully. Ensure the scan is of good quality. Upload your passport. If you have dual nationality then we need you to upload **both** of your passports.

## 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 in-country held by Exeter's Recruitment team – this would give you a chance to speak to an Exeter representative face to face.
25. **Please indicate if you are happy to share your data with the Guild/FXU:** the [Students' Guild](#)/or FXU (Penryn) is the University of Exeter's student union.

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



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

- ✓ **Your official** transcript from your home university, including an English translation (if applicable)
- ✓ [English Language test results](#) (if applicable)
- ✓ Personal Statement
- ✓ [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 result in a severe delay to your application being processed. We will prioritise complete applications in date order. You cannot edit your application once you have submitted it.**

28. When you have carefully checked your application is correct, you may submit
29. You will receive an automated email from the University to acknowledge receipt of your application and it will be sent to the Study Abroad team for review. The Study Abroad team receives many applications so please be patient, **especially if you submit near the application deadline when a high volume of applications are received.**
30. When your application has been approved, you will receive an acceptance email containing your student ID and other useful information about next steps. There is no need to respond to this email to confirm acceptance.

Should you have any problems, please contact [inbound@exeter.ac.uk](mailto:inbound@exeter.ac.uk)

[exeter.ac.uk/studyabroad/inbound](https://exeter.ac.uk/studyabroad/inbound)