

## Erasmus Online Application Guide 2020/21

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 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:**

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.

Level of course\*

College

Keyword search

Full-Time or Part-Time:

Level of course	Select <b><u>Undergraduate</u></b> in this box
College	Leave selection as <b>‘Any School of Study’</b>
Keyword search	<b>Type ‘erasmus’</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>

5. Click 'Search'

Choose your correct subject **according to the Erasmus Bilateral Agreement held between Exeter and your home institution** – if you are unsure then please ask your Erasmus Coordinator.

We have campuses based in Exeter (Streatham and St Lukes) and also a campus in Cornwall (Penryn). If you are unsure if you will be studying in Exeter or in Cornwall, please check this module page: <http://www.exeter.ac.uk/studyabroad/inbound/studying/moduleselection/>

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Archaeology - One Semester

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Archaeology - One Year

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Art History - One Semester

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Art History - One Year

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Biosciences - One Semester

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Biosciences - One Semester (Penryn)

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Biosciences - One Year

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Biosciences - One Year - (Cornwall)

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Business (Undergraduate) - One Semester

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

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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"/>

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 strongly 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 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.

## Academic 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 requirements** if you:
  - a. **Are an EU citizen/passport holder:** You need to provide (scan and attach) a statement of English Language competency from your home university. This letter from your Erasmus Coordinator/academic lecturer must confirm that you meet the minimum English Language required as specified in the Erasmus bilateral agreement (usually C1). Select 'Certificate of English Language Competency' and upload.
  - b. **Require a Tier 4 Visa:** A list of accepted English language entry requirements for your subject area and required scores can be viewed at [online](#). Attach your IELTS or TOEFL certificate.
  - c. **Require a 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'.
  - d. If you do not need to supply an English Language certificate because you hold a British passport or are from a majority English speaking country as outlined [online](#), 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. **Document uploads:** browse to find your supporting documents and **click upload** to attach it
- Personal Statement:** This is no longer required, ignore this upload request.
  - 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

21. **Passport details:** Complete this **very** carefully and make sure the scan is of good quality. Upload your passport. If you have dual nationality then we need you to upload **both** of your passports. If your passport is currently expired and you are in the process of renewing, please upload your expired passport in the interim.

## Declaration and Application Submission:

22. Complete details as appropriate.
23. **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.
24. **Please indicate if you are happy to share your data with the Students' Guild/The SU:** The [Students' Guild](#) (Streatham) and [The SU](#) (Penryn) is the University of Exeter's student union.
25. **DO NOT SUBMIT YOUR APPLICATION YET!**

By ticking this box, I confirm that all the information provided in my application is true and accurate. \*

**WAIT!!!**

Previous step

Submit your application

Save and exit to finish your application later

26. **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)
  - ✓ [Exeter Study Plan](#) on the Exeter template provided – do not use your own version
  - ✓ 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.**

27. When you have carefully checked your application is correct, you may 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 Team for review. The Global Opportunities team receives many applications so please be patient, **especially if you submit near the application deadline when a high volume of applications are received.**
29. 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)**

**[www.exeter.ac.uk/studyabroad/inbound/](http://www.exeter.ac.uk/studyabroad/inbound/)**