

Guidance Notes for Incoming International Exchange & Study Abroad Students

Online Application



Step 1 – Registering for an Account and Selecting a Programme

1.1 Register for your Account

New user registration
Thank you for accessing the University of Glasgow's online application.
You must have first selected a program from the University of Glasgow website before you register for an account.
Your application must be submitted within 42 days from the date you created the account or your account will be deleted.
Note: Your browser will require cookies, JavaScript and pop-ups to be enabled while you are navigating this website.

Email Address	<input type="text"/>
Create your password	<input type="text"/>
Confirm your password	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>

- i) **Email address** – Use an email address that you check frequently. All future correspondence from UofG will be sent to this address.
- ii) **Name** - Your first and last name should be entered as they appear on your passport.

1.2 Select your programme

APPLICATION HOMEPAGE

Create a new application

To create a new application please fill out the details below, if you are unable to select the program that you wish to apply for, you must return to the University of Glasgow website. Your application must be submitted within 42 days otherwise your account will be deleted. Throughout your application mandatory fields are marked with an asterisk (*) and you will not be able to submit your application without these.

Programme Selection

*Country of permanent residence: Argentina

Academic Level: Undergraduate

*Programme: [Dropdown menu open]

*Entry Date: [Field]

*Mode of Study: [Field]

Exchange Incoming UG College of Arts
Exchange Incoming UG College of Medicine, Veterinary Medicine and Life Sciences
Exchange Incoming UG College of Science and Engineering
Exchange Incoming UG College of Social Sciences
Study Abroad UG College of Arts
Study Abroad UG College of Medicine, Veterinary Medicine and Life Sciences
Study Abroad UG College of Science and Engineering
Study Abroad UG College of Social Sciences

Create Application

- i) If you are coming via a Bilateral Exchange (i.e. we send students to your university and your university sends students to Glasgow) select one of the **Exchange** programme codes
- ii) If your university only sends students to Glasgow (and no students from Glasgow go to your university) select one of the **Study Abroad** programme codes

Note: There are 4 Colleges at the University of Glasgow – please select the College in which you are planning to take most of your courses:

[College of Arts & Humanities](#)

[College of Social Sciences](#)

[College of Science and Engineering](#)

[College of Medical, Veterinary and Life Sciences](#)

Click on the hyperlinks above to see the Schools and subject areas offered in each of the Colleges. You can also check the [Study Abroad and International Exchange Course Selection Guide](#), which divides the subjects by College.

Note however, that Biology and Biomedical Sciences and Psychology & Neuroscience are only available to visiting students to take within the College of Medical, Veterinary & Life Sciences.

- iii) **Entry Date** – Please select **September/2024** if you are coming for semester 1 or the full year. Select **January/2025** if you intend to come for semester 2 only or calendar year
- iv) **Mode of Study** – select **'Full Time'**

Once you complete these boxes, your new application will be created and you will progress to the Application Form.

Application guidance recommends you regularly save throughout and you are able to save and close to then return and add more details or course choices before you submit your application.

Step 2 - Personal Details

Please make sure the details carried forward (e.g. your name) are correct and complete the rest of the boxes on this first page.

Please note that all the questions marked with an asterisk need to be answered for you to proceed with the application. This includes a set of Equality and Diversity Monitoring questions for which you will see a drop-down menu. If you do not wish to provide this information, please choose 'Information refused' from the drop-down menu. The answer to these questions will have no bearing on your application.

Please make sure you check the box which asks whether you require a student visa to study in the UK. All students who are not UK or Irish Nationals require a visa to study at the University of Glasgow. Please see our [guidance notes](#) to check which visa you will require.

Step 3 - Contact Information

Please enter your home address and mailing address (if different to your home address). Please also enter a contact telephone number and check and confirm that the email address displayed is correct.

Step 4 - Education

Check the information at the top – to make sure the correct programme of study is displayed.

For **Previous Education** we only need to know the details of the institution you are currently studying at (ie the University or College you currently attend). Visiting students are not required to provide qualifications taken in the last four years.

The screenshot shows a modal window titled "Add Previous Education" with a "Cancel" button in the top left. The form contains the following fields:

- *Country you studied in: A dropdown menu with "Argentina" selected.
- Search Education Institution: A search bar with a blue header. Below it, a table shows a search result: "Universidad del Salvador" with a close icon (X).
- *Academic Level: A dropdown menu.
- *Course Title: A text input field.
- *From Date: A date picker field with a calendar icon.
- *(Expected) Completion Date: A date picker field with a calendar icon.
- *Grade: A text input field with the placeholder text "Grade obtained or current GPA/predicted grade".

An "Add" button is located at the bottom center of the form.

- Choose your home university from the drop down list.
- At **Academic Level**, please select **Undergraduate**
- For **Course Title**, please insert the name of the degree you are studying towards
- Please complete 'From' and 'Expected Completion' dates
- **Grade** – please state your current average grade/GPA as per your home university transcript
- Check your entries before proceeding

Step 5 – Supporting Documents

- Academic transcript from the institution you are currently attending
- Translation of your academic transcript, if applicable
- Colour copy of your Passport photo page – which is required at this stage for visa purposes
- English language test results, if obtained

Supporting Documents

You are applying for:

Academic Level	Undergraduate
Degree Programme	Exchange Incoming UG College of Arts

Supporting Documents Upload

If you have more than one document per type, you can use the 'Add Additional Information' button to add more documents of this type. Documents must be uploaded in .jpg, .jpeg or .pdf format and must not exceed 5MB in size. There is a maximum 10MB total upload size.

Required Documents

	Document Upload	Upload
1	Academic transcript to date / mark sheets (official document detailing modules / courses taken and grades so far)	
2	Translation of Academic Transcript (if required)	
3	English language test results (if already obtained)	
4	*Passport photo page	

Add Additional Information +

Step 6 – Source of Information

Please complete. If your home university international/exchange office was the source of information you can choose 'other' and note this.

Step 7 – Exchange / Study Abroad

Please select the country of your home institution and then select your home institution from the drop down list.

If your institution is not on this list, please select the *'institution not on list'* button and type in the name of your home institution. Please enter the name of your current university, e.g. *Universidad del Salvador*, and **not** your faculty/school/department.

Please select your current year of study at the institution you are currently attending.

Select the study period you are applying for –

- Semester 1 only: September to December
- Semester 2 only: January to June
- Full academic year: September to June
- Calendar year: January to January

Exchange

You are applying for:

Academic Career	Undergraduate
Academic Program	Exchange Incoming UG(SocSci)
Transcript Description	Exchange Incoming UG College of Social Sciences

Exchange Details

Country of Home Institution	Australia
Institution Name	University of Sydney
Institution not on list	NO <input type="checkbox"/>
*Please state your current year of study	2
*Please select the study period you wish to apply for	September to June

Now you can select courses you wish to apply for. You will take 60 Glasgow credits per semester of study at the University of Glasgow. You are not permitted to underload. We would advise that you include a number of courses you are interested in, totalling more than 60 credits per semester, in order to allow some flexibility.

Course Choice

Please click on "Add Course Choice" to add your chosen choices.

[Add Course Choice](#)

After you have chosen some courses, you will be able to rank these in order of priority by clicking 'change ranking' and then clicking on each row in priority order. If you make a mistake, you can start again by clicking 'reset'.

CancelRank your Exchange choices

Choose your course preferences by selecting the corresponding row below in order of priority

Subject Area	Description	Catalog Nbr	Description	Assign Order
CELTIV	Celtic Civilisation	2001	Celtic Civilisation 2A	2nd
ECON	Economics	1001	Economics 1A	1st
SCOTLIT	Scottish Literature	1013	Scottish Literature 1A	3rd

UpdateReset

You must consult our [Study Abroad and International Exchange Course Selection Guide](#) alongside [our webpage](#), with our Visiting Students Course List, and the [Course Catalogue](#) in order to select courses.

The courses you select will be sent to subject coordinators who will review your application and determine if you are eligible to take the course. This will allow us to enrol you in courses you have been pre-approved for prior to your arrival. Make sure you select courses that you are actually interested in taking, and make sure you select specific courses, not general subject areas.

We are unable to guarantee courses in advance as some classes might be oversubscribed, some may not be running, or there may be timetable constraints. Enrolment will be finalised on arrival.

Step 8 – Submit

Please read the privacy notice carefully and ensure you Agree to the terms at the bottom.

If you have not completed any steps, you will receive an error message asking you to go back and complete. You will then be asked to review and submit.

We aim to review your application within one month of receipt.

After you have submitted your application:

You can access Applicant Self-Service to check the status of your application.

Here you can:

- Upload any additional documents

- Update your personal details

You will not be able to make any other changes or add new course choices. There will be the opportunity to request new courses or course changes on arrival at Glasgow.

You will not need to accept an offer of study. If an offer is made, you are directly admitted to the University of Glasgow and do not need to take further action to accept this offer.

Login details

To access Applicant Self-Service, you need a:

- User ID - This will be emailed to you 1-3 days after you have completed your application.
- Password - This is the password you created when registering for the online application (step 1)

If you have difficulties logging into either of the above, see [Application troubleshooting / FAQs](#).

Thank you for completing an application to study at the University of Glasgow!