THE UNIVERSITY of EDINBURGH

Visiting Student Application Guide 2024/25

Step 1

All information about studying for one or two semesters at the University of Edinburgh is available on the **Study Abroad** website:
www.ed.ac.uk/study-abroad

Before you apply, we would recommend attending a **Visiting Student Online Information Session** with the Study Abroad team:
www.ed.ac.uk/global/study-abroad/online-information-sessions

It is important to check your programme's application deadline, published in the **Dates for your Diary** section:
https://www.ed.ac.uk/global/study-abroad/diary

When you are ready to apply, please select **How to apply** and then **Apply now.**

Apply now

Applications for 2024/25 visiting student programmes are now open.

Study Abroad and Exchanges
College of Arts Humanities and Social Sciences

Semester 1 (September 2024 – December 2024)   **> Apply now**

Semester 2 (January 2025 – May 2025)   **> Apply now**

Full academic year (September 2024 - May 2025)   **> Apply now**

Full calendar year (January 2025 - December 2025)   **> Apply now**
(Please note this option goes across two academic years at Edinburgh)

College of Science and Engineering

Semester 1 (September 2024 – December 2024)   **> Apply now**

Semester 2 (January 2025 – May 2025)   **> Apply now**

Full academic year (September 2024 - May 2025)   **> Apply now**

Full calendar year (January 2025 - December 2025)   **> Apply now**
(Please note this option goes across two academic years at Edinburgh)

Step 2

The option you select on this page will depend upon the duration of your studies and your degree subject area:

- You should apply to the College which you plan to take the majority of your courses in whilst in Edinburgh.
- You should indicate whether you wish to study here for a full year or one semester.

If, for example, you want to spend a Spring semester (Semester 2) in Edinburgh and if you plan to study 2 Business courses and maybe one Informatics course – then you should be applying to the College of Arts, Humanities and Social Sciences (as the majority of your preferred courses are offered in this College).

All students are required to take 60 University of Edinburgh credits per semester.

You can see the number of credits a course is worth in the **Course Finder**: **https://www.ed.ac.uk/global/study-abroad/course**

Click **Apply now.**

Application Guidance

Welcome to the University of Edinburgh's New Online Application Service
With the ability to complete and track progress of your application online, this service provides quick and easy access to a range of information about your application and the University.

We have provided guidance below to help you prepare for your online application. This provides an overview of the information that we will ask you to supply during the application process, and lists the documentation that you will need to provide to us. Help is also available at http://www.euclid.ed.ac.uk/student/

Starting your application
When you are ready to begin your application, please click 'Continue' at the bottom of this page.

You do not have to complete your application in one session
You will be sent an email containing an encrypted link to enable you to complete your application at a future date should you so choose; this will be helpful if, for example, the browser connection fails during the application process. It will provide contact details in the event of assistance being required.

You will also be able to save your application at any point in the process and return to it when you are ready to continue.

Completing the application form
The application form is divided into pages. Each page is listed below with an indication of the information you will be asked to provide.

Please note that fields that have an asterisk (*) must be completed before your application can be submitted.
Please click on the [+] to expand the guidance.

Expand All / Collapse All

[+]   1. New User Details

[+]   2. Personal Details

[+]   3. Contact Details

[+]   4. Study Details

[+]   5. Personal Statement

[+]   6. Exchange/Transcript Contact

[+]   7. Upload Documents

[+]   8. Submit

Data Protection
The University of Edinburgh holds information about everyone who applies to the University and everyone who studies here.
We use the information from your application form to administer your application and to compile statistics that may be published or passed to government bodies such as the Scottish Funding Council (SFC) or the Higher Education Statistics Agency (HESA).
If your application is successful we will also use the information to administer your studies, to monitor your performance and attendance, and to provide you with support.

If you have any queries regarding the University's use of your information please contact the University's Data Protection Officer. Contacts for assistance can be found at http://www.euclid.ed.ac.uk/student/

What happens after Submission?
After you have completed and submitted your application, you will receive a confirmation email. Subsequently you will be emailed details about registering with EASE (the University's web login service), if you are not already registered.

By registering with EASE, you will be able to access EUCLID via MyEd, the University's web portal. MyEd gives you access to information about your application and other useful information about the University whenever you want it and wherever you are. You will be able to track your application, respond to requests for further information in support of your application and receive information about decisions.

Continue

Step 3

The first page of the online application provides full guidance on all the details required by the University during the application process.

Click **Continue**.

Step 4

The **New Applicant Details** page will now be displayed for you to complete. Click on **Proceed** to go to the **Personal Details** section of the application.

Step 5

Select your courses by clicking on **Choose courses** then click **Select Courses.**

*** Please note that you will **NOT** receive an email containing a link to complete your application at this stage. This will happen later in Step 9. ***

Module Registration

Welcome to the Online Module registration process

Your Details	
Programme you are studying:	Non Graduating Undergraduate
Route you are following:	Study Abroad/Exchange Programme: Semester 2 (CAHSS)
Mode of Attendance	Full-time Part Session

There are no compulsory courses for this programme.
A normal course load is 60 credits per semester.

Please select courses adding up to a minimum of 60 credits.
Please select 2 alternative additional courses (up to a total of 100 credits) in case your first choices are not available.
Please rank your courses in order of preference (1=first choice, 2= second choice, etc).

Choose a minimum of 60 and a maximum of 100 credits from the electives contained within this block

Choose a maximum of 100 credits in Semester 2 from School of Divinity

	View List

AND

Choose a maximum of 100 credits in Semester 2 from School of Education

	View List

AND

Choose a maximum of 100 credits in Semester 2 from School of Health in Social Science

	View List

AND

Step 6

You are now in the **Module Registration** section of your application.

You will see the schools that you can select courses in. Select a maximum of 100 course credits per semester in case your first choices are not available (standard semester credit load is 60 credits).

For example: you want to study courses in Philosophy, Linguistics and Biological sciences.

You click on **View List** for the School of Philosophy, Psychology and Language Sciences.

Choose a maximum of 100 credits in Semester 2 from School of Philosophy, Psychology and Language Sciences

	Hide List

Search ▲

Module ⬍	Name	Period	Occ	Lev	Crd	Add
LASC08019	LEL2C: English in Time and Space	SEM2	SV1	08	20	Add
LASC08020	LEL2D: Cross-linguistic Variation: Limits and Theories	SEM2	SV1	08	20	Add
LASC08023	Linguistics and English Language 1B	SEM2	SV1	08	20	Add
LASC10018	Simulating Language	SEM2	SV1	10	20	Add
LASC10021	Historical Linguistics	SEM2	SV1	10	20	Add
LASC10030	Second Language Acquisition (Honours)	SEM2	SV1	10	20	Add
LASC10050	Linguistic Fieldwork and Language Description	SEM2	SV1	10	20	Add
LASC10062	Speech Synthesis	SEM2	SV1	10	20	Add
LASC10072	Scots and Scottish English	SEM2	SV1	10	20	Add
LASC10084	Syntax: Theory and Practice	SEM2	SV1	10	20	Add

Showing 1 to 10 of 56 entries

First	Previous	1	2	3	4	5	Next	Last

Step 7

Now you can choose from the courses offered by the School of Philosophy, Psychology and Language Sciences. **Add** the courses you wish to take in this school and move on to the School of Biological Sciences (this is just an example scenario).

The Course Finder on the Study Abroad website may be displaying courses offered in the previous academic year and so you may find there are differences between the courses listed there and those available to select in your online application. If the course offering changes after you have submitted your online application the Visiting Student Office will be in contact to advise you.

Visiting Student Course Finder:
https://www.ed.ac.uk/global/study-abroad/course

You should **only** refer to this course finder to search courses available to our incoming visiting students.

The relevant Visiting Student Office will determine your eligibility for courses by assessing your transcript, personal statement and language certificate (if required).

Step 7 (continued)

In this example, you have selected 3 courses in the School of Philosophy, Psychology and Language Sciences and two in the School of Biological Sciences. In total you have selected 100 credits. You will be enrolled in 60 credits only. If you have specific preferences or order in which your selected courses should be ranked, please get in touch with your Visiting Student Office.

Some popular courses may be marked as **Module Full** which means you won't be able to add these to your online application at this stage. You should add other courses instead in order to submit your application.

If you couldn't add your preferred courses, you can email the relevant Visiting Student Office with a list of your ranked course preferences including additional back-up courses in case there are any issues. They will manually update your application when they process it.

If you would like to change a course in your application (after submitting your application), please email the relevant Visiting Student Office:
College of Arts, Humanities and Social Sciences:
CAHSSvisitingstudents@ed.ac.uk
College of Science and Engineering:
SCEvisitingstudents@ed.ac.uk

Once you are happy with your selections click **Submit Selections.**

Step 8

At this point, your course selections are not guaranteed. Enrolment will be subject to approval by the Visiting Student Office, who will try to place you in your preferred courses. This depends on availability, course pre-requisites and timetabling: **www.ed.ac.uk/studying/visitingexchange /disclaimer**

You will return to the confirmation of **Personal Details** section.

Click **Proceed**.

Visiting Student Category

* Please select which category you are applying under	A Non EU Applicant

Personal Details

* Title	Mr
* Forename(s)	John
* 'Known as' Forename	John
* Family Name (Surname)	Smith
Previous Surname	
* Date of Birth (dd/mm/yyyy)	11/07/1995
* Gender	Male

Residency

* Country of Permanent Residence (if UK, select Home Country i.e. England, Northern Ireland, Scotland, Wales)	United States of America	* Country of Nationality	United States
County of Permanent Residence (UK Only)	Please Select	* Country of your Home University/College/School (if UK, select Home Country i.e. England, Northern Ireland, Scotland, Wales)	United States of America
* Country of Birth	United States of America		

Passport

Passport Number	123456789

Save and return later   Proceed

Step 9

You should now complete further personal details. Selecting the Visiting Student Category:

- If you are applying via a study abroad provider (such as Arcadia, IFSA Butler or API) then you should select **Applying via a Study Abroad Provider**.

- If you are applying as an Exchange student you should select **Coming as a Nominated Exchange Student**, then select one of the following:
  - European Exchange
  - International Exchange
  - Departmental Exchange

- If you are applying as an independent Study Abroad student you should select **A Non-EU Applicant** (if you are studying outside of EU) or **An EU Applicant** (if you are studying at an EU institution).

If you are unsure which program you are nominated on, please contact your home university.

To complete your application at a later time select **Save and return later**. You will be sent a link via email to access your application later.

To continue with your application select **Proceed.**

Step 10

You can now navigate your application record using the tabs on the page.

Your completed tabs will have a green dot.
Your incomplete tabs will have a red dot.
The current tab will have a black dot.
Tabs you haven't started will have no colour dot.

In the **Contact Details** section, you should provide your **Home Address** and **Correspondence Address**, including the zip or postal code.

If you require a student visa, your Letter of Acceptance might have to be sent to your home address.

For the **Educational Representative** section, clicking **Yes** will allow your agency or study abroad/exchange coordinator to monitor the progress of your application (ask your home institution if they wish to monitor your application). A drop-down menu will then appear so that you can select your representative.

Study Details

Please provide details of your University/College/School education.

* University/College/School	Please Select ⬍
This list is not exhaustive. If your home institution is not included, please leave the field above blank, tick this box and enter your institution in the text box provided.	☐
* Are you applying as a Freshman year abroad? (Non-EU students only)	Yes ○ No ●

Non-Freshman Year Abroad

Please provide details of the courses you are currently studying at your home institution.

* Course Title	* From (dd/mm/yyyy)	* To (dd/mm/yyyy)
1. Memory and Perception	05/08/2016	16/12/2016
2. Social Psychology	05/08/2016	16/12/2016
3. Business and Management	05/08/2016	16/12/2016
4. Inorganic Chemistry	05/08/2016	16/12/2016
5.		
6.		
Current Cumulative GPA		

English Language Qualification

It is important that all students have an adequate command of English in order to benefit fully from studying at The University of Edinburgh. Please indicate here if your current courses are instructed and examined in English: if 'no' tell us about your English language qualifications. If you have taken or are planning to take a language test, please tell us about it below. Any English language qualifications you hold are only valid for two years. If you plan to retake a test, you can also tell us when you plan to do this. Please tell us about your most recent test if you have taken more than one.

* Are your current courses instructed and examined in English?	● Yes ○ No

Previous | Save and return later | Proceed

Step 11

You should now complete the **Study Details** section.

Select your home institution in the **University/College/School** drop down menu.

Provide details of the courses that you are currently studying at your institution, as these courses may not yet appear on your Academic Transcript.

Include your current cumulative GPA. If you are from a country which does not use GPA, leave this section blank.

You should identify whether your courses are instructed and examined in English.

Click **Proceed** once you have completed this section.

Personal Statement

* Please enter a Personal Statement to support your application (max 3500 characters)

Previous   Save and return later   Proceed

Step 12

You should include a **Personal Statement** of around 500 words.

Your personal statement should explain your motivation to study at the University of Edinburgh and provide any other relevant information which you feel may support your application, for example your interest and suitability for the courses you have selected or relevant extra-curricular activities.

Once you have written your personal statement click **Proceed**.

Transcript Contact	
Please supply your Transcript Contact's address details.	
This address is used at the end of your studies in Edinburgh to send a copy of your academic transcript to your home university. Please be sure the address is accurate and complete.	
* Contact Title	Please Select
Contact First Name	
* Contact Surname	
* Address	
* City/Town	
County/State	
* Country	Please Select
Postal/Zip Code	
* Email address	
* Confirm Email address	

Previous   Save and return later   Proceed

Step 13

In this section you must provide an appropriate mailing and email address at your home university where your **transcript** will be sent. Check where your transcript should be sent with your own Study Abroad or Exchanges department. Please do not put your home address here.

If you don't provide the correct address your university will not receive your transcript. This could delay the transfer of your course credits to your home institution and also delay your progression into your next year of university study.

When you have completed the transcript contact details select **Proceed**.

Upload relevant documents to your application		
Please upload your Academic Reference	Choose File no file selected	Upload
Please upload your transcript/interim transcript	Choose File no file selected	Upload
If your transcript is not in English please upload a translation	Choose File no file selected	Upload
Please upload your English language certificate (if your first degree was not instructed and examined in English)	Choose File no file selected	Upload

Step 14

You should now complete the **Documents Upload** section.

The documents you upload must be no larger than 2MB and in an acceptable file format: .doc, .docx, .rtf, .pdf, .txt, .jpg, .xls, .gif.

If you have issues uploading documents, you can send them by email to the relevant Visiting Student Office. The documents then will be manually added to your application.

Online applications must be submitted by the given deadline, however, supporting documents could be uploaded after the submission (within a month after the application deadline).

Please note that if Semester 2 applicants wait to submit their documents late, they cannot be guaranteed an offer of study in time to apply for the University accommodation.

Academic Reference

An academic reference is **not required**, though the Visiting Student Office reserve the right to request a reference after receiving an application, if they require additional supporting information. Please ignore the prompt to upload an academic reference at this stage.

Academic Transcript

You should upload a full transcript which includes university grades for courses taken in previous years (if applicable). It must be a scanned copy of your official and most up-to-date university transcript.

Applicants to the College of Arts Humanities and Social Sciences will be required to provide a transcript which demonstrates that they have completed at least 1 full year of study. Applicants to the College of Science and Engineering will be required to provide a transcript demonstrating that they have completed 1 semester of study.

The Academic Transcript from your home university is essential for your online application, so you must have it available before making your application.

If you receive a new university transcript at a later date that would benefit your application, you can submit it by email.

If your transcript is in another language, you should upload a translation of the document.

English language certificate

Check the entry requirements for your programme to see if you need an English language certificate (you might need an English language certificate if you require a visa to come and study with us):
www.ed.ac.uk/global/study-abroad/study-options

When you have completed this section click **Proceed.**

Disability

The University welcomes applications from disabled students. In order to enable us to provide the best available support it is important that you let us know if you require any specific adjustments in relation to your accommodation or work/study arrangements. The information you supply will not affect judgements about your academic suitability, and will be treated in strict confidence. Please select the appropriate code from the list below. If you have any concerns about stating your disability on the form, you may contact the Disability Office in confidence at Health & Wellbeing Centre, 7 Bristo Square, Edinburgh EH8 9AL 0131 650 6828 or email disability.service@ed.ac.uk

Please Select

Ethnicity

The University collects the data in this section for equal opportunities monitoring, both within the University and nationally by government agencies such as the Scottish Funding Council (SFC) and the Higher Education Statistics Agency (HESA).

The information you supply will not affect judgements about your academic suitability, and will be treated in the strictest confidence.

Please select the description you feel most adequately describes your ethnic origin — Please Select

Marketing

How did you first hear about Application to study as a Visiting Student in the College of Arts Humanities and Social Science ?

Please Select

Application Checklist

Personal:	Not yet complete
Contact:	Not yet complete
Study Details:	Not yet complete
Personal Statement:	Not yet complete
Exchange/Transcript Contact:	Not yet complete

Data Protection

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Declaration

By submitting this application, I confirm that, to the best of my knowledge and belief, the information given is complete and accurate. I undertake to supply any further information, including original documentation, which may be required and to inform the University of any change in the information given. I understand that if I have made a false or misleading statement or have omitted significant information, the University may amend or withdraw any offer or terminate my matriculation.

A final decision may not be made on your application until all complete documentation is received.

Previous   Save and return later

The Submit process may take a few minutes to complete.
Please do not click on Submit again, navigate away from this page or refresh your browser during this time.

Submit

Step 15

Once you have completed the final section of your application and all previous required fields, click **Submit**.

Step 16

Once you submit your application your will see a **Submission Successful** confirmation message.

You will also receive an email within 24 hours (to the address you provided in the application) with instructions to register with the **MyEd portal**, and view the progress of your application.

If you don't receive this email, first check your Junk folder. If you don't find the email, please contact **Student Systems** for support: **http://www.studentsystems.is.ed.ac.uk/student/support/index.htm**

You can track your application on the **Applicant Hub**.

You should hear back about the decision on your application within 4-6 weeks. *

If your application is successful, you will receive an offer message – please read it carefully before accepting your offer of study.

Thank you! We're looking forward to receiving your application ☺

* Please note that applications for September start will be processed from February onwards. Applications for January start will normally be processed from mid-September onwards.

Submission Successful

Thank you for submitting your application. You will shortly receive a confirmation email from EUCLID_Support@ed.ac.uk.

Please add the domain @ed.ac.uk to your safe senders list to ensure that you receive all emails from the University; if you do not receive this confirmation email, please check your junk mail folder.

Please now close this browser window, exiting the browser completely.

Please do not use the browser refresh button or the back button, as these may result in further submissions of the same application.