Key facts

- The University of Edinburgh is an ancient university, founded in 1583, located in the heart of Edinburgh, Scotland’s vibrant capital city.
- Ranked 19th in the world (QS World University Rankings 2016-17).
- The University has approximately 35,000 students, with over 14,000 international students from more than 150 countries.
- Famous alumni include Charles Darwin (Naturalist), David Hume (Philosopher), Joseph Lister (Surgeon), Piers Sellers (NASA Astronaut), and writers Robert Louis Stevenson, Ian Rankin and J K Rowling.
University campuses

George Square (GS)
This is the central University campus, teaching the majority of subjects within the College of Arts, Humanities & Social Sciences. The School of Informatics and parts of the School of GeoSciences are also based there. GS is also home to the Main Library, Career service, Students’ Association, and a range of other student services.

The King’s Buildings (KB)
This is the main campus of the College of Science and Engineering housing the majority of our seven Schools, 2 km south of GS.

For campus maps please see our website:
www.ed.ac.uk/maps

The University provides a free shuttle bus service for students to travel between the Central campus and the King’s Buildings. For more information on our free shuttle service please see the website:
www.ed.ac.uk/schools-departments/transport/public-transport/buses/shuttle-bus
## Academic year 2017-18

### Semester 1

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation Move-in</td>
<td>09 Sept 2017</td>
</tr>
<tr>
<td>International Day</td>
<td>10 Sept 2017</td>
</tr>
<tr>
<td>Welcome week</td>
<td>11 – 17 Sept 2017</td>
</tr>
<tr>
<td>Teaching</td>
<td>18 Sept – 01 Dec 2017</td>
</tr>
<tr>
<td>Exams</td>
<td>08 – 21 Dec 2017</td>
</tr>
</tbody>
</table>

### Semester 2

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation Move-in</td>
<td>10 Jan 2018</td>
</tr>
<tr>
<td>January Welcome</td>
<td>10 – 14 Jan 2018</td>
</tr>
<tr>
<td>Teaching</td>
<td>15 Jan – 06 April 2018</td>
</tr>
<tr>
<td>Spring break</td>
<td>09 – 20 April 2018</td>
</tr>
<tr>
<td>Exams</td>
<td>30 April – 25 May 2018</td>
</tr>
</tbody>
</table>

Please check with the University website nearer the start of the year in case of unforeseen changes: [www.ed.ac.uk/news/semester-dates](http://www.ed.ac.uk/news/semester-dates)

### Welcome Weeks

Welcome Week is not obligatory but it is a useful time for students to settle in, meet their Personal Tutor and finalise their courses etc. There are also social activities organised as part of the induction.

For more information about our Welcome Weeks please check out: [www.ed.ac.uk/study-abroad/help-for-you/welcome-week](http://www.ed.ac.uk/study-abroad/help-for-you/welcome-week)

## Academic information

### Academic entry requirements

To apply to study on Erasmus exchange you must:

- Be nominated by your home university to study on an Erasmus exchange agreement
- Have achieved a GPA of 3.0 or over on a 4.0 scale or equivalent (B average) or ECTS ‘C’ at your home university

For more information on entry requirements: [www.ed.ac.uk/study-abroad/how-to-apply/academic-entry-requirements](http://www.ed.ac.uk/study-abroad/how-to-apply/academic-entry-requirements)

### Looking for courses

You will find a list of the courses available to exchange students on the web site: [www.ed.ac.uk/study-abroad/course](http://www.ed.ac.uk/study-abroad/course)

Students should ensure that the majority of their subjects are in the agreed subject area of the Erasmus agreement and that for any courses they must meet the equivalent of stated prior study requirements and English language requirements.

If you need additional information about any particular course, please fill in our online enquiry form at: [www.ed.ac.uk/study-abroad/contacts](http://www.ed.ac.uk/study-abroad/contacts)

### Subject-specific exchanges

If you are on a subject-specific exchange, you are effectively swapping places with an Edinburgh student who has gone to study at your home university in the agreed subject area.

You should select at least two thirds of your courses in the agreed subject area.

It may be possible to take one course per semester outside your subject area. If you intend to do this, please choose from our first and second year courses only.

We will aim to place you in your preferred courses but cannot guarantee this.
Academic information

Modern language exchange
If you are applying under a Modern European Languages exchange, you will probably be studying English at your home university. You can therefore take a variety of first and second year courses here in Edinburgh. You will still be expected to take two thirds of your courses in Arts, Humanities and Social Sciences.

Entry into honours level courses
Year 3 and Year 4 courses are called honours courses.

All honours level classes have strict prior study requirements and in some subjects there are limited places available. For enrolment in many honours courses, we require visiting students to have completed at least three or four previous courses in the relevant subject area, achieving a grade B or above (or equivalent).

Students are not guaranteed admission to any honours course; however we will aim to place you in your preferred course.

Courses with high demand
The below courses are high-demand, with many qualified students seeking entry to a limited number of places:
- Art and Design elective courses
- English Literature *
- History
- History of Art
- Philosophy
- Politics & International Relations

* Places in English Literature honours courses are usually not available unless you are nominated under an English Literature agreement so we recommend that you consider our first and second year English Literature courses - which Erasmus students have, in the past, found to be interesting and sufficiently academically rigorous.

The below courses are also rarely available to students who are not on a direct exchange in the subject area:
- Education
- Law
- Nursing
- Sport

Programs & courses not open to exchange students
- Medicine
- Veterinary Medicine and studio based classes such as Architecture, Art and Design are not available to exchange students unless they are coming under an Erasmus agreement in that subject area.
- Parliamentary programme

Credit system
Under the semester system the majority of our courses will be 20 credit (Semester) or 40 credit (Year) courses. Students are expected to take the normal academic load of 60 credits per semester.

- 2 Edinburgh credits = 1 ECTS.

Students are not permitted to take more than 60 credits per semester and cannot normally take less credits:

Transcripts
An academic transcript will normally be issued by the end of the following February (for semester one students) and by the end of the following August (for semester two and full-year students).

One hard copy transcript will be automatically sent to your home university address you give us in your application.

If you or a third party require a copy of your transcript you can order an electronic transcript via the Electronic Document Service:

www.ed.ac.uk/student-administration/electronic-document-service

You can also request a hard copy of your transcript be sent to you by selecting “Request an academic transcript” at the following link:

www.ed.ac.uk/student-administration/order-documents/transcripts

The University does not automatically send transcripts after re-sits. In this instance an updated transcript must be requested by the student/home institution to:

infopoint@ed.ac.uk

Certificate of Arrival and Departure and Learning Agreements
As an Erasmus student it is most likely that you will need us to sign your Learning Agreement, Certificate of Arrival and Departure. Please fill them in and then take these to your College Visiting Student Office (VSO), contact details for your VSO can be found here:

www.ed.ac.uk/study-abroad/help-for-you/academic-support

It is your responsibility to return the signed documents to your home institution. Please note that the Erasmus grant relates to your study period at the University of Edinburgh and so the dates on your form must fall within our Academic Calendar.
Application process

Your home university will need to nominate you.

Your university will receive instructions on how to nominate you in February.

When we receive your nomination we will send you an email inviting you to apply online to the University of Edinburgh.

You must apply online to the University of Edinburgh as well as being nominated by your home university.

Please read the application guide which will take you through the online application step-by-step: www.ed.ac.uk/study-abroad/how-to-apply

To apply you should create an online account with us.

You will get a username and a password, which will allow you to track your application through its various stages.

You will need to upload copies of an official transcript and a personal statement.

Erasmus students are not required to submit an academic reference.

Students applying to do courses in Art, Design, Architecture or Landscape Architecture do not normally need to submit a portfolio.

Application deadlines
It is important that you apply by the deadline as we cannot accept late applications.

Applications must be submitted by the following deadlines:
- 31 May for students starting in September
- 31 October for students starting in January

Late applications will not be considered.

English language requirements

As a nominated Erasmus student you should have already achieved a good level of English equivalent to B2 in the Common European Framework of Reference for language (CEFR).

If you are applying for courses in the subject area of the Erasmus agreement, or for 1st or 2nd year courses in other subjects, then you do not need to provide evidence of your level of English.

You should note that you will be taking classes along with other students who will either be native English speakers or will have a level of English IELTS Overall 6.5 with 5.5 or above in each component.

You will need to provide evidence of your English level if you require a visa to study here.

English requirements for honours courses

You only need to produce evidence of your English level if you wish to take honours level courses outside of your subject area agreement.

Please refer to our Erasmus English requirements: www.ed.ac.uk/study-abroad/how-to-apply/english-language-requirements

In-session language assistance

A range of academic language skills tuition, intensive credit courses and independent study materials are open to exchange students who require English language support whilst studying for their degree.

Please refer to the English Language Teaching Centre for more information: www.ed.ac.uk/schools-departments/english-language-teaching

Pre-session language testing

If you do not have an English certificate then you can sit an optional free English test during orientation when you arrive in Edinburgh.

*Please note that at the time of your free English test a lot of honours courses may already be full, therefore if you would like to enrol in an honours course before arrival then you will need to submit an English certificate as part of your online application.
Visa requirements

If you are not an EU national, then you are required to apply for a visa. If you are coming to the UK to study for more than 6 months, you should apply for a Tier 4 General visa before travelling to Edinburgh: www.ed.ac.uk/global/immigration/applying-for-visa/tier-4-visa-requirements

If you are studying here for less than 6 months and you do not wish to work, extend your studies in the UK or bring dependents, then you can apply to come to the UK as a short term student. www.ed.ac.uk/global/immigration/applying-for-visa/short-term-student

Nationals of some countries can travel to the UK for up to six months without needing to apply for a visa before travelling. These are called ‘non-visa nationals’. If you are a non-visa national, you can ask for permission to be admitted to the UK when you arrive at immigration control.

For more information check our visa pages: www.ed.ac.uk/study-abroad/help-for-you/visa-requirements

If you are planning to apply for the short-term student visa upon arrival at the UK port, you must not travel via the Republic of Ireland.

Living costs
(Basic living costs based on 2016/17 prices)

For each month students are resident in Edinburgh they should allow themselves the following sums of money to cover their expenses in the academic session.

<table>
<thead>
<tr>
<th>Estimated monthly costs</th>
<th>Lower range</th>
<th>Upper range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>£380</td>
<td>£750</td>
</tr>
<tr>
<td>Food</td>
<td>£140</td>
<td>£250</td>
</tr>
<tr>
<td>Gas/electricity*</td>
<td>£50</td>
<td>£80</td>
</tr>
<tr>
<td>Internet</td>
<td>£20</td>
<td>£60</td>
</tr>
<tr>
<td>Mobile phone</td>
<td>£10</td>
<td>£50</td>
</tr>
<tr>
<td>Laundry/toiletries</td>
<td>£10</td>
<td>£40</td>
</tr>
<tr>
<td>Printing, stationery,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>photocopying, text books</td>
<td>£25</td>
<td>£50</td>
</tr>
<tr>
<td>Total per month</td>
<td>£635</td>
<td>£1,280</td>
</tr>
</tbody>
</table>

*Most University accommodation includes gas and electricity costs

Further expenses

In the unfortunate circumstance of a student failing an exam, the student will be liable to pay the charge for a resit examination.

A more detailed break down of living costs is available on our website: www.ed.ac.uk/studying/international/finance/cost-of-living

Travel

Most students live near the University and can easily walk to classes. If students find accommodation further away from the university, but still within the city boundary, they may need to budget for bus travel, around £45 for a 4-week travel card.
Accommodation

Students should submit their accommodation application online: www.ed.ac.uk/study-abroad/help-for-you/accommodation

Accommodation application deadlines

Please make sure that you apply for university accommodation by the following deadlines:

• 16 August for all students starting in September 2017
• 30 November for all students starting in January 2018

Full year Erasmus students are guaranteed accommodation, providing their application is submitted by the deadline.

Please note that we cannot guarantee that you will be offered the accommodation you ask for.

Semester Only students

Students here for a single semester are NOT guaranteed accommodation. However we would advise that you still submit a university accommodation application in case there are spaces left.

If there are no rooms available in university accommodation, you will be placed on a waiting list and you will need to look for private accommodation.

Finding semester only private accommodation in Edinburgh can be difficult, therefore students should be prepared to spend time researching their housing options.

Accommodation Services have useful information and advice for students looking for private accommodation:

www.accom.ed.ac.uk/accommodation/private-housing

Tenancy scams

It is important that you do not send money to anyone for accommodation before viewing the property.

You should also verify that the person is the actual landlord or letting agent and see the tenancy agreement before paying money to them.

Early arrivals

Please check details with Accommodation Services: accom.allocations@ed.ac.uk

Health & personal insurance

All students on a full-time course of studies in Scotland are eligible for National Health Service (NHS) treatment. NHS treatment is provided for free however, you may have to pay for dentistry and some more specialised services. If you are coming to the UK on a Tier 4 visa then you will need to pay an immigration health surcharge when making your visa application. This charge will allow you equal access to the National Health Service (NHS).

You should register with a Doctor soon after your arrival in case you need medical advice/treatment whilst you are here.

Students may like to consider taking out medical insurance cover for travel.

For further information please refer to:

www.ed.ac.uk/staff-students/students/new-students/health-insurance

Students should ensure that they take out adequate insurance protection to cover personal items, such as baggage, books, personal computers etc. Insurance is included in the rent for students who are in university accommodation.
Computing facilities

The University has a number of open-access labs and there is an extensive network of wireless points throughout the University sites.

The University’s residential networking system provides a telephone, data and internet service to around 85% of students in our residential accommodation. For more detailed information please refer to: www.accom.ed.ac.uk/services/it-facilities

Student services

University Leisure Activities

• Sport and Exercise - The sport and exercise facilities are ranked among the very best in the UK.
  www.ed.ac.uk/sport-exercise

• Student Union - Teviot, the oldest purpose built Student Union in the world, opened in 1889.
  www.eusa.ed.ac.uk

• Student societies - Students can choose from a variety of over 240 societies (65 sport clubs).
  www.eusa.ed.ac.uk/activities/societies/findasociety

• Edinburgh Buddies - Exchange students can have a buddy to help them adjust to life here in Edinburgh.
  www.eusa.ed.ac.uk/activities/global/buddies

University Services available to visiting students

• Main Library – Newly refurbished and the largest of Edinburgh University’s Libraries.
  www.ed.ac.uk/schools-departments/information-services/library-museum-gallery

• Advice Place – Professional, free, impartial and confidential advice offered to all students.
  www.eusa.ed.ac.uk/adviceplace

• Nightline – a confidential phone and online support service run by students for students.
  ednightline.com

• Student Disability Office – Guidance and support offered for disabled students.
  www.ed.ac.uk/student-disability-service

• Career Services – Advisers specialised in providing career support to students in particular schools.
  www.ed.ac.uk/careers

Useful links

<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Abroad Website</td>
<td><a href="http://www.ed.ac.uk/study-abroad">www.ed.ac.uk/study-abroad</a></td>
</tr>
<tr>
<td>Accommodation Services</td>
<td><a href="http://www.accom.ed.ac.uk">www.accom.ed.ac.uk</a></td>
</tr>
<tr>
<td>English Language Teaching Centre</td>
<td><a href="http://www.ed.ac.uk/english-language-teaching">www.ed.ac.uk/english-language-teaching</a></td>
</tr>
<tr>
<td>International Student Centre</td>
<td><a href="http://www.ed.ac.uk/studying/international/student-life/isc">www.ed.ac.uk/studying/international/student-life/isc</a></td>
</tr>
<tr>
<td>Edinburgh University Students' Association</td>
<td><a href="http://www.eusa.ed.ac.uk">www.eusa.ed.ac.uk</a></td>
</tr>
<tr>
<td>Course Finder</td>
<td><a href="http://www.ed.ac.uk/study-abroad/course">www.ed.ac.uk/study-abroad/course</a></td>
</tr>
<tr>
<td>Tourist Information</td>
<td><a href="http://www.visitscotland.com">www.visitscotland.com</a></td>
</tr>
<tr>
<td>University Computing Services</td>
<td><a href="http://www.ed.ac.uk/information-services">www.ed.ac.uk/information-services</a></td>
</tr>
</tbody>
</table>

New student guide

The 'New students' website, which is updated each semester is a source of useful information.
www.ed.ac.uk/new-students
Step 1

You will find lots of useful information about studying for one or two semesters at the University of Edinburgh on the Study Abroad website:

www.ed.ac.uk/study-abroad

You will find information on courses, study options and help services available to you on the home page.

Before you apply we would recommend attending an online information session hosted by our Study Abroad Advisers:

www.ed.ac.uk/study-abroad/chat-to-us-online

You’ll be able to get quick answers to your questions online after the information session.

You can check the entry requirements and application deadlines by clicking: How to Apply.

Please make sure you check the application deadline for your programme.

*Late applications will not be accepted.

When you are ready to apply, please select Apply Now.
Step 2

If you are applying to study here on the Study Abroad programme, International Exchange or Erasmus Exchange please select: **Study Abroad and Exchange**.

This example student, John Smith, is interested in studying here as an independent Study Abroad student for Semester 1.

It will depend which college you plan to take the majority of your courses in, as to which you should apply to.

You will be expected to take 60 University of Edinburgh credits per semester here.

In this example John would like to take:

- 2 courses (40 credits) in Philosophy and Linguistics (Arts, Humanities and Social Sciences)
- 1 course (20 credits) in Biological Sciences (Science and Engineering)

John will therefore apply to Arts, Humanities and Social Sciences. He will still have access to courses in Science and Engineering.

You can see the number of credits a course is worth in the course finder: [www.ed.ac.uk/study-abroad/course](http://www.ed.ac.uk/study-abroad/course)

You can apply to study here for a full year or one semester.
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] 1. New User Details
[2] 2. Personal Details
[3] 3. Contact Details
[8] 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.

Step 3
The first page of the online application provides full guidance on all the details required by the University as part of the application.

Once you have read this please click Continue.
Step 4

The New Applicant Details page will now be displayed for you to complete.

Step 5

Click on the Proceed button to navigate to the confirmation of Personal Details screen.

You will need to select your courses by clicking on Choose courses to continue through your application.

*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.

Then click Select Courses.

*Parliamentary Programme Applicants
If you are applying for the Parliamentary Programme, you will not be asked to choose courses, as you will be following three mandatory courses here. Please therefore skip to Step 8.
Step 6

You will now see the different schools that you can select courses in.

Please select a maximum of 100 course credits per semester in case your first choices are not available.

John will be taking 60 course credits per semester, but will select 100 credits.

John is interested in taking courses in Philosophy, Linguistics and Biological Sciences.

Please click Select beside one of the schools you would like to take courses in.

John first clicks on Select for the School of Philosophy, Psychology and Language Sciences.
Step 7

You can then select courses offered in the school list.

If you are a semester only visiting student you only need to select “VV” when there is two of the same course offered in the semester. For courses which do not have a “VV” option, you can select “SV”.

You may find that the online application does not display all the courses offered in the course finder: [www.ed.ac.uk/study-abroad/courses](http://www.ed.ac.uk/study-abroad/courses)

The course finder is displaying courses offered in 2016/17. If there are changes to the available courses in the future that affect your course choices then the College Office will advise you.

Please make sure you rank your courses in order of preference, 1 being the highest preference.

John will select three courses in the School of Philosophy, Psychology and Language Sciences, and two courses in the School of Biological Sciences.

As John must take 60 credits per semester, he will rank his courses accordingly.

The relevant College Office will determine your eligibility for courses by assessing your transcript, reference (if included) and personal statement, once the application has been completed.
Step 7 (continued)

You may find that some courses are marked as “Module Full”. For some high-pressure subject areas, the system will not allow you to add the courses to your application. Please therefore add other courses to your application so that you can submit it.

If you weren’t able to add your courses, you should then email the relevant College Office with a list of your course requests (in order of preference and with some alternative courses in case there are any problems) and the College Office will manually update your application when they process it.

If you would like to change a course simply send an email with your course changes to the relevant College Office.

Please find the College Office contact details below:

College of Arts, Humanities and Social Sciences: CAHSSvisitingstudents@ed.ac.uk

College of Science and Engineering: SCEvisitingstudents@ed.ac.uk

Visiting Student Application Guide

Step 7 (continued)

You may find that some courses are marked as “Module Full”. For some high-pressure subject areas, the system will not allow you to add the courses to your application. Please therefore add other courses to your application so that you can submit it.

If you weren’t able to add your courses, you should then email the relevant College Office with a list of your course requests (in order of preference and with some alternative courses in case there are any problems) and the College Office will manually update your application when they process it.

If you would like to change a course simply send an email with your course changes to the relevant College Office.

Please find the College Office contact details below:

College of Arts, Humanities and Social Sciences: CAHSSvisitingstudents@ed.ac.uk

College of Science and Engineering: SCEvisitingstudents@ed.ac.uk
Step 7 (continued)

You will see the different courses you have selected in the right hand column.

If you are happy with your course selections please click on Submit Selections.

Please note that selecting courses in your application does not guarantee enrolment. Your courses will be subject to approval by the relevant college office. They will do their best to place you in your preferred courses subject to space availability, course pre-requisites and timetabling constraints: [www.ed.ac.uk/studying/visiting-exchange/disclaimer](http://www.ed.ac.uk/studying/visiting-exchange/disclaimer)
Visiting Student Application Guide

Step 8

You will then be returned to the confirmation of Personal Details screen.

Please now select Proceed.
Step 9

Please now complete further personal details.

If you are studying here like John, as an independent Study Abroad student, under Visiting Student Category, please select A Non EU Applicant.

If you are applying via Arcadia or Butler, please select Applying via a Study Abroad Provider.

If you will be studying here as an Exchange student please select Coming as a Nominated Exchange Student.

If you choose the latter option, a new Exchange Category drop down menu will appear and you should select from ERASMUS Exchange, International Exchange and Departmental Exchange.

If you are unsure which exchange program you are nominated on, please speak to your home university.

If you would like to save your application and return to it at a later time, please select Save and return later. By selecting this option your application will be stored in the system and you will be sent an email with a link enabling you to return to it at your leisure.

If you would like to continue through your application now, please select Proceed.
Step 10

After you indicate the main information for your application, you can navigate to any point of your application record by clicking on the tabs on top of the page.

The dot in the tabs that have been completed will appear green.

Any incomplete tabs will have a red dot, and the tab you are currently working on will have a black dot.

Any tabs you have not visited yet will have no colour.

In the Contact Details section please provide your **Home Address** and **Correspondence Address**.

Please ensure that your contact details are correct and complete (including zip/postal code). If you require a student visa, your letter of acceptance will 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. A drop down menu will then appear so that you can select your representative.
Step 11

You are now in the Study Details section.

Please select your home university in the University/College/School drop down menu.

Please provide details of the courses that you are currently studying at university, as these courses may not appear on your Academic Transcript.

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

It is also important that you identify whether your courses are taught and examined in English.

Click Proceed once you have completed this section.
Step 12
You should include a personal statement of around 500 words.

Your personal statement should explain why you wish to study at the University of Edinburgh and provide any additional information (interest in and suitability for chosen courses, extra-curricular activities, etc.) which you feel may support your application.

Once you have written your personal statement please click on **Proceed**.
Step 13

At the end of your studies here, your University of Edinburgh transcript will be sent to your home university.

In this section you must include an appropriate address at your home university, which your University of Edinburgh transcript will be sent to (please do not put your home address here).

It is very important that you check which address you should provide with your home university’s study abroad/exchange office.

If you put an incorrect transcript address, your university will not receive your transcript and you may be charged for a second transcript.

This could delay your course credits being transferred and your progression into your next year of university study.

On completion please select Proceed.
Step 14

The **Upload Documents** page is displayed.

You only need to submit an Academic Transcript, an Academic Reference (if applicable) and an English certificate (if applicable).

Please note that if you are applying to the Study Abroad Programme, you must provide an academic reference. If you are from a U21 university or if you are applying to the University of Edinburgh as a nominated exchange student then you are not required to submit a reference with your application. However, both College Visiting Student Offices reserve the right to request a reference from an exchange applicant at any point during the application period.

The Academic Reference must be written by an academic or professor who has taught you at university. It should be written on university headed paper and must be signed by your referee. The letter should discuss your academic ability and suitability for study abroad at the University of Edinburgh.

Please upload a full transcript which includes grades from university courses taken in previous years (if applicable). Make sure it is a scan of your **official** most up-to-date university transcript.

Academic Transcripts must be uploaded to your online application. Therefore please wait till you have obtained your transcript from your university before making an application.
Step 14 (continued)

Please do not send your transcript via postal mail, it must be uploaded to your online application.

If you receive a new university transcript at a later date, which you feel would help you access more courses; you can submit a second transcript by email.

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

If your university would prefer to send your Academic Reference separately from your application please first of all complete your online application, and then ask your referee to email the reference to studyabroad@ed.ac.uk.

Please ensure that the sender quotes the following information when emailing your reference:

**UUN** (the reference number which will be emailed to you once you complete your application e.g. s1612345)

**Forename and Surname** (as it appears on your application)

If your Academic Reference is sent separately, the application system will still send you a message to remind you to upload it, so please disregard this message.
Step 14 (continued)

Please check the English requirements to see if you need to upload an English certificate:
www.ed.ac.uk/study-abroad/how-to-apply/english-language-requirements

Please make sure your supporting documents are in the correct file format before completing your application:

Acceptable file formats for upload are .doc, .docx, .rtf, .pdf, .txt, .jpg, .xls, .gif.

If you are struggling to upload documents electronically please check they are an accepted format and no larger than 2MB.

If you are still unable to upload your documents, please contact Student Systems:
www.studentsystems.is.ed.ac.uk/self-help/HelpRequest.cfm

Make sure that all supporting documents are submitted before the application deadline. Any applications which are missing supporting documents after the deadline will be declined.

Then 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 tell us now 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 Third Floor, The Main Library Building, George Square, Edinburgh, EH8 9JY, tel. 0131 650 6828 (voice and text) or email Disability.Office@ed.ac.uk.

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<th>Please Select</th>
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**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.

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**Criminal Convictions**

To help the University reduce the risk of harm to its students caused by the criminal behaviour of other students, it must know about any relevant convictions that an applicant has. Relevanct criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying drugs and substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act (1974) are not considered to be relevant and you should not reveal them.

You must select “Yes” if any of the following statements apply to you.

- I have a relevant criminal conviction that is not spent
- I am serving a prison sentence for a relevant criminal conviction
- Yes
- No
- If you are currently serving a prison sentence, you must also give the prison address as your contact address, and a senior prison officer must support your application.

**Marketing**

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

<table>
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<th>Please Select</th>
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**Application Checklist**

| Personal:   | Completed |
| Contact:    | Completed |
| Study Details: | Completed |
| Personal Statement: | Completed |
| Exchange/Transcript Contact: | Completed |

**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 complete 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.

**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.
Step 16

After a moment, a **Submission Successful** window will appear to confirm the submission of your application.

On submission of your application an email will be sent to the address you provided within the application form with instructions on how to register with your **MyEd portal**, and view the progress of your application.

The email may take up to 24 hours to be delivered, if you haven’t received it within that time, please double check your Junk folder.

Then, if you are still unable to locate the registration email, please contact Student Systems for support:

**www.studentsystems.is.ed.ac.uk/self_help/HelpRequest.cfm**

You can track your application on the Applicant Hub and if your application is successful, please make sure you read the offer message before accepting your offer.

Thank you, we look forward to receiving a visiting student application from you.