Guidance Notes for Erasmus+ students – Online Application

This guide is a step-by-step procedure to submit applications via the University of Glasgow online system for: Erasmus+ students

1. Registering for an Account and Selecting a Programme

1.1 Register for your Account

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**

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i) **Academic level** – This will automatically be Undergraduate and cannot be changed.

ii) **Programme** – As an Erasmus student you are coming to the University of Glasgow through a subject-specific Agreement. Each subject sits within a College. There are 4 Colleges at the University of Glasgow:

- **College of Arts**
- **College of Social Sciences**
- **College of Science and Engineering**
- **College of Medical, Veterinary and Life Sciences**

Click on each of the College links above to see which subjects are offered within each College. Choose the College which most closely matches the subject of the Agreement you will be studying at the University of Glasgow under. You can also check the [Incoming Erasmus+ Course Selection Guide](#), which divides the subjects by College.

If you are unsure which Agreement you are coming to Glasgow through, please ask your home university.

iii) **Entry Date** – Select **September 2020** for a Semester 1 or a Full Year exchange. Select **January 2021** for a Semester 2 only exchange.

iv) **Mode of Study** – Select **Full-Time**

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

2.1 Personal Details

Your personal details from your Account should already appear on this page.

Check and confirm that these details are correct.

Complete the rest of the boxes on this first page.

Please ensure that you check the box which asks whether you require a student visa to study in the UK. Please see our guidance notes to check whether you need a visa, and if so, which visa you will require.

2.2 Contact Information

Enter your home address and mailing address (if different to your home address).

Enter a contact telephone number

Check and confirm that the email address displayed is correct. This is the email address that all University of Glasgow email communications will be sent to.

2.3 Education

The Programme that you selected on your Account should appear at the top of this page.

Check and confirm that these details are correct.

i) Previous Education Provide the details of the University or College that you are currently studying at.
ii) **Academic Level** – Select **Undergraduate** (even if you are studying Postgraduate level at your home university) This is for administrative purposes and will not be changed.

iii) **Course Title** - Insert the name of the degree you are currently studying towards

iv) **Dates of Current Degree** - Complete ‘From and Expected Completion dates

v) **Grade** – State your current average grade/GPA according to your home university’s systems?
   - Check your entries before proceeding.

2.4 **Supporting Documents**

Complete and upload the following required supporting documents onto your application.

You can use the ‘Add Additional Information’ button to add any additional documents, such as your Passport, as required. If you do not see the appropriate category for a document, then select ‘Other’ as the category type.

### Required Documents

- **Academic transcript to date / mark sheets (official document detailing modules / courses taken and grades so far)**
- **Translation of Academic Transcript (if required)**
- **Learning Agreement**
- **English language test results (if already obtained)**

This is a list of documents that you can upload and attach to your application. Those that are marked with (*) are required and must be included. If you have additional documents that you wish to submit please submit below.

[Add Additional Information]

### Required Supporting Document List and Guidance notes

- **Academic Transcript** with Grade Explanations/Descriptions and its English translation, both signed and stamped by your Home University.
- **Learning Agreement** listing your proposed course selection. Your Home University should supply you with a Learning Agreement form. If your Home University uses the Erasmus+ Online Learning Agreement system, then you should download a copy of your Learning Agreement from the Erasmus+ OLA system, and upload it.

You must list the same classes on this document that you select on your online application. Classes listed on the Learning Agreement which do not match the classes you list on your application cannot be considered or approved in advance.
• **Evidence of Language Proficiency**

**EU/EEA nationals**
Complete and sign the University of Glasgow [English Language Proficiency form](#). If any further documentation is needed, the University of Glasgow will contact you once we have begun processing your application.

**Non-EU nationals**
IELTS for UKVI (Academic) test taken within the last 2 years which confirms an overall score of 6.0 with no subset lower than 5.5.

• **Colour copy of the photo page of your Passport.**
Your passport must be current and valid for travel for at least 6 months after the end of your stay in Glasgow.

• **Project Work Students *only***
You must complete and upload the project work statement template form – please ask us for details. Some of our subject areas will let you do project work as part of your studies at the University of Glasgow. Information about this is provided within the [Incoming Erasmus+ Course Selection Guide](#).

2.5 **Source of Information** – please complete as required
2.6 Erasmus Agreement & Course Choices

i) Erasmus Agreement Information

- Select your institution from the list, and the subject of the agreement that you are coming to Glasgow through
- State whether you are currently studying at Undergraduate, Postgraduate Taught (masters) or Postgraduate Research (PhD) level of study
- State which year of study you are currently in at your home university
- Select the study period you wish to apply for.
  - September to December (Semester 1)
  - January to June (Semester 2)
  - September to June (Full Year)

Alternative durations are not possible.
**IMPORTANT:** You must read the [Incoming Erasmus+ Course Selection Guide](#) carefully before selecting courses. There are course restrictions for Erasmus+ students at Glasgow. The Guide will help you select an appropriate course load.

The University of Glasgow is unable to guarantee classes in advance. Some classes might be oversubscribed, some may not be running, or there may be timetable constraints. Enrolment will be finalised on arrival.

Where to Find Course Information: Course module information is held in our online course catalogue in MyCampus and on our university webpages.

Refer to the [Incoming Erasmus+ Course Selection Guide](#) to ensure you are choosing a viable course load.

Please note that course selection at this stage is provisional – the current available course catalogue is for 2019/20 only. Course offerings may be subject to change for 2020/21.

**How Many Credits to List:** Select 60-80 Glasgow credits per each semester of study. A standard credit load at Glasgow is 60 credits per semester. The credit ratio of Glasgow credits to ECTS is 2:1. 60 Glasgow credits equals 30 ECTS.

Students are not permitted to overload or underload. However, including extra credits on your application will allow you flexibility with your final course load at Glasgow.

### iii) Order of Course Preference

After you have selected your courses, you can rank them in order of preference by clicking ‘change ranking’ and then clicking on each row in order of preference. If you make a mistake, you can start again by clicking ‘reset’.
3. Submit Your Application Form

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.

Before submitting, please ensure that you review your entire application. If any details are incorrect, then return to the relevant section, and update these.

Once you are satisfied that your application is correct and complete, click the ‘Submit’ button.

4. What Happens Next - After you have submitted your application:

You will receive an automatically generated email confirming that you have successfully submitted your online application form. You will also receive login details to allow you to access Applicant Self-Service.

In Applicant Self Service you can:

- Check the status of your application.
- Upload any additional required documents
- Update your personal 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 accessing the application or Applicant Self-Service, please see Application troubleshooting / FAQs.

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