

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**

Step 1 – Creating your Application

1. Register for an account

Please use an email address that you check frequently, as all future correspondence will be sent to this address.

First and last name should be entered as they appear on your Passport or ID document.

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

Create your password

Confirm your password

First Name

Last Name

2. Select a 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

Academic Level

*Programme

*Entry Date

*Mode of Study

- i) **Academic level** – This will automatically be Undergraduate and cannot be changed. You will be able to select your actual level of study later in the application
- 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 and which of them matches 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. We will also reconfirm this information for you after you have been nominated.

iii) **Entry Date** – Please select **January 2020**

iv) **Mode of Study** – please select “Full-Time”

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

Step 2 - Personal Details Page

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 make sure 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. **Please remember if you are an EU National, you will not normally be required to obtain a visa.**

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 (i.e. the University or College you currently attend). **Please make sure you complete this box as this helps us when we are reviewing your application).**

- At **Academic Level**, please select **Undergraduate** (even if you are studying Postgraduate level at your home unviersity)
- 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
- Check your entries before proceeding.

Step 5 – Supporting Documents

Please complete and upload documents as required. Please use 'Add Additional Information' to add any additional documents if necessary.

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 Learning Agreement	
4 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 +](#)

These are the documents you must upload:

- **Learning Agreement with proposed course selection.** Your Home University should supply you with a Learning Agreement form. 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 will not be considered or approved in advance.

- **Transcript** with Grade Explanations/Descriptions **and** its English translation, both signed and stamped by your Home University. A Transcript (also known as a grade report or a mark sheet) is the document that shows all courses taken to date at your home university, and the marks that you received.

- **Evidence of Language Proficiency**

EU/EEA nationals

Required document: EU/EEA nationals only need to complete and sign the provided [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

Required document: Complete and sign the provided [English Language Proficiency form](#) and if you are coming to Glasgow for the full academic year an **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.

- **Copy of the photo page of your Passport.** Please upload a copy of your passport photo page. 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 [Course Selection Guide](#).

If you do not see the appropriate category for a document, then select 'Other' as the category type.

Step 7 – Source of Information – please complete as required

Step 8 – Erasmus

Erasmus

You are applying for:

Academic Level	Undergraduate
Degree	Erasmus UG(Arts)
Degree Programme	Erasmus UG Arts

Home University Study Programme

*Country of Home Institution: Belgium

*Institution Name: Uni. Catholique de Louvain

*Agreement Subject: Economics

*Please select your level of study: Undergraduate

*Please state your current year of study: 3

*Please select the study period you wish to apply for:

- January to January
- January to June
- September to December
- September to June

Course Choice

Please add Erasmus course details by clicking the button.

* Add Course Choice

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

Course Choices

****IMPORTANT:** You must read the [Incoming Erasmus+ Selection Guide](#) carefully before selecting courses **

Course Choice

Please add Erasmus course details by clicking the button.

[Add Course Choice](#)

- **You must add course choices before moving on to the next step**
- 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 classes you are interested in, totalling more than 60 credits per semester, in order to allow some flexibility.
- You should consult the course catalogue, [which can be found here](#), in order to select classes and use the [Incoming Erasmus+ Selection Guide](#).
- The courses you select will be sent to subject coordinators who will review your application and determine if you are eligible to take the class. This will allow us to enrol you in courses you have been pre-approved for prior to your arrival.

Classes listed on the Learning Agreement which do not match the classes you list on your application will not be considered or approved in advance.

[Cancel](#) **Rank your Erasmus choices**

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

Subject Area	Subject Description	Catalog Nbr	Course Description	Assign Order
ACCFIN	Accounting and Finance	4006	Advanced Accounting Theory	1st
ECON	Economics	4040	Advanced Macroeconomics	2nd
MGT	Management	4009	Digital Marketing Strategy	3rd

[Update](#) [Reset](#)

After you have chosen some courses, you will be able to rank these in order of priority (if you wish) 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'.

IMPORTANT: We are unable to guarantee classes 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 9 – 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 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 accessing the application or Applicant Self-Service, please try deleting your cookies/cache, refreshing your browser, or using a different browser in the first instance.

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

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