

Previous Continue

Previous Continue

PROFESSIONAL SERVICES RECRUITMENT & INTERNATIONAL OFFICE

International Study Abroad Application Guide

Start the application system

When our applications are open then you will see the link for applying on our website: https://www.strath.ac.uk/studywithus/studyabroad/comingtostrathclyde/feepayingstudents/

Step 1: Application details	1 Application details	Application details
	Personal details	
keep all the details as they are. If you input	3 Current Studies at Home Institution	Type of applicant *
which semester your wish to study with us.	Planned Studies at Strathclyde University	Type of person * O Students/Trainees Teachers
Continuo	6 Passport Details	Academic year *
Ensure to click on Commune at the bottom of		2025/2026 ~
the screen		Exchange Programme *
the screen.		International Study Abroad
		Start semester *
		< Please select -> V
	revenue for	
		Cancel application Continue
	MOBLITY-ONLINE	Cancel application Continue
Step 2: Personal details		Cancel application Continue
Step 2: Personal details	Appleation details Porsonial details Current Studeat More institution	Cancel application Continue
Step 2 : Personal details Complete every section with your details.	Application details Porsonial details Current Studies at Home institution Phoreed Studies at there institution	Cancel application Continue Personal details Title * T
Step 2 : Personal details Complete every section with your details.	Application details Application details Porsonial details Current Studies at Home Institution Periord Studies at Bohore bohore at bohore at bohore at bohore at boh	Cancel application Continue Personal details The * Dr Mus Mr Mr Ms Ms Mx Franky name * First name *
Step 2 : Personal details Complete every section with your details.	Aptication details Aptication details Aptication details Parsonia detail Current Studies at Home Institution Planned Studies at Unwersity Passport Details	Cancel application Continue Cancel application Cancel application Continue Title Tit
Step 2 : Personal details Complete every section with your details.	Application details Application details Proceed addet Current Studes at Subsets at University Parsport Details	Cancel application Continue Ca
Step 2: Personal details Complete every section with your details. Ensure to click on ^{Continue} at the bottom of	Application details Application details Proyout addat Current distance at University University Parsport Datatis	Cancel application Continue Con
Step 2: Personal details Complete every section with your details. Ensure to click on ^{Continue} at the bottom of the screen.	Application details Application details Princed Studies at Homed Studi	Cancel application Continue Personal details Title* Title* Fensity name * Ferst name * Ferst name * Bale of birth (dd mm yy) * Nationally *
Step 2: Personal details Complete every section with your details. Ensure to click on ^{Continue} at the bottom of the screen.	Application details Application details Procond details Current Studies at Kome Installation Prinned Studies at Statucyde Verwently Passport Details	Cancel application Continue Personal details Title* Personal details Fandy name* Fandy name* Fandy name* Bae* Date of bith (dd nm yy)* Nationally* Ptease select
Step 2: Personal details Complete every section with your details. Ensure to click on ^{Continue} at the bottom of the screen.	Application details Application details Personal details Current Studies at Home instantion Phomod Studies at Studievide Phomod Studies at Studievide Passport Details	
Step 2: Personal details Complete every section with your details. Ensure to click on ^{Continue} at the bottom of the screen.	Application details Application details Personal details Our antibuling Personal details Pranced Studes at Statetryde Statetryde Statetryde Statetryde Statetryde Statetryde Pranced Studes at Statetryde Pranced Studes at Statetryde Statetryd	
Step 2: Personal details Complete every section with your details. Ensure to click on ^{Continue} at the bottom of the screen.	Application details Application details Application details Application details Application details Standards Planed Stades at Branch Stades a	

1 Application details 🗸

2 Personal details

Current Studies at Home Institution

Step 3: Current Studies at Home Institution	3 Current Studies at Home Institution	Country of the home institution * < Please select>
Please select your current institution from the list provided.	Planned Studies at Strathclyde University Passport Details	Home institution ← No choice -> Level of study * ○ Undergraduate ○ Postgraduate ○ PhD
If your institution is not there then you can choose the option for 'Other' and then under Home Institution you can select 'other01 – Other Institution'	Application details Personal details Personal details Currents Needed ent	Current Studies at Home Institution
Ensure to click on ^{Continue} at the bottom of the screen.	Plante Balaudol Plante Chyles at StrandsChyde University Passport Details	*Other Home institution other01 - Other institution Level of study * Undergraduate Postgraduate PhD

MOBILITY-ONLINE

Step 4: Planned Studies as Strathclyde Application det Planned Studies at Strathclyde University 2 Per Please enter the planned studies with us 3 Current Studies at Host country Great Britain here at Strathclyde. Receiving institution GLASGOW02 - University of Strathclyde 6 Pa ort Details If you are not sure at this stage then you can Faculty * select one but please email ertment/School * victoria.mcmillan@strath.ac.uk to make them aware that you are unsure. This is where you will take at least 40 Strathclyde Cr Previous Con Ensure to click on **Continue** at the bottom of the screen.

tep 5: Passport details	Application details Personal details	Passport Details
· · ·	Current Studies at Home Institution	Passport Number *
You will need a passport to attend studies	Planned Studies at Statistical and a st	Date of Issue *
	University	
nere at Strathclyde.	6 Passport Details	Date of Expiry *
Input the details that is on your passport		Passport Issuing Country *
input the details that is on your passport.		Place of Birth (as on your passport) *
Send application		Country of birth *
Ensure to click on the at the		<- Please select> V
bottom of the screen		Have you previously studied in the UK? *
		Do you have pre-settled status? *
		⊖ yes ⊖ no
		Country of permanent residence *
		Previous Send application
	Application details	 Passport Details
	2 Personal details	
If you do not have a passport, then you can	Current Studies at	✓ Passport Number*
input the details similar to this:	Home insubation	00
input the details similar to this.	Planned Studies at Strathclyde	Date of Issue *
	University	01/01/2025
Please also email.	6 Passport Details	Date of Expiry *
		01/01/2055
victoria.mcmillan@strath.ac.uk to make		Passport Issuing Country * *Other
them aware.		Disco of Dirth (as on your nessnort) *
		GB
		Country of birth *
Send application		*Other
Ensure to click on the at the		Have you provide chudied in the 11/2 t
bottom of the screen.		yes o no
		Do you have pre-settled status? *
		🔿 yes 💿 no
		Country of permanent residence *
		Previous
	Ored eveloption	
have completed everything correctly then once yo	U Send application	the below screen will appear.
successful!		
and a set of the set o		

Then you will receive and email from our system with a personalised link. You need to use this link to create a username and password to use our Mobility Online system.

Ð Tha

1. Your workflow

Your workflow allows you to keep an overview of what step you are at in the application process. As you complete each step, a green tick will appear in the box. You cannot move on to the next step without completing the previous step.

2. Completing your passport details

Once in your application workflow the first step is for you to submit your passport details which you can see in your workflow. (Highlighted below).

	Necessary steps	Done	Done on	Done by	Direct access via following link	3/13
	Student Nominated by Home University	 Image: A start of the start of				
	Nomination approved by Host University	v				
	Complete your passport details	 Image: A start of the start of	17/03/2025	McMillan Victoria	Input your current passport details here	
Þ	Submit your passport details			•	click here	
	Complete Permanent home Address details					
😑 upload	supporting documents					0/4

You will be taken to this screen. You must click on Forward to update

Back Forward to update	
Passport Details	
	Submit your passport details? OYes ONo *
Back Forward to update	

Then this will let you click on the ^{• Yes} option and then you can click on ^{Update}

Back Update		
Passport Details		
	Submit your passport details?	O Yes ○ No *
BackUpdate		

3. Complete permanent home Address details

You will need to click on Input here

	Necessary steps	Done	Done on	Done by	Direct access via following link
	Student Nominated by Home University				
	Nomination approved by Host University				
	Complete your passport details		17/03/2025	McMillan Victoria	Input your current passport details here
	Submit your passport details		17/03/2025	McMillan Victoria	click here
Þ	Complete Permanent home Address details				Input here
upload	d supporting documents				
	Download guidance on what documents to upload				

The below screen shall appear. Please input all your details and then click on Create

Back to the application workflow Create	
Personal details	
Last name	Victoria
First name	McMillan
Date of birth	01/01/2000
Permanent address details	
Street	
House/apartment number	
Country	< Please select>
Post code	
City	
Telephone number	
Back to the application workflow Create	

If you have completed this step correctly then the below screen will appear:

Action successful! You data has been stored successfully. Please follow the next step in the workflow to complete your application.	
	Back to the application workflow
You can click on Back to the application workflow to take you back to your workflow.	

4. Upload supporting documents

Create

on

You must review the guidance on which documents to upload, you can do this by clicking on Download here

upload	supporting documents		0/4
	Download guidance on what documents to upload	Download here	
	Original Language Transcript of Records uploaded		
	English translation of Transcript of Records uploaded		
	Passport ID page uploaded		
_			

Then you can upload the 3 required documents and the process is the same for each of them. You will click on <u>Upload</u>

upload	supporting documents		
	Download guidance on what documents to upload	 Image: A set of the set of the	Download here
	Original Language Transcript of Records uploaded		Upload Transcript of Records
	English translation of Transcript of Records uploaded		

The it will take you to the below screen where you can upload your .pdf documents and then you would click

ck Create	
riginal Language Transcript of Records uploaded	
ipload name	
Transcript of records (original version)	
ile	
	Drag your files here
	Or Search files

After each one that you upload then the below screen appears, click on Back to general overview and this will take you back to your workflow.



5. Class selection process – (pay attention to primary and secondary departments)

Primary department

You will need to ensure that you click on the option for the Guide to Choosing classes, once you have done this then the below screen appears:

Primary	Primary Department Class Selection							
	When selecting your classes, at least 40 strathclyde cro	edits per semester	should be in your primary department. For further guidance, please refer to <u>Guide to Choosing Classes</u>					
Þ	Choose your Primary Department provisional classes Submit your provisional class selection		Click here to input selection					

For reference:

- <u>Guide to Choosing classes</u>
- <u>Class selection process workflow</u>
- If you click on Click here to input selection on the above screen then the below screen appears:

Back Update	
Primary Trentational Classes	
I have read the webpage 'guide to choosing classes?	These a) the classes you want to take in your primaryheid department. This is the department that you were nominated to, or the department in your offer of the classes select a minimum of 40 strathchde credits from this department.
Semusion 1st Choice Class Code 1st Choice Class Tite Class Credits	Autumn/tall Semaster ○ Spring Semaster ○ f uii Year *
Semister 2nd Choice Class Code 2nd Choice Class the Class Credits 2	Outlannofall Semester ○Spring Semester ○Full Your *
Semester 3rd Class Code 3rd Chaice Class III Class Credits 3	Autumnfal Semoster OSpring Semoster OFull Year ← No choice → ↓

Please ensure that you click on the box next to the question 'I have read the webpage 'guide to choosing classes', then input each of your class choices in the spaces provided and then click on Update



Your workflow should now look like the above. To submit your primary class choices then you would click on the option Click here

Please ensure that when you see the below screen that you click on Forward to update as you will not be able to enter anything otherwise:

ck Forward to update	
mary Provisional Classes	
Will you select classes from a secondary department?	○Yes No *
Please select the total amount of credits you have selected in your Primary department provisional classes	< Please select> v
I have selected at least 40 strathclyde credits per semester in my primary department	○ Yes ○ No
Submit Primary Department provisional curriculum?	
ack Forward to update	

If you are only selecting one department then you can submit the below by completing and clicking on Update

Back Update	
Primary Provisional Classes	
Will you select classes from a secondary department?	○Yes ●No *
Please select the total amount of credits you have selected in your Primary department provisional classes	(60.00 Strathclyde Credits (30 E(•)*
	The standard number of credits per semester is 60 strathlcyde credits (30 ECTS). If you pla exchanges@strath.ac.uk.
I have selected at least 40 strathclyde credits per semester in my primary department	● Yes ◯ No
	If you have selected fewer than 40 credits, your curriculum will not be accepted. Please con
Submit Primary Department provisional curriculum?	
Back Update	

If you are only selecting 1 department then you can go to **6. Application Complete**. If you are selecting 2 departments then please see below:

Secondary Department

Please fill in the details as below and click on Update

Back Update	
Primary Provisional Classes	
Will you select classes from a secondary department?	
Please select the total amount of credits you have selected in your Primary department provisional classes	40.00 Strathclyde Credits (20 E(🗸)
	The standard number of credits per semester is 60 strathlcyde credits (30 ECTS). If you plan to take fewer credits than this, please email incoming. exchanges@strath.ac.uk.
I have selected at least 40 strathclyde credits per semester in my primary department	
	If you have selected fewer than 40 credits, your curriculum will not be accepted. Please contact incoming exchanges@strath.ac.uk for further information.
Submit Primary Department provisional curriculum?	0
Back Update	

Then follow the same process for secondary departments as you did the primary department:

Seconda	ry Department Class Selection			0/2
	You can select a maximum of 20 Strathclyde credits from a	secondary department. For further guidance, please refer to Guide to Choosing Cla	sses	
	Choose your Secondary Department Provisional Classes - (optional)		Click here to input selection	
	Submit your secondary department provisional class selection		Click here	

Please ensure that when you see the below screen that you click on Forward to update as you will not be able to enter anything otherwise:

inderstand that I can only take up to 20 Strathclyde credits per semester in a secondary department.	○ Yes No
Semester	OAutumn/fall Semester O Spring Semester O Full Year
1st Choice Class Code	
1st Choice Class title	
Class Credits 1	< No choice> V
Semester	OAutumn/fall Semester O Spring Semester O Full Year
2nd Choice Class Code	
2nd Choice Class title	
Class Credits 2	< No choice> V
Semester	OAutumn/fall Semester O Spring Semester O Full Year
3rd Choice Class Code	
3rd Choice Class title	
Class Credits 3	< No choice> V
Semester	OAutumn/fall Semester O Spring Semester O Full Year
4th Choice Class Code	
4th Choice Class title	
Class Credits 4	< No choice> V

The you need to click on Update once complete.

econdary Department Provisional Classes					
I understand that I can only take up to 20 Strathclyde credits per semester in a sec	ondary department.	• Yes No			
	Semester	● Autumn/fall Semester O Sp	ring Semester OFull Year		
1st	Choice Class Code	M621			
1	st Choice Class title	Marketing			
	Class Credits 1	10.00 Strathclyde Credits (5 E	C 🗸		
	Semester	Autumn/fall Semester O Sp	ring Semester O Full Year		
2nd	Choice Class Code	AG321			
2r	d Choice Class title	Business			
	Class Credits 2	10.00 Strathclyde Credits (5 E	C 🗸		
	Semester	O Autumn/fall Semester O Sp	ring Semester OFull Year		
3rd	Choice Class Code				
3	d Choice Class title				
	Class Credits 3	< No choice>	~		
	Semester	OAutumn/fall Semester OSp	ring Semester O Full Year		
4th	Choice Class Code				
4	th Choice Class title				
	Class Credits 4	< No choice>	~		
condary Department Class Selection					
		rtment. For further quida	nce please refer to Guide to Choos	ng Classes	
You can select a maximum of 20 Strathclyde credits from a	secondary depa	gana	ince, picase refer to <u>ourde to onoos</u>		
Choose your Secondary Department Provisional Classes -		17/03/2025	McMillan Victoria	Click here to input selection	

Once you are happy with the selection then you can submit your secondary class choices by clicking on

Forward to) update	
	Applications incoming	
	Back Forward to update	
	Secondary Department Provisional Classes	
	Please select the total amount of credits you have selected in your Secondary department provisional classes	
	Submit secondary Department provisional curriculum?	
	Back Forward to update	
Then you	can input the information and then click on Update	
E	Back Update	
S	econdary Department Provisional Classes	
	Please select the total amount of credits you have selected in your Secondary department provisional classes	20.00 Strathclyde Credits (10 E(🗸
	Submit secondary Department provisional curriculum?	
E	Back Update	

6. Application Complete

You application will only be complete if all of the workflow steps are complete:

Application under an						
Family name Victoria				Studies at Strathclyde		
First name McMillan				Host country	Great Britain	
Date of birth (dd.mm.yy) 01/01/200	0			Receiving institution	GLASGOW02 - University of Strathclyde	
Country of the home institution *Other				Start Date	15/09/2025	
Home institution other01 - /	Other institution			End Date	22/05/2026	
a = Necessary steps	Done	Done on	Done by	Direct acces	s via following link	13 / 16
upload supporting documents						4/4
Download guidance on what documents to upload	1			Download he	NG	
Original Language Transcript of Records uploaded	~	17/03/2025	McMillan Victoria	Upload Trans	script of Records	
English translation of Transcript of Records uploade	ed 💽	17/03/2025	McMillan Victoria	Upload Trans	script of Records	
Passport ID page uploaded		17/03/2025	McMillan Victoria	McMillan Victoria Upload passport ID page		
Primary Department Class Selection						2/2
When selecting your classes, at least 40 strath	clyde credits per semester s	should be in your primary de	partment. For further guidance, pl	ease refer to <u>Guide to C</u>	Choosing Classes	
Choose your Primary Department provisional classr	es 🔽	17/03/2025	McMillan Victoria	Click here to	input selection	
Submit your provisional class selection	5	17/03/2025	McMillan Victoria	Click here		
Secondary Department Class Selection						2/2
You can select a maximum of 20 Strathclyde cr	edits from a secondary dep	artment. For further guidanc	a, please refer to <u>Guide to Choosi</u> r	ng Classes		
Choose your Secondary Department Provisional Cle (optional)	35505 - 🕑	17/03/2025	McMillan Victoria	Click here to	input selection	
Submit your secondary department provisional class	s selection	17/03/2025	McMillan Victoria	Click here		
Application Complete awaiting for document and provid	ional Class approval					0/2

Then you just need to await the departments approving your class choices.

7. Classes have been approved

This means that the department(s) have approved your classes and you screen should look like the below:

replication worknow							U
Applicant details							
Family name	Victoria				Studies at Strathclyde	Non-Graduating	
First name	McMillan				Host country	Great Britain	
Date of birth (dd.mm.yy)	01/01/2000				Receiving institution	GLASGOW02 - University of Strathclyde	
Country of the home institution	*Other				Start Date	15/09/2025	
Home institution	other01 - Other institution	on			End Date	22/05/2026	
n = Necessary steps		Done	Done on	Done by	Direct acces	ss via following link	16/16
upload supporting documents							4/4
Download guidance on what documents t	to upload				Download h	ere	
Original Language Transcript of Records	uploaded		17/03/2025	McMillan Victoria	Upload Tran	script of Records	
English translation of Transcript of Record	ds uploaded		17/03/2025	McMillan Victoria	Upload Tran	script of Records	
Passport ID page uploaded		Image: A start and a start	17/03/2025	McMillan Victoria	Upload pass	sport ID page	
Primary Department Class Selection							2/2
When selecting your classes, at least	t 40 strathclyde credits	per semeste	r should be in your primary departme	ent. For further guida	nce, please refer to <u>Guide to (</u>	Choosing Classes	
Choose your Primary Department provision	onal classes		17/03/2025	McMillan Victoria	Click here to	pinput selection	
Submit your provisional class selection		I	17/03/2025	McMillan Victoria	Click here		
Secondary Department Class Selection							2/2
You can select a maximum of 20 Stra	thclyde credits from a	secondary de	epartment. For further guidance, plea	se refer to <u>Guide to (</u>	Choosing Classes		
Choose your Secondary Department Prov (optional)	visional Classes -		17/03/2025	McMillan Victoria	Click here to	p input selection	
Submit your secondary department provis	sional class selection	 Image: A set of the set of the	17/03/2025	McMillan Victoria	Click here		
Application Complete - awaiting for document a	and provisional Class a	approval					3/3
Documents accepted by Strathclyde		 Image: A set of the set of the	17/03/2025	Victoria McMillan			
Curriculum approved by Strathclyde (prim	nary department)	 Image: A set of the set of the	17/03/2025	Victoria McMillan			
Curriculum approved by Strathclyde (sec	ondary department - if	~	17/03/2025	Victoria McMillan			