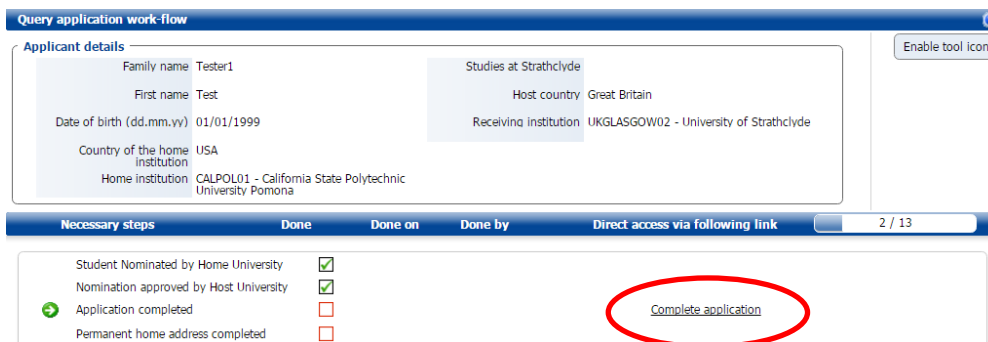


## 1. Your workflow

Your workflow allows you to have an overview of what step you are at in the application process. Once you have completed a step, a green tick will appear. You cannot move on to the next step without completing the previous step.

## 2. Completing your Application

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



**Query application work-flow**

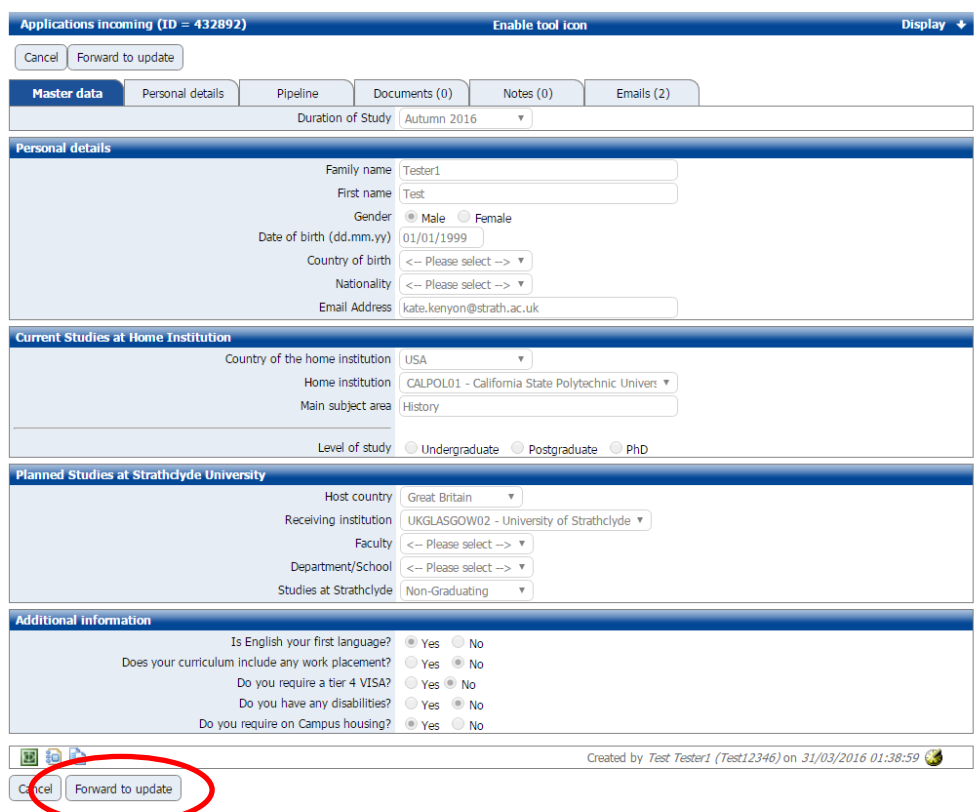
**Applicant details**

|                                 |   |   |
|---------------------------------|---|---|
| Family name                     | Tester1   | Studies at Strathclyde  |
| First name                      | Test  | Host country Great Britain                                    |
| Date of birth (dd.mm.yy)        | 01/01/1999  | Receiving institution UKGLASGOW02 - University of Strathclyde |
| Country of the home institution | USA   |   |
| Home institution                | CALPOL01 - California State Polytechnic University Pomona |   |

**Necessary steps**

| Necessary steps                        | Done                                | Done on | Done by | Direct access via following link     |
|--|-------------------------------------|---------|---------|--------------------------------------|
| Student Nominated by Home University   | <input checked="" type="checkbox"/> |         |         |                                      |
| Nomination approved by Host University | <input checked="" type="checkbox"/> |         |         |                                      |
| Application completed                  | <input checked="" type="checkbox"/> |         |         | <a href="#">Complete application</a> |
| Permanent home address completed       | <input type="checkbox"/>            |         |         |                                      |

Once you have selected “complete application” you will see the following page. Please note that in order to update your information you MUST click on ‘forward to update’ at the bottom of the page. (Highlighted in the screenshot).



**Applications incoming (ID = 432892)**

Cancel Forward to update

**Master data** Personal details Pipeline Documents (0) Notes (0) Emails (2)

Duration of Study Autumn 2016

**Personal details**

Family name Tester1  
 First name Test  
 Gender  Male  Female  
 Date of birth (dd.mm.yy) 01/01/1999  
 Country of birth <-- Please select -->  
 Nationality <-- Please select -->  
 Email Address kate.kenyon@strath.ac.uk

**Current Studies at Home Institution**

Country of the home institution USA  
 Home institution CALPOL01 - California State Polytechnic Univer  
 Main subject area History  
 Level of study  Undergraduate  Postgraduate  PhD

**Planned Studies at Strathclyde University**

Host country Great Britain  
 Receiving institution UKGLASGOW02 - University of Strathclyde  
 Faculty <-- Please select -->  
 Department/School <-- Please select -->  
 Studies at Strathclyde Non-Graduating

**Additional information**

Is English your first language?  Yes  No  
 Does your curriculum include any work placement?  Yes  No  
 Do you require a tier 4 VISA?  Yes  No  
 Do you have any disabilities?  Yes  No  
 Do you require on Campus housing?  Yes  No

Created by Test Tester1 (Test12346) on 31/03/2016 01:38:59

Cancel Forward to update

Once completed select update at the bottom of the page which will then take you back to your workflow.

### 3. Completing your address details

The next stage is to complete your permanent home address which is highlighted in the screen shot below.

Query application work-flow

Applicant details

|                                 |   |                        |   |
|---------------------------------|---|------------------------|---|
| Family name                     | Tester1   | Studies at Strathclyde | Non-Graduating                          |
| First name                      | Test  | Host country           | Great Britain                           |
| Date of birth (dd.mm.yy)        | 01/01/1999  | Receiving institution  | UKGLASGOW02 - University of Strathclyde |
| Country of the home institution | USA   |                        |   |
| Home institution                | CALPOL01 - California State Polytechnic University Pomona |                        |   |

Enable tool icon

| Necessary steps  | Done                                | Done on | Done by | Direct access via following link                          |
|--|-------------------------------------|---------|---------|---|
| Student Nominated by Home University                                     | <input checked="" type="checkbox"/> |         |         |   |
| Nomination approved by Host University                                   | <input checked="" type="checkbox"/> |         |         |   |
| Application completed  | <input checked="" type="checkbox"/> |         |         |   |
| Permanent home address completed   | <input type="checkbox"/>            |         |         | <a href="#">Complete permanent home address completed</a> |
| Transcript of Records uploaded   | <input type="checkbox"/>            |         |         |   |
| Passport ID page uploaded  | <input type="checkbox"/>            |         |         |   |
| Academic reference uploaded  | <input type="checkbox"/>            |         |         |   |
| Information on selecting classes   |                                     |         |         |   |
| Provisional curriculum entered/submitted                                 | <input type="checkbox"/>            |         |         |   |
| Documents checked and accepted by Strathclyde                            | <input type="checkbox"/>            |         |         |   |
| Curriculum approved by Strathclyde (primary department)                  | <input type="checkbox"/>            |         |         |   |
| Curriculum approved by Strathclyde (secondary department - if necessary) | <input type="checkbox"/>            |         |         |   |
| Learning Agreement Printed   | <input type="checkbox"/>            |         |         |   |

Once selected you will find yourself on the following page –

Edit personal data

Display

Back to the application workflow Forward to update

Personal details

|               |            |
|---------------|------------|
| Last name     | Tester1    |
| First name    | Test       |
| Date of birth | 01/01/1999 |

Permanent address details

|                        |               |
|------------------------|---------------|
| c/o                    |               |
| Street                 |               |
| House/apartment number |               |
| Country                | Great Britain |
| Post code              |               |
| City                   |               |
| Telephone number       |               |
| Mobile phone number    |               |

Created by Test Tester1 (Test12346) on 31/03/2016 01:38:59, last modified by Karen Robley (gkb10101) on 31/03/2016 02:58:01

Back to the application workflow Forward to update

Remember to select **'forward to update'** at the bottom of the screen to update any of your details. Again, once complete select Update.

### 4. Upload documents

Once you return to your workflow you will be asked to upload your supporting documents. This will include your Academic Transcript, Academic Reference, your passport ID page and, if English is not your first language, your IELTS or equivalent.

#### Transcript Upload Link

Please note that the format of your Transcript should be word or PDF.

If your University does not release Academic References to you directly, please upload a blank document in its place, to allow you to proceed to the next step and email [international.exchange@strath.ac.uk](mailto:international.exchange@strath.ac.uk) to notify us.

**Query application work-flow**

**Applicant details**

|                                 |   |                        |   |
|---------------------------------|---|------------------------|---|
| Family name                     | Tester1   | Studies at Strathclyde | Non-Graduating                          |
| First name                      | Test  | Host country           | Great Britain                           |
| Date of birth (dd.mm.yy)        | 01/01/1999  | Receiving institution  | UKGLASGOW02 - University of Strathclyde |
| Country of the home institution | USA   |                        |   |
| Home institution                | CALPOL01 - California State Polytechnic University Pomona |                        |   |

Enable tool icon

| Necessary steps  | Done                                | Done on    | Done by      | Direct access via following link                          |
|--|-------------------------------------|------------|--------------|---|
| Student Nominated by Home University                                     | <input checked="" type="checkbox"/> |            |              |   |
| Nomination approved by Host University                                   | <input checked="" type="checkbox"/> |            |              |   |
| Application completed  | <input checked="" type="checkbox"/> |            |              | <a href="#">Complete application</a>                      |
| Permanent home address completed   | <input checked="" type="checkbox"/> | 31/03/2016 | Test Tester1 | <a href="#">Complete permanent home address completed</a> |
| ➔ Transcript of Records uploaded   | <input type="checkbox"/>            |            |              | <a href="#">Upload Transcript of Records</a>              |
| Passport ID page uploaded  | <input type="checkbox"/>            |            |              |   |
| Academic reference uploaded  | <input type="checkbox"/>            |            |              |   |
| Information on selecting classes   |                                     |            |              |   |
| Provisional curriculum entered/submitted                                 | <input type="checkbox"/>            |            |              |   |
| Documents checked and accepted by Strathclyde                            | <input type="checkbox"/>            |            |              |   |
| Curriculum approved by Strathclyde (primary department)                  | <input type="checkbox"/>            |            |              |   |
| Curriculum approved by Strathclyde (secondary department - if necessary) | <input type="checkbox"/>            |            |              |   |
| Learning Agreement Printed   | <input type="checkbox"/>            |            |              |   |

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Cancel

### Accommodation/Housing Application

If you selected 'Yes' that you would like to apply for University Accommodation/Housing in your application form, you will have a new step appear in your pipeline. 'Click on complete accommodation/housing form'.

The following form will appear. Make sure that you answer all the questions. Once you have completed the form, click save, and then return to your application workflow.

**Query application work-flow**

**Applicant details**

|                                 |   |                        |   |
|---------------------------------|---|------------------------|---|
| Family name                     | Tester1   | Studies at Strathclyde | Non-Graduating                          |
| First name                      | Test  | Host country           | Great Britain                           |
| Date of birth (dd.mm.yy)        | 01/01/1999  | Receiving institution  | UKGLASGOW02 - University of Strathclyde |
| Country of the home institution | USA   |                        |   |
| Home institution                | CALPOL01 - California State Polytechnic University Pomona |                        |   |

Enable tool icon

| Necessary steps  | Done                                | Done on    | Done by      | Direct access via following link                          |
|--|-------------------------------------|------------|--------------|---|
| Student Nominated by Home University                                     | <input checked="" type="checkbox"/> |            |              |   |
| Nomination approved by Host University                                   | <input checked="" type="checkbox"/> |            |              |   |
| Application completed  | <input checked="" type="checkbox"/> |            |              | <a href="#">Complete application</a>                      |
| Permanent home address completed   | <input checked="" type="checkbox"/> | 31/03/2016 | Test Tester1 | <a href="#">Complete permanent home address completed</a> |
| Transcript of Records uploaded   | <input checked="" type="checkbox"/> | 31/03/2016 | Karen Robley | <a href="#">Upload Transcript of Records</a>              |
| ➔ Accommodation form completed   | <input type="checkbox"/>            |            |              | <a href="#">Complete accommodation form</a>               |
| Passport ID page uploaded  | <input type="checkbox"/>            |            |              |   |
| Academic reference uploaded  | <input type="checkbox"/>            |            |              |   |
| Information on selecting classes   |                                     |            |              |   |
| Provisional curriculum entered/submitted                                 | <input type="checkbox"/>            |            |              |   |
| Documents checked and accepted by Strathclyde                            | <input type="checkbox"/>            |            |              |   |
| Curriculum approved by Strathclyde (primary department)                  | <input type="checkbox"/>            |            |              |   |
| Curriculum approved by Strathclyde (secondary department - if necessary) | <input type="checkbox"/>            |            |              |   |
| Learning Agreement Printed   | <input type="checkbox"/>            |            |              |   |

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Accommodation (Test Tester1 - International Exchange) Insert

Back to the application workflow

Please fill in all the required information.

Age

Marital Status  single  married

Correspondence Address

There are still 500 characters available

Correspondence Telephone Number

Correspondence Email Address

Next of Kin Name

Next of kin contact details (telephone number)

There are still 500 characters available

How long are you applying for accommodation?  Fall/Semester 1 (17 weeks)  Spring/Semester 2 (22 weeks)  Full Year (39 weeks)

Please state the name of your preferred 1st Choice Accommodation. <-- Please select -->

Please state the name of your preferred 2nd Choice Accommodation. <-- Please select -->

Please state the name of your preferred 3rd Choice Accommodation. <-- Please select -->

When do you expect to arrive?  Today

### Passport ID Upload (not required for Erasmus Applications)

The format of your Passport Photo ID page must be a PDF

Query application work-flow Enable tool icon

**Applicant details**

|                                 |   |                        |   |
|---------------------------------|---|------------------------|---|
| Family name                     | Tester1   | Studies at Strathclyde | Non-Graduating                          |
| First name                      | Test  | Host country           | Great Britain                           |
| Date of birth (dd.mm.yy)        | 01/01/1999  | Receiving institution  | UKGLASGOW02 - University of Strathclyde |
| Country of the home institution | USA   |                        |   |
| Home institution                | CALPOL01 - California State Polytechnic University Pomona |                        |   |

**Necessary steps** 6 / 14

| Necessary steps  | Done                                | Done on    | Done by      | Direct access via following link                          |
|--|-------------------------------------|------------|--------------|---|
| Student Nominated by Home University                                     | <input checked="" type="checkbox"/> |            |              |   |
| Nomination approved by Host University                                   | <input checked="" type="checkbox"/> |            |              |   |
| Application completed  | <input checked="" type="checkbox"/> |            |              | <a href="#">Complete application</a>                      |
| Permanent home address completed   | <input checked="" type="checkbox"/> | 31/03/2016 | Test Tester1 | <a href="#">Complete permanent home address completed</a> |
| Transcript of Records uploaded   | <input checked="" type="checkbox"/> | 31/03/2016 | Karen Robley | <a href="#">Upload Transcript of Records</a>              |
| Accommodation form completed   | <input checked="" type="checkbox"/> | 31/03/2016 | Karen Robley | <a href="#">Complete accommodation form</a>               |
| ➔ Passport ID page uploaded  | <input type="checkbox"/>            |            |              | <a href="#">Upload passport ID page</a>                   |
| Academic reference uploaded  | <input type="checkbox"/>            |            |              |   |
| Information on selecting classes   | <input type="checkbox"/>            |            |              |   |
| Provisional curriculum entered/submitted                                 | <input type="checkbox"/>            |            |              |   |
| Documents checked and accepted by Strathclyde                            | <input type="checkbox"/>            |            |              |   |
| Curriculum approved by Strathclyde (primary department)                  | <input type="checkbox"/>            |            |              |   |
| Curriculum approved by Strathclyde (secondary department - if necessary) | <input type="checkbox"/>            |            |              |   |
| Learning Agreement Printed   | <input type="checkbox"/>            |            |              |   |

### Academic Reference Upload (not required for Erasmus Applications)

The format of your Transcript should be a word document or a PDF.

Query application work-flow Enable tool icon

**Applicant details**

|                                 |   |                        |   |
|---------------------------------|---|------------------------|---|
| Family name                     | Tester1   | Studies at Strathclyde | Non-Graduating                          |
| First name                      | Test  | Host country           | Great Britain                           |
| Date of birth (dd.mm.yy)        | 01/01/1999  | Receiving institution  | UKGLASGOW02 - University of Strathclyde |
| Country of the home institution | USA   |                        |   |
| Home institution                | CALPOL01 - California State Polytechnic University Pomona |                        |   |

**Necessary steps** 7 / 14

| Necessary steps                               | Done                                | Done on    | Done by      | Direct access via following link                          |
|---|-------------------------------------|------------|--------------|---|
| Student Nominated by Home University          | <input checked="" type="checkbox"/> |            |              |   |
| Nomination approved by Host University        | <input checked="" type="checkbox"/> |            |              |   |
| Application completed                         | <input checked="" type="checkbox"/> |            |              | <a href="#">Complete application</a>                      |
| Permanent home address completed              | <input checked="" type="checkbox"/> | 31/03/2016 | Test Tester1 | <a href="#">Complete permanent home address completed</a> |
| Transcript of Records uploaded                | <input checked="" type="checkbox"/> | 31/03/2016 | Karen Robley | <a href="#">Upload Transcript of Records</a>              |
| Accommodation form completed                  | <input checked="" type="checkbox"/> | 31/03/2016 | Karen Robley | <a href="#">Complete accommodation form</a>               |
| Passport ID page uploaded                     | <input checked="" type="checkbox"/> | 31/03/2016 | Karen Robley | <a href="#">Upload passport ID page</a>                   |
| ➔ Academic reference uploaded                 | <input type="checkbox"/>            |            |              | <a href="#">Upload academic reference</a>                 |
| Information on selecting classes              | <input type="checkbox"/>            |            |              | <input type="button" value="Upload academic reference"/>  |
| Provisional curriculum entered/submitted      | <input type="checkbox"/>            |            |              |   |
| Documents checked and accepted by Strathclyde | <input type="checkbox"/>            |            |              |   |

## 6. Selecting your Provisional Curriculum

Before you begin entering your courses, select the “Download Class Curriculum”. This gives you useful guidance on how many classes you will require to take, and which courses/classes are available.

**Query application work-flow** Enable tool icon

**Applicant details**

|                                 |   |                        |   |
|---------------------------------|---|------------------------|---|
| Family name                     | Tester1   | Studies at Strathclyde | Non-Graduating                          |
| First name                      | Test  | Host country           | Great Britain                           |
| Date of birth (dd.mm.yy)        | 01/01/1999  | Receiving institution  | UKGLASGOW02 - University of Strathclyde |
| Country of the home institution | USA   |                        |   |
| Home institution                | CALPOL01 - California State Polytechnic University Pomona |                        |   |

**Necessary steps**

| Done  | Done on    | Done by      | Direct access via following link                          |
|---|------------|--------------|---|
| <input checked="" type="checkbox"/>   |            |              |   |
| <input checked="" type="checkbox"/>   |            |              |   |
| <input checked="" type="checkbox"/>   |            |              | <a href="#">Complete application</a>                      |
| <input checked="" type="checkbox"/>   | 31/03/2016 | Test Tester1 | <a href="#">Complete permanent home address completed</a> |
| <input checked="" type="checkbox"/>   | 31/03/2016 | Karen Robley | <a href="#">Upload Transcript of Records</a>              |
| <input checked="" type="checkbox"/>   | 31/03/2016 | Karen Robley | <a href="#">Complete accommodation form</a>               |
| <input checked="" type="checkbox"/>   | 31/03/2016 | Karen Robley | <a href="#">Upload passport ID page</a>                   |
| <input checked="" type="checkbox"/>   | 31/03/2016 | Karen Robley | <a href="#">Upload academic reference</a>                 |
| <b>Information on selecting classes</b> <a href="#">Download information on selecting classes</a> |            |              |   |
| <input type="checkbox"/>  |            |              | <a href="#">Enter/submit provisional classes</a>          |
| <input checked="" type="checkbox"/>   |            |              |   |

After reading this document, continue to the next stage to enter your provisional list of classes. You will be taken to the following page. To enter a class remember to click forward to update. -

**Applications incoming (ID = 432892)** Enable tool icon Display

**Master data** Personal details Pipeline Accommodation Documents (3) Notes (0) Emails (2)

**Provisional Classes**

|                     |   |
|---------------------|---|
| Class Code 1        | <input type="text"/>  |
| Number of Credits 1 | <input type="text"/>  |
| Semester            | <input checked="" type="radio"/> Autumn/fall Semester <input type="radio"/> Spring Semester <input type="radio"/> Full Year |
| Class title 1       | <input type="text"/>  |
| Class Code 2        | <input type="text"/>  |
| Number of Credits 2 | <input type="text"/>  |
| Semester            | <input checked="" type="radio"/> Autumn/fall Semester <input type="radio"/> Spring Semester <input type="radio"/> Full Year |
| Class title 2       | <input type="text"/>  |
| Class Code 3        | <input type="text"/>  |
| Number of Credits 3 | <input type="text"/>  |
| Semester            | <input checked="" type="radio"/> Autumn/fall Semester <input type="radio"/> Spring Semester <input type="radio"/> Full Year |
| Class title 3       | <input type="text"/>  |
| Class Code 4        | <input type="text"/>  |
| Number of Credits 4 | <input type="text"/>  |
| Semester            | <input checked="" type="radio"/> Autumn/fall Semester <input type="radio"/> Spring Semester <input type="radio"/> Full Year |
| Class title 4       | <input type="text"/>  |

Enter the course unit code of the class you would like to take; the title of the course/class; and the number of ECTS credits the course/class is worth. 20 Strathclyde credits are the equivalent of 10 ECTS credits.

Once you have entered each of your class details scroll to the bottom of the page and change the “submit provisional curriculum” option to “yes”. This will then submit your class choices to Strathclyde for approval. Please be sure that the details you have entered are correct as you will not be able to access this page again after you have submitted your choices.

Your application is now ready to be checked by the Exchange Team and forwarded to the relevant department/School for curriculum approval. We will be sent an email to confirm this.

### What happens next?

If your curriculum is approved, you will be informed of this by email and will receive your Final Certificate of Acceptance from the University of Strathclyde admissions team around June/July.

If there are any problems with your curriculum, the Departmental Coordinator will update your application with the reason why your choices have not been accepted and you will be sent an email asking you to log back onto mobility to update. This will give you the opportunity to reselect alternative classes and resubmit for approval. Once your new curriculum has been approved, you will be informed by email and will receive your Final Certificate of Acceptance from the University of Strathclyde.

April 2016