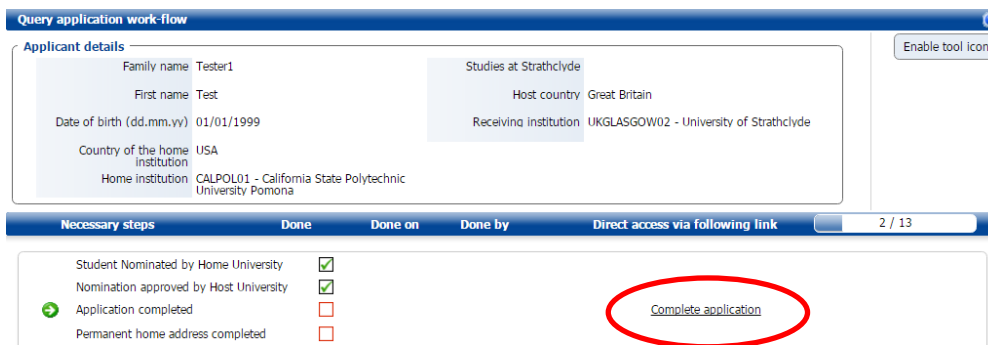


1. Your workflow

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 Application

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



Query application work-flow

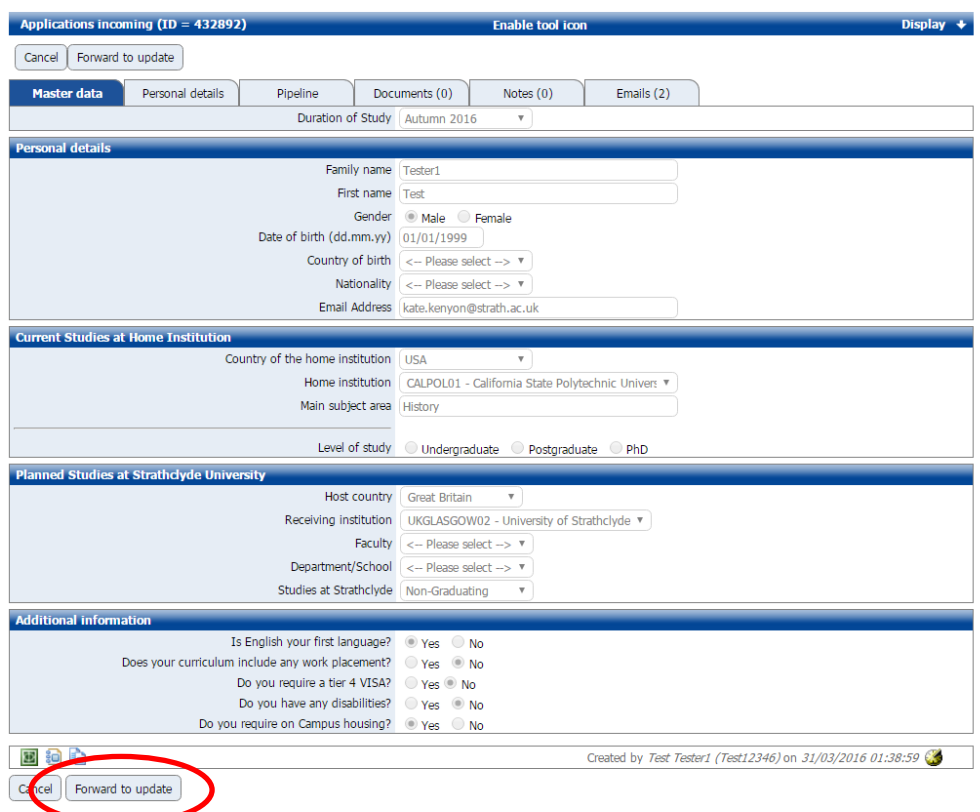
Applicant details

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"/>			Complete application
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 Univers
 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"/>			Complete permanent home address completed
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 click **'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 a current Academic Transcript and your passport ID page. Students coming on international exchange from out with Europe will also require to upload an academic reference. (This is a letter from a Tutor or lecturer confirming that you are currently in good academic standing and expected to benefit from a period of exchange).

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 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"/>			Complete application
Permanent home address completed	<input checked="" type="checkbox"/>	31/03/2016	Test Tester1	Complete permanent home address completed
Transcript of Records uploaded	<input type="checkbox"/>			Upload Transcript of Records
Passport ID page uploaded	<input type="checkbox"/>			
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"/>			

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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"/>			Complete application
Permanent home address completed	<input checked="" type="checkbox"/>	31/03/2016	Test Tester1	Complete permanent home address completed
Transcript of Records uploaded	<input checked="" type="checkbox"/>	31/03/2016	Karen Robley	Upload Transcript of Records
Accommodation form completed	<input type="checkbox"/>			Complete accommodation form
Passport ID page uploaded	<input type="checkbox"/>			
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"/>			

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Accommodation (Test Tester1 - International Exchange) Insert

[Back to the application workflow](#) [Create](#)

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

The format of your Passport Photo ID page must be a PDF. (Page with your biographical data- name, date of birth, passport number expiration date, etc...)

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"/>			Complete application
Permanent home address completed	<input checked="" type="checkbox"/>	31/03/2016	Test Tester1	Complete permanent home address completed
Transcript of Records uploaded	<input checked="" type="checkbox"/>	31/03/2016	Karen Robley	Upload Transcript of Records
Accommodation form completed	<input checked="" type="checkbox"/>	31/03/2016	Karen Robley	Complete accommodation form
➔ Passport ID page uploaded	<input type="checkbox"/>			Upload passport ID page
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"/>			Complete application
Permanent home address completed	<input checked="" type="checkbox"/>	31/03/2016	Test Tester1	Complete permanent home address completed
Transcript of Records uploaded	<input checked="" type="checkbox"/>	31/03/2016	Karen Robley	Upload Transcript of Records
Accommodation form completed	<input checked="" type="checkbox"/>	31/03/2016	Karen Robley	Complete accommodation form
Passport ID page uploaded	<input checked="" type="checkbox"/>	31/03/2016	Karen Robley	Upload passport ID page
➔ Academic reference uploaded	<input type="checkbox"/>			Upload academic reference
Information on selecting classes	<input type="checkbox"/>			Upload academic reference
Provisional curriculum entered/submitted	<input type="checkbox"/>			
Documents checked and accepted by Strathclyde	<input type="checkbox"/>			

6. Selecting your Courses/Classes

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

The screenshot shows the 'Query application work-flow' interface. At the top, there are 'Applicant details' for 'Tester1', including family name, first name, date of birth, country of origin, and home institution. Below this is a table of 'Necessary steps' with columns for 'Done', 'Done on', 'Done by', and 'Direct access via following link'. The table lists various steps such as 'Student Nominated by Home University', 'Nomination approved by Host University', 'Application completed', 'Permanent home address completed', 'Transcript of Records uploaded', 'Accommodation form completed', 'Passport ID page uploaded', 'Academic reference uploaded', 'Information on selecting classes', 'Provisional curriculum entered/submitted', and 'Documents checked and accepted by Strathclyde'. The 'Information on selecting classes' row is highlighted in yellow.

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"/>			Complete application
Permanent home address completed	<input checked="" type="checkbox"/>	31/03/2016	Test Tester1	Complete permanent home address completed
Transcript of Records uploaded	<input checked="" type="checkbox"/>	31/03/2016	Karen Robley	Upload Transcript of Records
Accommodation form completed	<input checked="" type="checkbox"/>	31/03/2016	Karen Robley	Complete accommodation form
Passport ID page uploaded	<input checked="" type="checkbox"/>	31/03/2016	Karen Robley	Upload passport ID page
Academic reference uploaded	<input checked="" type="checkbox"/>	31/03/2016	Karen Robley	Upload academic reference
Information on selecting classes	<input checked="" type="checkbox"/>			Download information on selecting classes
Provisional curriculum entered/submitted	<input type="checkbox"/>			Enter/submit provisional classes
Documents checked and accepted by Strathclyde	<input type="checkbox"/>			

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

The screenshot shows the 'Applications incoming (ID = 432892)' page. At the top, there are 'Cancel' and 'Forward to update' buttons, with 'Forward to update' circled in red. Below this is a 'Master data' section with tabs for 'Personal details', 'Pipeline', 'Accommodation', 'Documents (3)', 'Notes (0)', and 'Emails (2)'. The main section is 'Provisional Classes', which contains four rows of input fields for 'Class Code', 'Number of Credits', 'Semester' (with radio buttons for Autumn/fall Semester, Spring Semester, and Full Year), and 'Class title'.

Enter the course/class unit code, the title and the number of ECTS credits it is worth. 20 Strathclyde credits are the equivalent of 10 ECTS credits.

Once you have entered each of your course/class details scroll to the bottom of the page and update 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. You will receive an email to confirm this.

What happens next?

If all your courses/classes are approved, you will receive an email confirming this. You will subsequently receive an official Final Certificate of Acceptance from the Admissions Office around June/July.

If any of the courses/classes you have selected are not available or suitable, the Departmental Coordinator will update your application accordingly and provide an explanation as to why the course/class has not been approved, and you will receive an email inviting you to log back into the system to submit an alternative course/class for approval. Once your new course/class has been approved, you will receive an email confirming this. Once all/sufficient classes have been approved, you will receive an email confirming this. You will subsequently receive an official Final Certificate of Acceptance from the Admissions Office during June/July.

Updated February 2021