

## 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).

☐	Necessary steps	Done	Done on	Done by	Direct access via following link	2 / 16
	Student Nominated by Home University	<input checked="" type="checkbox"/>				
	Nomination approved by Host University	<input checked="" type="checkbox"/>				
▶	Application completed	<input type="checkbox"/>			<a href="#">Complete application</a>	
	Complete Permanent home Address details	<input type="checkbox"/>				
☐	<b>upload supporting documents</b>					0 / 4
	Download guidance on what documents to upload	<input type="checkbox"/>				
	Original Language Transcript of Records uploaded	<input type="checkbox"/>				
	English translation of Transcript of Records uploaded	<input type="checkbox"/>				
	Passport ID page uploaded	<input type="checkbox"/>				
	Documents accepted by Strathclyde	<input type="checkbox"/>				
☐	<b>Select your Classes</b>					0 / 2
	Curriculum approved by Strathclyde (primary department)	<input type="checkbox"/>				
	Curriculum approved by Strathclyde (secondary department - if necessary)	<input type="checkbox"/>				
☐	<b>Certificate of Arrival</b>					0 / 2
	Please enter your arrival date to the UK	<input type="checkbox"/>				
	Download your Certificate of Arrival	<input type="checkbox"/>				
☐	<b>Certificate of Departure (At the end of your exchange)</b>					0 / 1

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**

Back **Forward to update**

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**Application details**

Type of applicant  Incomings  Outgoings \*

Type of person  Students/Trainees  Teachers \*

Academic year 2024/2025 \*

Exchange Programme European Exchange \*

Start semester Fall/Semester 1 \*

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**Personal details**

Title  Dr  Miss  Mr  Mrs  Ms  Mx \*

Family name TESTING8 \*

First name test \*

Sex  Male  Female \*

Date of birth (dd.mm.yy) 01/01/1999 \*

Country of birth <-- Please select --> \*

Nationality <-- Please select --> \*

E-mail address alesha10@hotmail.com \*

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**Current Studies at Home Institution**

Country of the home institution Turkey \*

Home institution TR-ISTANBU07 - Yildiz Technical University \*

Level of study  Undergraduate  Postgraduate  PhD \*

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**Planned Studies at Strathclyde University**

Host country Great Britain \*

Receiving institution GLASGOW02 - University of Strathclyde \*

Faculty ENG - Engineering \*

Department/School EEE - Electronic and Electrical Engineering \*

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**Passport Details**

Passport Number \*

Date of Issue \*

Date of Expiry \*

Passport Issuing Country <-- Please select --> \*

Place of Birth (as on your passport) \*

Have you previously studied in the UK?  Yes  No \*

Do you have pre-settled status?  Yes  No \*

Country of permanent residence <-- Please select --> \*

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 screenshot below.

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>
Complete Permanent home Address details	<input type="checkbox"/>			<a href="#">Input here</a>
<b>upload supporting documents</b> <span style="float: right;">0 / 4</span>				
Download guidance on what documents to upload	<input type="checkbox"/>			
Original Language Transcript of Records uploaded	<input type="checkbox"/>			
English translation of Transcript of Records uploaded	<input type="checkbox"/>			
Passport ID page uploaded	<input type="checkbox"/>			
Documents accepted by Strathclyde	<input type="checkbox"/>			

Once selected you will find yourself on the following page –

**Personal details**

Back to the application workflow
**Forward to update**

**Personal details**

Last name:

First name:

Gender:  Male  Female  Other

Date of birth:

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**Permanent address details**

City:

Street:

Post code:

Country:

House/apartment number:

Mobile phone number:

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

### 4. Downloading your guidance

**Application workflow**

**Applicant details**

Family name: TESTING8	Studies at Strathclyde
First name: test	Host country: Great Britain
Date of birth (dd.mm.yy): 01/01/1999	Receiving institution: GLASGOW02 - University of Strathclyde
Country of the home institution: Turkey	Start Date: 16/09/2024
Home institution: TR ISTANBU07 - Yildiz Technical University	End Date: 20/12/2024

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>
Complete Permanent home Address details	<input checked="" type="checkbox"/>	16/02/2024	Login Partner	<a href="#">Input here</a>
<b>upload supporting documents</b>				
Download guidance on what documents to upload	<input type="checkbox"/>			<a href="#">Download here</a>
Original Language Transcript of Records uploaded	<input type="checkbox"/>			
English translation of Transcript of Records uploaded	<input type="checkbox"/>			
Passport ID page uploaded	<input type="checkbox"/>			
Documents accepted by Strathclyde	<input type="checkbox"/>			
<b>Select your Classes</b>				
Curriculum approved by Strathclyde (primary department)	<input type="checkbox"/>			
Curriculum approved by Strathclyde (secondary department - if necessary)	<input type="checkbox"/>			

To view the guidance for the required documents, kindly click on the "Download Here" button.

## 5. Upload documents

Once you return to your workflow you will be asked to upload your supporting documents. This will include a current Academic Transcript, English Translation of transcript of records and your passport ID page.

Application workflow					
Applicant details					
Family name	TESTING8	Studies at Strathclyde			
First name	test	Host country	Great Britain		
Date of birth (dd.mm.yy)	01/01/1999	Receiving institution	GLASGOW02 - University of Strathclyde		
Country of the home institution	Turkey	Start Date	16/09/2024		
Home institution	TR ISTANBU07 - Yildiz Technical University	End Date	20/12/2024		

  

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>	
Complete Permanent home Address details	<input checked="" type="checkbox"/>	16/02/2024	Login Partner	<a href="#">Input here</a>	
upload supporting documents					
Download guidance on what documents to upload	<input checked="" type="checkbox"/>			<a href="#">Download here</a>	
Original Language Transcript of Records uploaded	<input checked="" type="checkbox"/>	20/02/2024	test TESTING8	<a href="#">Upload Transcript of Records</a>	
English translation of Transcript of Records uploaded	<input checked="" type="checkbox"/>	20/02/2024	test TESTING8	<a href="#">Upload Transcript of Records</a>	
Passport ID page uploaded	<input type="checkbox"/>			<a href="#">Upload passport ID page</a>	
Documents accepted by Strathclyde	<input type="checkbox"/>				

Back Create

Upload name: Transcript of records (original ver)

Owner: TESTING8\_test

File: Choose File No file chosen

Back Create

### Transcript Upload Link

You must provide a good quality, authenticated current transcript. Please note that the format of your Transcript should be word or PDF. **\* Unofficial transcripts will not be accepted\***

### English translation of transcript of records

You must provide a transcript which has been translated into English, along with the official version on institutional-headed paper; stamped and signed by the issuing office in its original language.

This must be a fully certified translation from a professional translator or translation company that can be independently verified by the Home Office. The translation must include all of the following information:

- confirmation that it is an accurate translation of the document
- the date of translation
- the full name and signature of the translator or an official from the translation company
- the translator or translation company's contact details

Any non-English transcripts you upload to your application **without a translation will be rejected.**

### 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...)

**7. You will subsequently receive an official Final Certificate of Acceptance** from the Admissions Office. We recommend that you check your spam folder periodically

### *Full Year Students*

If you are studying here for the full year you must accept your offer at the University of Strathclyde. Details of how to do this will be in your offer of study. If you haven't received your acceptance within 3 weeks of receiving this email, please contact [incoming.exchanges@strath.ac.uk](mailto:incoming.exchanges@strath.ac.uk)

## 8. Selecting your Courses/Classes

Before you begin entering the courses/classes you are interested in taking, select the “Guide to Choosing Classes”

This gives you useful guidance on how many classes you will require to take, and which courses/ classes are available to exchange students.

**Application workflow**

**Applicant details**

Family name	TESTING8	Studies at Strathclyde	
First name	test	Host country	Great Britain
Date of birth (dd.mm.yy)	01/01/1999	Receiving institution	GLASGOW02 - University of Strathclyde
Country of the home institution	Turkey	Start Date	16/09/2024
Home institution	TR ISTANBU07 - Yildiz Technical University	End Date	20/12/2024

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>
Complete Permanent home Address details	<input checked="" type="checkbox"/>	16/02/2024	Login Partner	<a href="#">Input here</a>
<b>upload supporting documents</b>				4 / 4
Download guidance on what documents to upload	<input checked="" type="checkbox"/>			<a href="#">Download here</a>
Original Language Transcript of Records uploaded	<input checked="" type="checkbox"/>	20/02/2024	test TESTING8	<a href="#">Upload Transcript of Records</a>
English translation of Transcript of Records uploaded	<input checked="" type="checkbox"/>	20/02/2024	test TESTING8	<a href="#">Upload Transcript of Records</a>
Passport ID page uploaded	<input checked="" type="checkbox"/>	20/02/2024	test TESTING8	<a href="#">Upload passport ID page</a>
Documents accepted by Strathclyde	<input checked="" type="checkbox"/>	20/02/2024	Alejandra Moir	
<b>Select your Classes</b>				0 / 2
<p><b>When selecting your classes, 60% of your classes should be in your primary department. You can select classes from one other department only. For further guidance, please refer to <a href="#">Guide to Choosing Classes</a>.</b></p>				
Choose your provisional classes	<input type="checkbox"/>			<a href="#">Click here to input selection</a>
Submit your provisional class selection	<input type="checkbox"/>			
Curriculum approved by Strathclyde (primary department)	<input type="checkbox"/>			
Curriculum approved by Strathclyde (secondary department - if necessary)	<input type="checkbox"/>			
<b>Certificate of Arrival</b>				0 / 2

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. -

University of Strathclyde

test TESTING8

Applications incoming

Back Forward to update

Planned Studies at Strathclyde University

Faculty: ENG - Engineering \*  
 Department/School: EEE - Electronic and Electrical E \*  
 Secondary Faculty: <- No choice ->  
 Department: <- No choice ->

Provisional Classes

Have you read the webpage 'guide to choosing classes'?  Yes  No \*

Class Code 1: \_\_\_\_\_ \*  
 Number of Credits 1: \_\_\_\_\_ \*  
 Semester:  Autumn/fall Semester  Spring Semester  Full Year \*  
 Class title 1: \_\_\_\_\_ \*

Class Code 2: \_\_\_\_\_ \*  
 Number of Credits 2: \_\_\_\_\_ \*  
 Semester:  Autumn/fall Semester  Spring Semester  Full Year \*  
 Class title 2: \_\_\_\_\_ \*

Class Code 3: \_\_\_\_\_ \*  
 Number of Credits 3: \_\_\_\_\_ \*  
 Semester:  Autumn/fall Semester  Spring Semester  Full Year \*  
 Class title 3: \_\_\_\_\_ \*

Class Code 4: \_\_\_\_\_ \*  
 Number of Credits 4: \_\_\_\_\_ \*  
 Semester:  Autumn/fall Semester  Spring Semester  Full Year \*  
 Class title 4: \_\_\_\_\_ \*

Class Code 5: \_\_\_\_\_ \*  
 Number of Credits 5: \_\_\_\_\_ \*  
 Semester:  Autumn/fall Semester  Spring Semester  Full Year \*  
 Class title 5: \_\_\_\_\_ \*

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 you will need to “submit provisional curriculum” option to “yes”. This will then submit your class choices to Strathclyde for approval.

test TESTING8

Applications incoming	
<input type="button" value="Back"/>	<input type="button" value="Forward to update"/>
Provisional Classes	
Submit provisional curriculum? <input type="radio"/> Yes <input checked="" type="radio"/> No	
<input type="button" value="Back"/>	<input type="button" value="Forward to update"/>

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 Application approved e-mail with an attachment of all the classes approved.

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.

### Accommodation/Housing Application

Please be advised that Mobility does not handle accommodation applications. We will provide applicants with the link to apply for campus housing once it becomes available.

Reviewed February 2024