

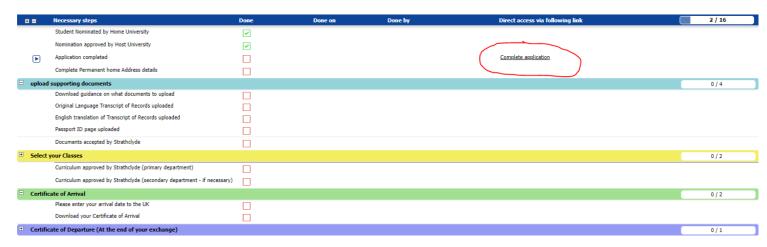
PROFESSIONAL SERVICES RECRUITMENT & INTERNATIONAL OFFICE

## 1. Your workflow

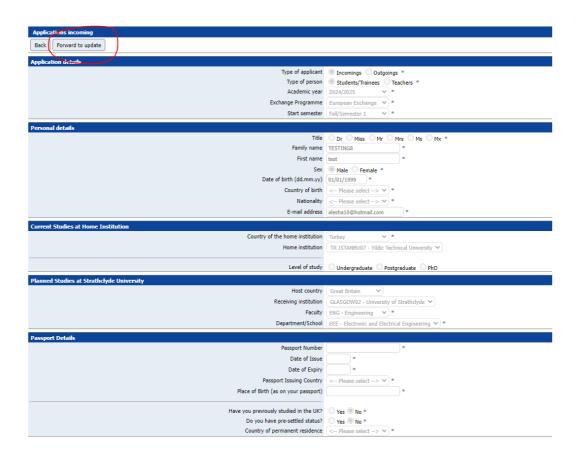
Your workflow allows you to keep an overview of what step you are at in the application process. As you complete each step, a green tick will appear in the box. You cannot move on to the next step without completing the previous step.

### 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).



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).



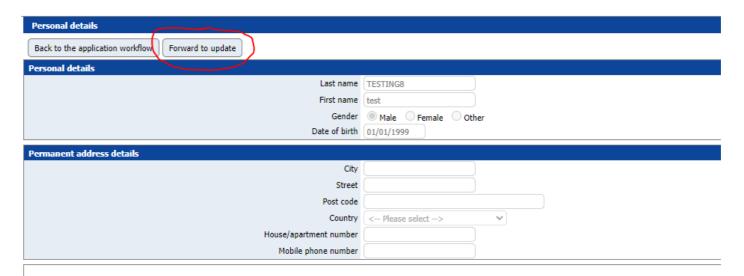
Once completed select update at the bottom of the page which will then take you back to your workflow.

#### 3. Completing your address details

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

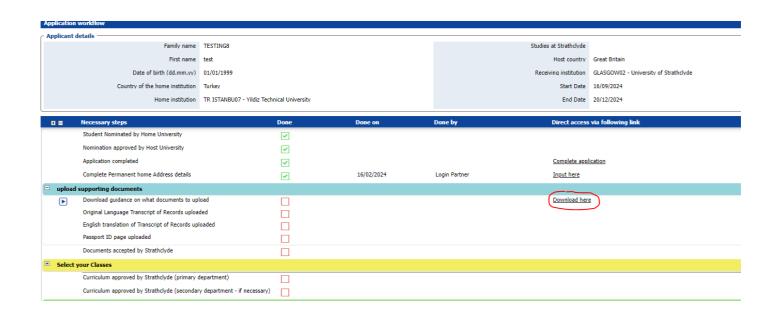


Once selected you will find yourself on the following page -



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

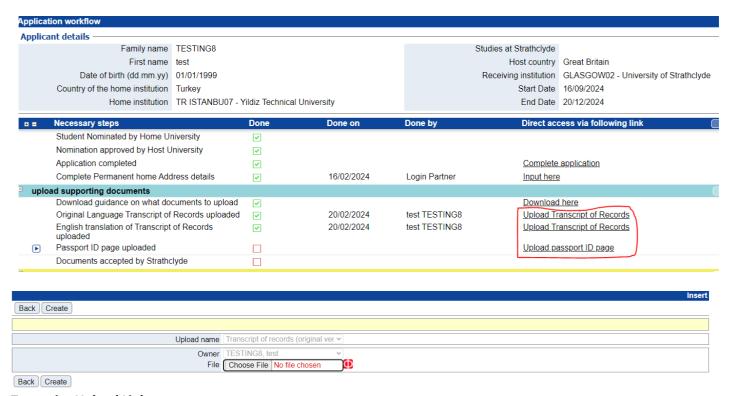
# 4. Downloading your guidance



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.



## **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...)

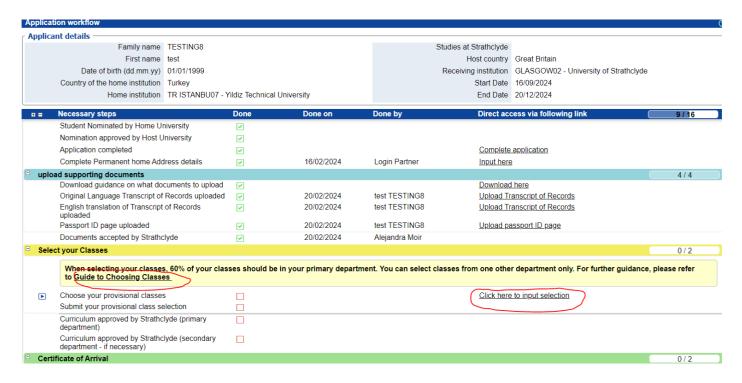
**7. You will subsequently receive an official Final Certificate of Acceptance** from the Admissions Office. We recommend that you check your spam folder periodically

## Full Year Students

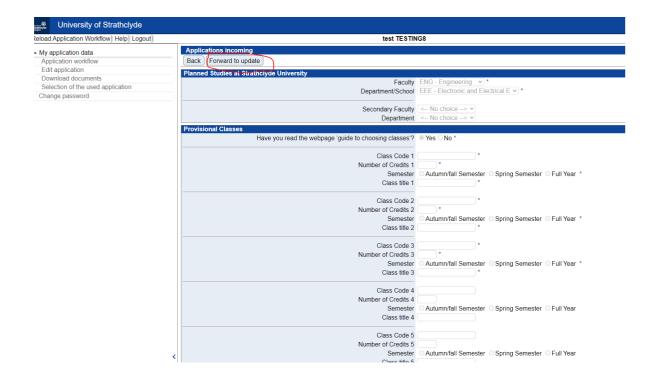
If you are studying here for the full year you must accept your offer at the University of Strathclyde. Details of how to do this will be in your offer of study. If you haven't received your acceptance within 3 weeks of receiving this email, please contact incoming.exchanges@strath.ac.uk

## 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.



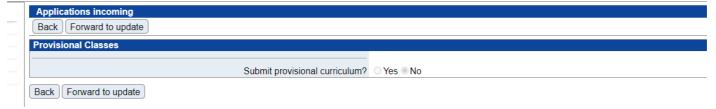
After reading this document, continue to the next stage to enter your provisional list of courses/classes. You will be taken to the following page. To enter a course/class remember to click forward to update. -



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



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