



## **GENERAL GUIDANCE FOR INCOMING EXCHANGE STUDENTS**

### **Step 1. APPLY – once your home institution has nominated you...**

Nominated students will be sent individual information by email on how to apply online.

General guidance on the application process found in the 'How to Apply' section: [Incoming Students](#)

### **Step 2. MODULE REQUESTS – after you have been made an offer....**

Once you have been made an offer please ensure that you accept it through the applicant portal. You will then be sent a separate email detailing how to make your module requests.

Please ensure you visit the following link for guidance on [How to Choose your Modules](#).

Also, please note that all exchange students have the [Academic Support Module](#) automatically attached to their timetable.

### **Step 3. PREPARATIONS – applying for accommodation and visa info if relevant...**

Once you have been made an offer and accepted it through the applicant portal, the system automatically sends out your username & password for purposes of applying for your accommodation.

General information on what happens next can be found at the bottom of the [How to Apply](#) page.

The above page includes a link to the Short Term Study visa information sheet which helps advise those single semester students who require this entry clearance.

When accepting your offer through the applicant portal you may be asked whether you need a CAS for purposes of a Tier 4 (General student visa). This is the opportunity to confirm whether you are a yearlong student who requires a CAS, have an EU passport, or instead if you intend to apply for a Short Term Study visa. This step will automatically request the relevant pdf confirmation letter be provided by our team to support your visa application. The pdf is then sent out by email to you.

### **Step 4. ARRIVAL – getting here, enrolment and settling in....**

You can find a great deal of information on the University's [Pre Arrival Information](#) page.

And, for those students who like to prepare in advance, the below will give insight into the ....

### **END OF YOUR STUDY – exams, transcripts and the alumni discount just to name a few...**

A great deal of information to help you with questions about the end of your exchange can be found on our [Useful Information](#) page.