Exchange Application Guidelines

Follow the link in your "How to Apply" email and create a new user account.

You should use the email address that we have contacted you on. If you want us to use a different email address, please email bc.exchangeapplicantservices@northumbria.ac.uk to let the team know.

Once you have selected the start date work through each section of the application as follows:

Section 1 – Personal Details
Fill in your personal details.
Under the Residential Category select the relevant category. You can then upload your passport.
If you are waiting for a new passport, you can upload a copy of your current passport and then provide us with a new document once you have your new passport.
Complete the remaining questions in this section.

Section 2 – Contact Details
Fill in your contact details. We only need one contact number at this time, so don't worry if you don't have a UK number.

Section 3 – Experience
Under the Professional/Work Experience section where it asks you to upload a copy of your CV, as shown below, please instead upload your supporting documents as one file (ie: academic transcript & proof of English). We do not require a copy of your CV.

Section 4 – References
We do not require a reference as you have been nominated by your home institution. We hope to remove this section from the exchange applications but in the meantime please enter your own details here and your email address. When you submit your application you will receive an automatic email asking for a reference, this reference request email can be deleted.

Section 5 – Funding
Please state how you will be funded. Tuition fees are payable in the normal way to your home institution – you do not pay tuition fees to us as an exchange student.

Section 6 – Submission
When you are ready to submit your application please read through this screen carefully, check that you have uploaded your passport, your transcript in English and your English proof (if relevant) as not doing so will slow your application.

Please check the portal and your emails regularly for updates. You can accept your offer on the portal once you have received an offer.

We will contact you about module choices once you have accepted your offer.

Information about the next steps can be found on the **Incoming Student** webpage.

If you cannot find the answer to your query on our website, then please email the team at bc.exchangeapplicantservices@northumbria.ac.uk