

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 2 – Personal Details

Fill in your personal details. Save and continue at the end of the section.

Section 3 – Contact Details

Fill in your contact details. We only need one contact number currently, so do not worry if you do not have a UK Landline or Mobile number. Save and continue at the end of the section.

Section 4 – Qualifications

Please just input as below in the qualification section

Qualification 1

Institution/School/College *	Exchange
Awarding body	Other <input type="checkbox"/> 2
Name of other awarding body *	Exchange
Select qualification *	Other <input type="checkbox"/> 2
Qualification name *	Exchange
Select subject *	Other <input type="checkbox"/> 2
Subject *	Exchange
Completed? *	No <input type="checkbox"/> 2
Expected Completion date *	26 <input type="checkbox"/> Jan <input type="checkbox"/> 2024 <input type="checkbox"/>

Please answer ‘no’ to the Additional Information section.

Please answer the English Language Qualification section as appropriate. _

Please upload a copy of your acceptable qualification confirming your level of English meets the minimum requirement, a copy of your most recent transcript and a copy of your passport in this section.

If you are waiting for a new passport, you can upload a copy of your old passport and then provide us with a new document once you have your new passport.

Save and continue at the end of the section.

Section 5 – Passport and Visa

Please complete this section. Save and continue at the end of the section.

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.

We do not require references as you have been nominated by your home institution.

We hope to remove this section from some exchange applications but in the meantime please enter your own details here and your email address if requested. When you submit your application you will receive an automatic email asking for a reference. This reference request email can now be deleted.

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