

## 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 [ER.Study-Abroad@northumbria.ac.uk](mailto:ER.Study-Abroad@northumbria.ac.uk) to let us know. Once you have selected the right exchange 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 either International Student or EEA or Swiss National as shown below. You will then be able to 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.

<b>Country of birth *</b>	Germany	▼	?
<b>Nationality *</b>	Germany	▼	?
<b>Dual nationality</b>	Please select	▼	?
<b>Area of Permanent Residence *</b>	Germany	▼	?
<b>Residential Category *</b>	EEA or Swiss national	▼	?
<b>Please upload your residential category documents</b>	Select File		

When ready click on either Save or Save and Continue to go on to the next section.

### **Section 2 – 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 – Agent**

Click into this section and then click Save or Save and Continue without changing or adding any details on this screen as you do not have an agent.

### **Section 4 – Qualifications**

We know that you may have many qualifications, but this section is more of a formality as you have been nominated to us from another University. Please enter only the details shown below, as this is

all we require. Any additional qualifications will be deleted from your application. Please enter the date of the end of the previous semester at your home institution.

## Qualification 1

Institution/School/College *	<input type="text" value="Home institution"/>					
Awarding body	<input type="text" value="Other"/>	<input type="button" value="v"/>	<input <="" td="" type="button" value="?"/>			
Name of other awarding body *	<input type="text" value="Home Institution"/>					
Select qualification *	<input type="text" value="Overseas secondary school level"/>	<input type="button" value="v"/>	<input <="" td="" type="button" value="?"/>			
Select subject *	<input type="text" value="General Studies"/>	<input type="button" value="v"/>	<input <="" td="" type="button" value="?"/>			
Completed? *	<input type="text" value="Yes"/>	<input type="button" value="v"/>	<input <="" td="" type="button" value="?"/>			
Select grade *	<input type="text" value="P"/>	<input type="button" value="v"/>	<input <="" td="" type="button" value="?"/>			
Completion date *	<input type="text" value="01"/>	<input type="button" value="v"/>	<input type="text" value="Dec"/>	<input type="button" value="v"/>	<input type="text" value="2019"/>	<input type="button" value="v"/>

And then upload a copy of your transcript in English.

Please answer No to the Additional Information and Accredited Prior Learning questions. We know that this is not the first year of your degree but it is the first time studying at Northumbria. This will not affect the module levels you can take. Likewise you are not transferring credits to us.

## Additional Information

Please answer these questions if applicable to you

Do you wish to apply to enter this programme at a different level? *	<input type="text" value="No"/>	<input type="button" value="v"/>	<input <="" td="" type="button" value="?"/>
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## Accredited Prior Learning (APL)

It may be possible to transfer credits gained from other institutions in the five years prior to your intended start date as APL

Do you have any credits you wish to be considered for APL?	<input type="text" value="No"/>	<input type="button" value="v"/>
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Next fill in your English language qualification details. Details of acceptable English qualifications can be found on our website [here](#). These apply to all students.

## **Section 5 – Personal Statement**

We suggest that you write a paragraph about why you want to Study Abroad at Northumbria, and how this will impact your future.

## **Section 6 – Passport and Visa**

Please enter the details as requested. This is in addition to the passport upload in Section 1.

## **Section 7 – References**

We do not require a reference for you 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 here your own details and email address. When you complete your application you will receive an automatic email asking for a reference, this email (and only this email) can be deleted. Please do not ask academics or anyone else to provide you with a reference as it is not necessary and will be deleted.

## **Section 8 – 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.

**The only exception to this is if you decide to take the extra Colloquium on British Culture module, which is a field trip based module, designed to give you the best cultural experience whilst at Northumbria. It includes trips to the Theatre Royal, places of historic importance such as Alnwick Castle (also where Harry Potter was filmed). Further details about this module can be found on the [Constructing Your Programme](#) page under Humanities. This module can be taken as part of your 60 UK Credits (30 ETCS) or you can gain an extra 20 UK Credits for it (10 ECTS).**

## **Section 9 – 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 Language Certificate (if relevant) as not doing so will slow your application.

Please check the portal and your emails regularly for updates/your offer. You must accept your offer on the portal once it is received.

Please do not contact the team to ask for an update on your application, these will not be provided. You can see the status of your application on the portal. We will be working through all the applications and you will receive your offer as soon as possible but in any event not before the application closing date. You might not receive your offer at the same time as another student from your Home University. This is normal and nothing to worry about.

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

**If you have any queries, please look at our website BEFORE you contact us. The team is extremely busy and answering queries with information that is already on website, takes time away from processing applications and other important work. If you cannot find the answer to your query on the website then please email the team at [ER.Study-Abroad@northumbria.ac.uk](mailto:ER.Study-Abroad@northumbria.ac.uk)**