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.
Under the Residential Category select the relevant category (based on your nationality). ***Please upload a copy of your current 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 do not worry if you do not have a UK Landline or Mobile number.

Section 3 – Qualifications
Please just input details of your most recent transcript in the qualification section and please answer 'no' to the Additional Information and the Accredited Prior Learning APL parts.
Please upload a copy of your acceptable qualification confirming your level of English meets the minimum requirements and a copy of your most recent transcript in this section.
Save and continue at the end of the section.

Section 4 – Passport and Visa
Please complete this section and ***upload a copy of your current passport***
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.

Section 5 – References
We do not require a reference as you have been nominated by your home institution so please select No.
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 now be deleted.

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