

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	2	
Name of other awarding body *	Exchange		
Select qualification *	Other	2	
Qualification name *	Exchange		
Select subject *	Other	2	
Subject *	Exchange		
Completed? *	No	2	
Expected Completion date *	26	Jan	2024

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.

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