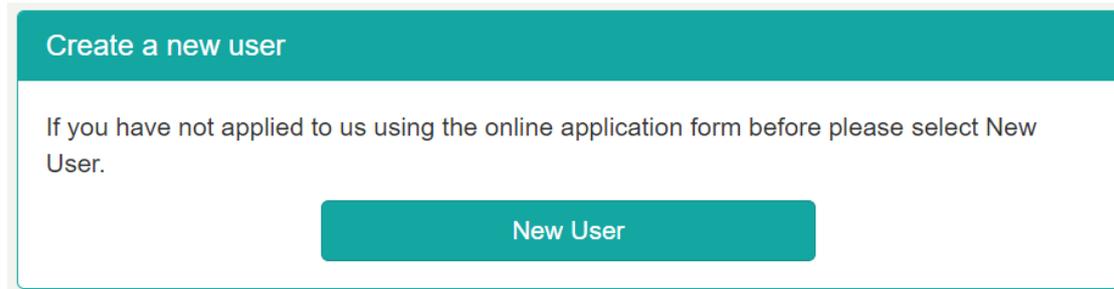
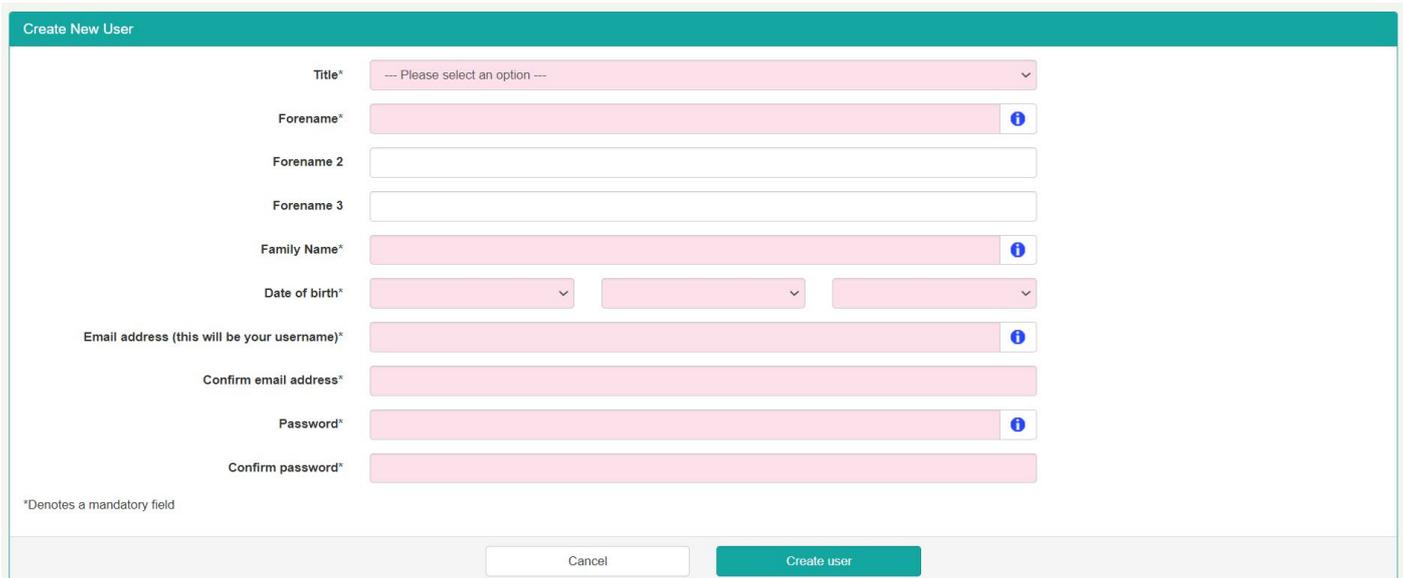


Incoming Exchange User Guide to Making an Online Application

If you are successfully nominated to apply for an exchange programme with us, you will be emailed a link to an online application form. When you click on the application form link, you will need to create a new user account by clicking the **New User** button within the **Create a new user** section:



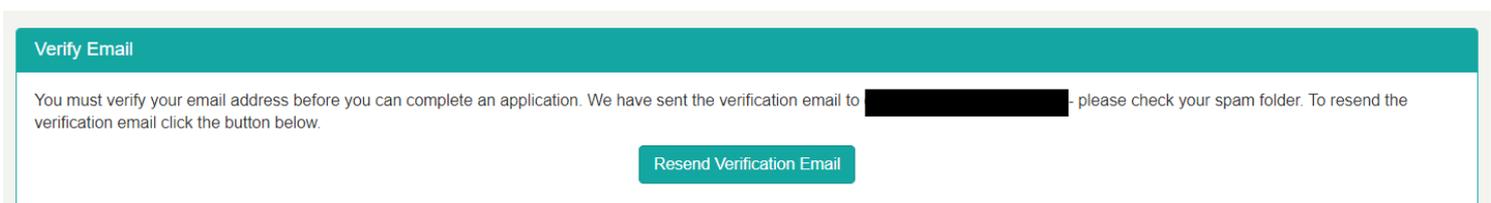
When you click on **New User**, you will be taken to a new page which you will need to complete to create a new user account:



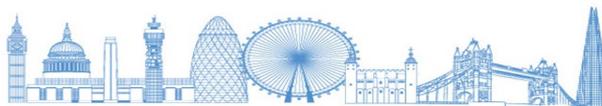
- **Make a note of your password** as you will need to use it each time you log in to your application.
- **Note the rules relating to passwords** – your password must be between 8 to 24 characters and contain at least one numeric digit, one uppercase, and one lowercase letter.

Once you have completed all fields, click on **Create user** (do not hit Enter or Return or you will have to start the process again), you will see a new screen which asks you to verify your email address. An email will automatically be sent to the email address you entered. This verification email will come from educationabroad@westminster.ac.uk. We would advise that you add this email address to your email contacts so that you do not miss any future correspondence about your application.

If you do not receive the verification email (make sure to check your spam too), please click on **Resend Verification Email** to send the verification email again:



The verification email will look something like this and you need to click on the link in the email to verify your email address:



Dear [REDACTED]

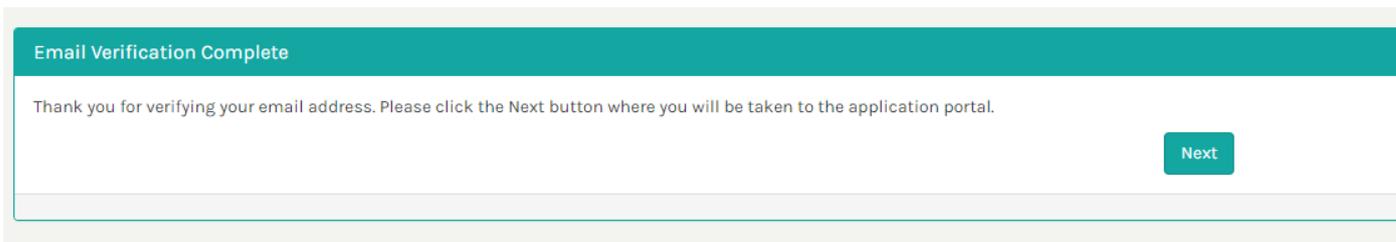
Please click the below link to verify your email address. You will then be able to start your application.



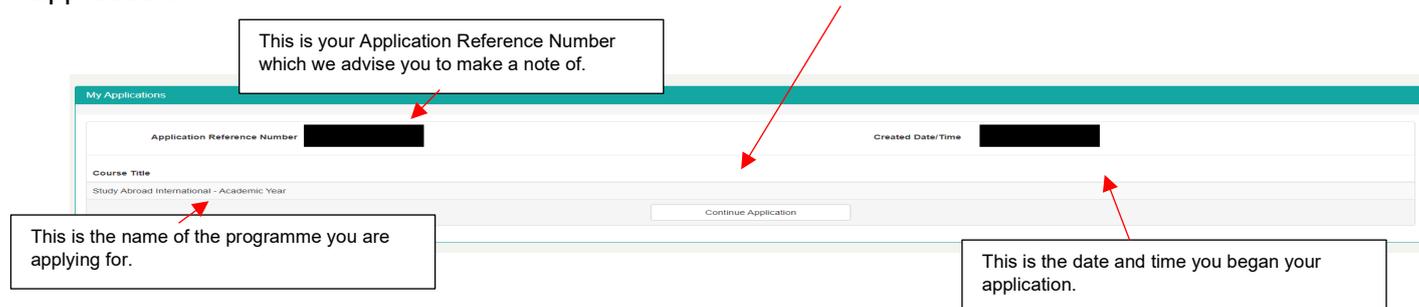
Kind Regards,

The University of Westminster

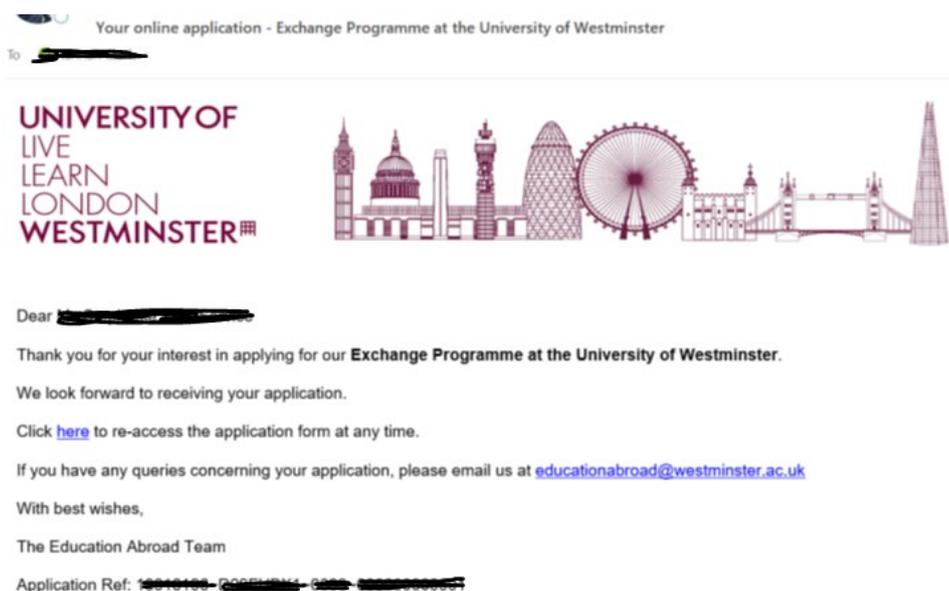
Once you click on the link, it will take you to the following page. Click on **Next** to continue:



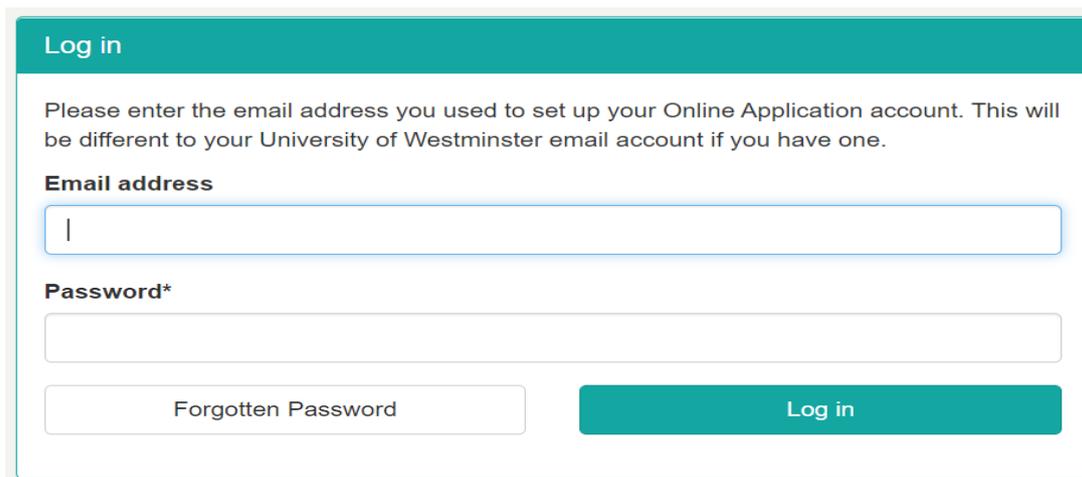
A screen will then appear with the following information. Click on **Continue Application** to proceed with your application:



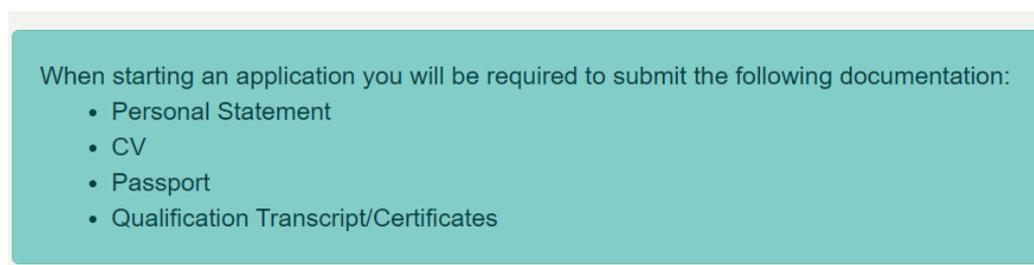
You will also receive an email acknowledgement when you create your account. This gives you the link to re-access your application at any time. The email looks like this:



Please note that once you have set up your online application account, you will need both your email address and password to log in. If you forget your password, there is an option to click **Forgotten Password**:



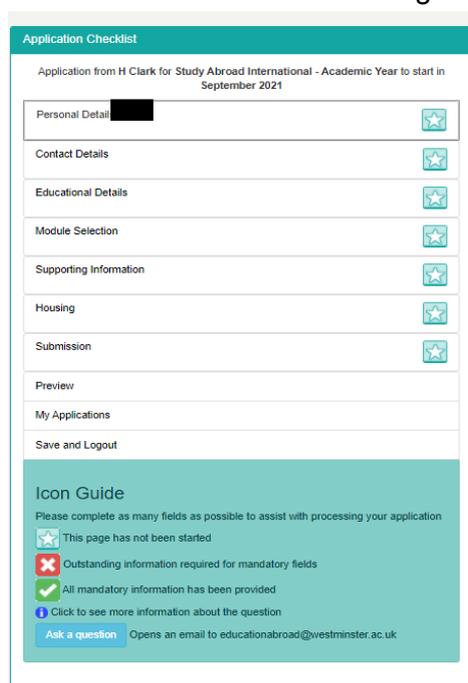
At the top of the application portal is a list of documents which are required to start your application. Please note that **you will NOT need to upload a personal statement** and **you will NOT need to upload a CV**:



Once you enter your log in details and click **Log in**, you will see the screen below which is redirecting you to the application portal to complete your application:

click here to access the portal.' There is a small loading icon at the bottom." data-bbox="104 536 884 624"/>

Once the page loads, you will then see this screen with the following sections on the left-hand side:



At the top, you will see your name and the course which you are applying for. Underneath this, are the different sections of the form and at the bottom, there is a guide to explain what the icons in the form mean.

- We would suggest that you complete the application form in section order (from top to bottom starting with Personal Details) as certain information will be required to move onto the next section and continue with your application.
- Certain fields on the application form are mandatory. These are marked with a star (*). You must complete these fields to continue. We would also recommend that you fill in as much information on the application form as you can.
- Please remember to keep clicking on '**Save and Continue**' whilst completing the form to save your progress. Should you wish to come back to your application at a later time, you can click on '**Save and Logout**' (just above the Icon Guide).
- When asked to upload a document, please make sure you check which file types are accepted. The maximum file size accepted is 5MB and only certain file types can be uploaded; the information icon (i) will advise you on which file types are acceptable.

You are now ready to start filling in your application form!

All boxes marked with a star (*) are mandatory and must be completed to proceed.

We have provided some further information and advice below on the different sections of the application form to help you correctly fill in your details.

Personal Details

Please begin at the top by clicking on the **Personal Details** section heading on the left-hand side. This will expand this section of the form. Please complete all requested information. Once you have completed all fields on the **Personal Details** section, press **Save and Continue** to move on to the next section.

Contact Details

Please complete all requested information. Once you have completed all fields on the **Contact Details** section, press **Save and Continue** to move on to the next section.

Educational Details

Please note the following:

- You must select the name of your home institution from the drop-down list, this is the institution that we partner with for the exchange programme.
- You must upload your academic transcript from your current studies, showing all grades and credits achieved to date, from all years of study, along with your overall grade average. Please note the maximum file size is 5MB and you can check which file types are accepted by clicking on the information icon (i). If you do not upload your transcript as one of these file types, we may be unable to view your documents
- If English is not your first language you need to select No to the related question and input details of your English Language qualification:

Education Details

Current Educational Details

Exchange Partner Institution

Exact name of degree programme * (e.g. BA Economics)

Total length of degree programme in years *

Expected month and year of graduation *

Year and Semester of study upon joining the Exchange Programme *

Please upload an academic transcript from your current studies, showing all grades and credits achieved to date along with your overall grade average.*

Uploaded Files

Are there any classes you are studying which are not listed on your transcript? *

Is English your first language? *

English Language Qualifications for Non-Native Speakers

Is English the language of instruction for your current studies? *

Do you hold an English language qualification? *

Type of Qualification *

Please upload your English language qualification certificate

Uploaded Files

*Denotes a mandatory field

- If you are in the process of attaining an English language qualification, you can specify this in the form and let us know the final date you will receive it. You can submit the evidence by sending it to educationabroad@westminster.ac.uk.
- Please note that any offer of acceptance will be conditional or your application will remain as pending until the required proof of your English language is received.

Once you have completed all fields on the **Educational Details** section, press **Save and Continue** to move on to the next section.

Module Selection

- Please ensure you read through the **Module choice guidance** listed within this section before you complete the required fields. We understand how important your choice of modules is so the form asks you to tick a box to confirm you understand the process.
- If you would like more time to consider your module options you can save your application and come back to it. However once you submit your application, you can not re-access the form, so please make sure you note your choices somewhere.
- You can select modules by either scrolling through or by typing the module code or module title at the top of the drop-down menu of modules.

Please be aware about the following:

- You will only be able to take 60 credits on a semester programme and 120 credits on a year-long programme.
- You will only be shown modules from your relevant subject area.
- Please do not choose a module more than once in either top or alternative choice, even if the form permits this.

- If a module is worth 40 UK credits this will be equivalent to 2 modules/2 classes.
- The module choices section is based on live data. This means that if a module is not appearing in the drop-down box, it may have been removed. You can email educationabroad@westminster.ac.uk to check about this.
- You can enter any notes you may have about your choices (eg the reason you need a specific class) in the **Additional comments** box.
- **If you choose a module that requires a portfolio**, you will be asked to upload it here. Please find a separate document on [Portfolio Submission Guidelines](#). If the file you wish to submit is too big, you can send it to educationabroad@westminster.ac.uk. Please include your application number and the module it is for. If you have a web page you wish to share as your portfolio, please list this on a Word document or similar and upload.

Supporting Information

Under the **Disability Learning Support** section, you have the opportunity to advise whether you have a disability or condition that affects your studies. If you select 'Yes', to see what support may be available to you, information on how to register and provide supporting documentary evidence via a secure online system will be provided after your application has been processed:

Disability Learning Support

The term 'disability' covers a range of conditions, including:

- dyslexia
- mental health conditions, such as depression and anxiety
- visual impairments
- autism spectrum conditions
- long-term medical conditions, such as epilepsy or Chronic Fatigue Syndrome

Our Disability Learning Support (DLS) Team may be able to offer confidential support to help you make the most of your studies.

If you have a disability we strongly encourage you to declare it as soon as possible so that any available support can be put in place.

Do you have a disability or condition that affects your studies?*

Housing

Your housing options will depend on the location of your modules:

- If you are studying Arts, Media and Communication modules based at the [Harrow Campus](#), your only choice for housing will be Harrow Hall, located close to Northwick Park in Travel Zone 4.
- All other programmes will give you the choice of our other two halls: Alexander Fleming Hall or Marylebone Hall, located in Travel Zone 1. You will need to rank these two halls in order of preference.
- It is important you actively research your housing choices and understand the areas they are located in and what it would be like to live there, how to get from there to your classes etc. There is a journey planner and full details of the housing on our [website](#). We also recommend you use google searches to look at information on the area and what it is like to live there.
- If you have any additional requirements, for example, a fridge for the storage of medicines or you have a flatmate request (please provide their full name(s) here. You must also both make this request on the form), please indicate these in the appropriate section of the form. Please be aware that although such requests are considered, we may not be able to accommodate all requests.

Submission

- You will need to read through declaration statements and associated web links to further information. Please email us at educationabroad@westminster.ac.uk if you have any queries regarding the statements or if you need any points clarifying prior to submitting your application.
- Once you have read the statements and you are happy to accept the conditions you must check the box on the form to confirm this.
- Please note the following:

Submitting this application

- You will not be able to change your application once you have submitted it
- An auto-acknowledgement email confirming the submission of your application will be sent to educationabroad@westminster.ac.uk
- You will be able to see and print your completed application after submission
- If you wish to review all pages of your application in one screen prior to submission, please click the Preview button in the Application Checklist menu
- You must complete all mandatory fields across the application form before you can submit

[Submit](#)

- You can now click **Submit** to complete your application – **congratulations!**

What happens next?

- You will receive an email confirmation of your application submission.
- If your application is complete, the Education Abroad Team will review your application within 4 weeks.
- The Education Abroad Team will email you with an admissions decision or a request for further information if required.