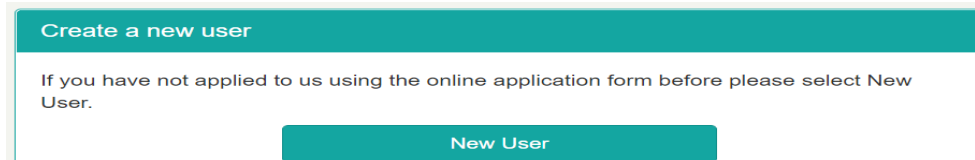


## How to make an application for an Incoming Exchange Programme for Students from our Partner Universities using the Online Application Portal

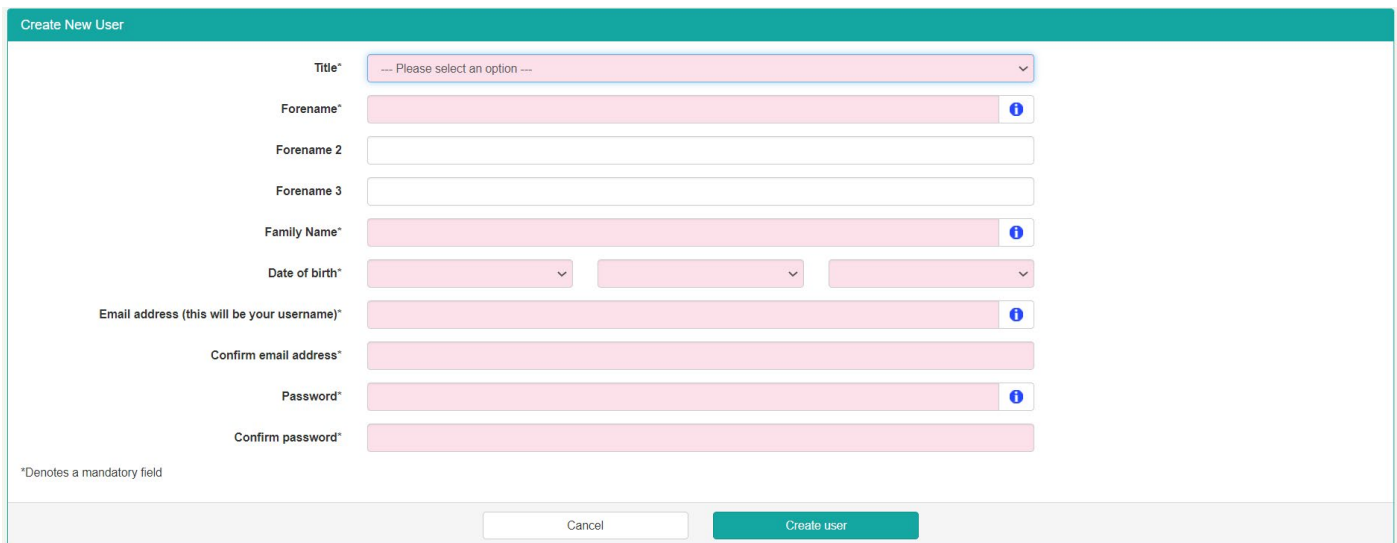
You will receive an email from us with a specific link to apply to your programme. You must only use this link. Once you click on the link, you will then need to create a new user account by selecting 'New User' under the create a new user heading:



The screenshot shows a teal header with the text "Create a new user". Below the header, there is a message: "If you have not applied to us using the online application form before please select New User." At the bottom of the message is a teal button labeled "New User".

Please do not press enter but instead **click** on 'New User' – if you press the enter or return button it will not work!

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



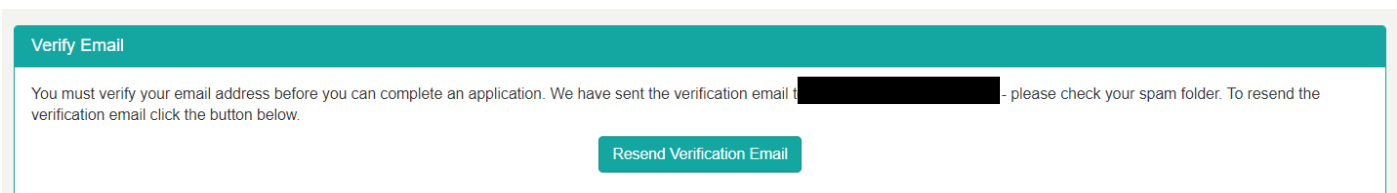
The screenshot shows the "Create New User" form. It has a teal header with the text "Create New User". The form contains the following fields:

- Title\* (dropdown menu with "Please select an option")
- Forename\* (text input)
- Forename 2 (text input)
- Forename 3 (text input)
- Family Name\* (text input)
- Date of birth\* (three dropdown menus for day, month, and year)
- Email address (this will be your username)\* (text input)
- Confirm email address\* (text input)
- Password\* (text input)
- Confirm password\* (text input)

At the bottom left, there is a note: "\*Denotes a mandatory field". At the bottom right, there are two buttons: "Cancel" and "Create user".

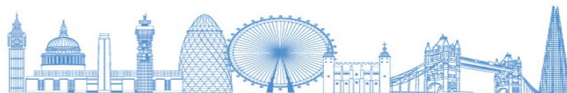
- Make sure **you make a note of your password** as you will need to use it each time you log in.
- Also please note the rules relating to passwords which need to be between 8 to 24 characters which contain at least one numeric digit, one uppercase, and one lowercase letter.

Once you click on 'Create user', you will see a new screen which asks you to verify your email address. An email will automatically be sent to the email you used. This verification email will come from [educationabroad@westminster.ac.uk](mailto:educationabroad@westminster.ac.uk). We would advise that you add this to your email contacts so that you do not miss any future correspondence from us. 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 screenshot shows the "Verify Email" screen. It has a teal header with the text "Verify Email". Below the header, there is a message: "You must verify your email address before you can complete an application. We have sent the verification email to [redacted] - please check your spam folder. To resend the verification email click the button below." At the bottom center, there is a teal button labeled "Resend Verification Email".

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

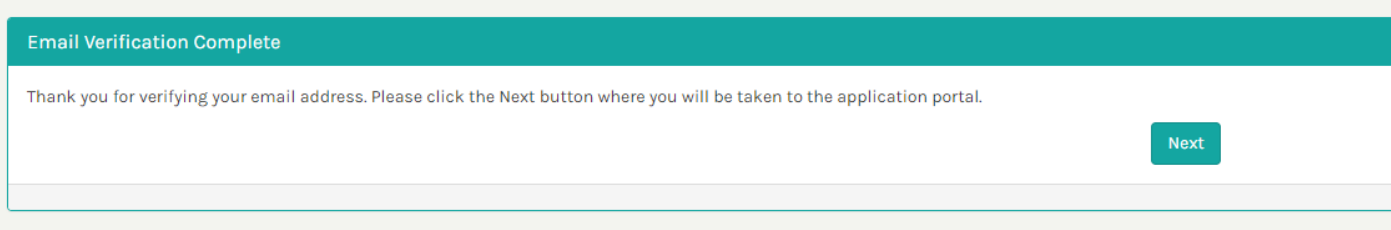


Dear [redacted]

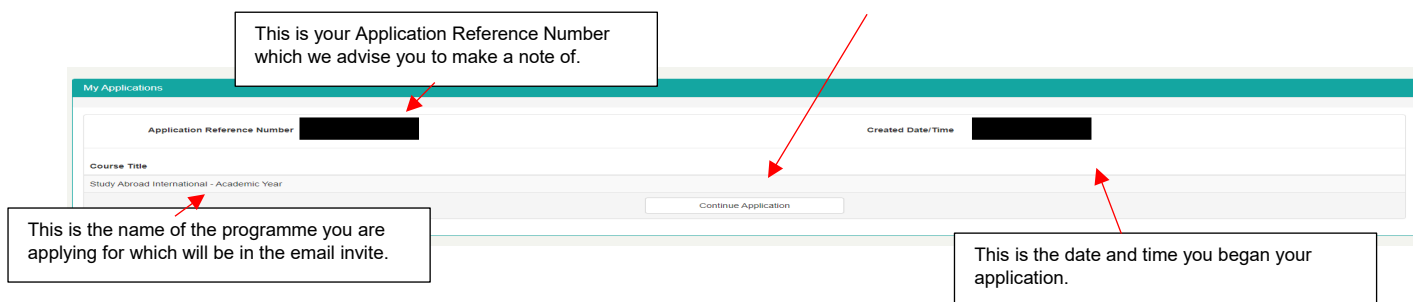
Please click the below link to verify your email address. You will then be able to start your application.

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:

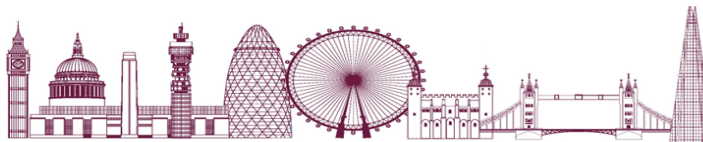


A screen will then appear with the following information. Click on 'Continue Application' to proceed with your application:



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

Your online application - Exchange Programme at the University of Westminster



Dear [redacted]

Thank you for your interest in applying for our **Exchange Programme at the University of Westminster**.

We look forward to receiving your application.

Click [here](#) to re-access the application form at any time.

If you have any queries concerning your application, please email us at [educationabroad@westminster.ac.uk](mailto:educationabroad@westminster.ac.uk)

With best wishes,

The Education Abroad Team

Application Ref: [redacted]

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':

### Log in

Please enter the email address you used to set up your Online Application account. This will be different to your University of Westminster email account if you have one.

**Email address**

**Password\***

[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 CV.

- When starting an application you will be required to submit the following documentation:
- Personal Statement
  - CV
  - Passport
  - Qualification Transcript/Certificates

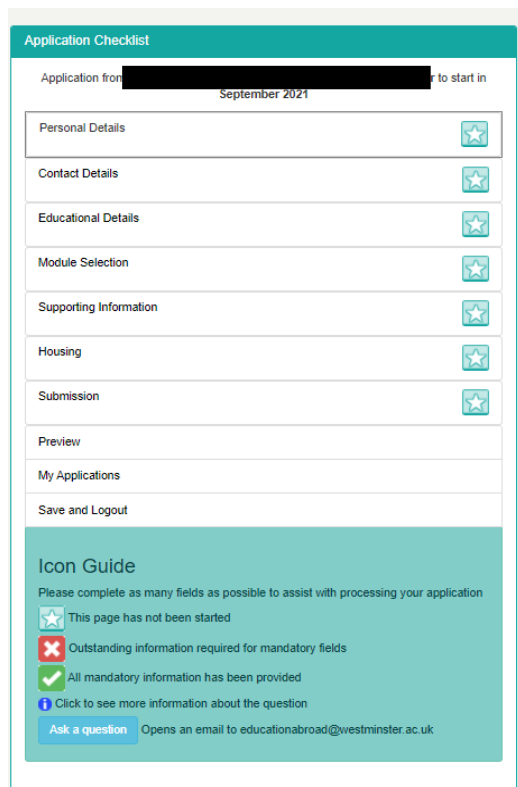
Once you login for the first time - you will see this screen, which is redirecting you to the system to complete an application:

## Redirecting...

You have successfully logged in and will be automatically redirected to the portal.  
If you are not, please [click here to access the portal](#).



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 of 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.

When a section has not been started, you will see a star



This will change as you progress with your application:

If you have completed all of the fields correctly then a green tick will show next to that section



If you have not completed everything correctly, a red cross will show.



If a red cross appears, you can go back to that section and the missing information will be highlighted. Please add in the required information/upload any required documents and then you press 'Save and Continue' again.

If you are unsure about anything, please click on the blue information icon for more information.



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

Please begin at the top with your personal details. To start, click on the section heading on the left-hand side to expand the section of the form.

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

**The first section is the personal details tab** – please complete the form with the requested information.

*All boxes with a star (\*) by them are mandatory and must be completed in order to proceed.*

- If you do not have a passport **don't worry** you can submit an application without providing a copy of your passport ID page and the information requested. You can send this via email at a later date to [educationabroad@westminster.ac.uk](mailto:educationabroad@westminster.ac.uk)
- You will however, need to complete the **Immigration Information** fields at the bottom of this section to continue with your application as these are mandatory fields to complete.
- Once you have completed all fields on the Personal Details section, **press 'Save and Continue'** and you can then move on to the next section.

## Contact Details

- Please complete all requested information and then press '**Save and Continue**'.

## Educational Details

On the 'Educational Details' tab, it is important please to note the following:

- You must select the name of the Partner Institution from where you have been approved to apply from, from the names in the drop down list.
- On the 'Educational Details' tab you must also upload an electronic copy of your transcript if you have it. Please make sure you check which file types are accepted by clicking on the information icon. If you do not upload your transcript as one of these file types, we may be unable to view your documents.
- If you don't have a copy of your transcript, please indicate in the form when we can expect it. You can send it a later date by email to [educationabroad@westminster.ac.uk](mailto:educationabroad@westminster.ac.uk). Please be aware that until we receive your transcript we will be unable to process your application.

- **If English is not your first language you need to select No under this section:**

The screenshot shows the 'Educational Details' form with the following fields:

- Exchange Partner Institution: --- Please select an option ---
- Exact name of degree programme \* (e.g. BA Economics):
- Total length of degree programme in years \*: --- Please select an option ---
- Expected month and year of graduation \*: [Month] [Year]
- Year and Semester of study upon joining the Exchange Programme \*: --- Please select an option ---
- Uploaded Files: [Area for file uploads]
- Delete File: [Area for deleting files]
- I do not have a transcript to upload at this time \*:
- Please indicate when and how you will be submitting your transcript. \*: [Text area]
- Are there any classes you are studying which are not listed on your transcript? \*: --- Please select an option ---
- Is English your first language? \*: No

A red arrow points from the text above to the 'Is English your first language?' field, which is currently set to 'No'.

- If you are a non-native English speaker you will be required to input details of your English Language qualification.

### 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 \*  ⓘ

Qualification type/description \*

Registration number

Date of test

Overall Score

Please upload your English language qualification certificate  ⓘ

\*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](mailto: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.

**As usual you can then click ‘Save and Continue’ and move to the next section.**

## Module Selection

- Please ensure you read through the module choice guidance and ‘How to Choose your Modules’ document detailed in the ‘Module Selection’ section of the online form before you complete this section. We understand how important your choice of modules is so the form asks you to tick a box to confirm you understand the process.
- The form will link you to the module catalogues for exchange students and you should find the relevant catalogue for the subject that you have been approved to study. Please look through the module catalogue prior to making your selections.
- Don’t forget, if you would like more time to consider your module options you can save your application and go back to it at any point in the process. However once you submit your application, you can not re-access the form, so please make sure you note your choices somewhere.

**Module Selection**

### Module choice guidance

**Please read and acknowledge the following information before selecting your modules:**

- Use our online [Exchange Programme Module Catalogue](#) to decide which modules you wish to study. You can only choose modules from the College or School you have been nominated to undertake an exchange in. You cannot take modules across Colleges. Ensure that you read the ‘[How to Choose Your Modules](#)’ guidance to assist you with making your choices.
- If you are unsure which College or School you can select modules from please speak to your home university or contact the Education Abroad Team.
- If you are required by your home institution to have academic approval for modules, please ensure you have obtained this approval before selecting your modules below. The Education Abroad Team can provide detailed module information if required.
- Please fill out your Module Choices below in order of preference. Please note that the University of Westminster cannot guarantee that requested modules will be available. If your top choices cannot be accommodated (for example due to timetable clashes; last minute timetable changes; or module cancellations) we will look at your alternative choices in the order you have selected.
- Please note that we cannot accept any changes to your choices prior to arrival. Please ensure therefore that you select your choices carefully now, gaining any required approval from your home institution.
- You will receive a finalised timetable once you have arrived and have spoken with your Academic Exchange Co-ordinator at the University of Westminster.
- You should contact the [Academic Exchange Co-ordinators](#) at the University of Westminster for further academic advice.

**Please remember the following regulations in relation to selecting your modules:**

- 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.
- Some modules will have pre-requisites, you can check this in the module catalogue.
- If you are studying in Arts, Media and Communication you will only be allowed to take two practical modules per semester.

**To choose your modules you can either:**

- Scroll through the drop down menu.
- Start typing the course code (found in the module catalogue).

**Semester 1 - Top-choice modules**

Module 1 \*

Module 2

Module 3

**Semester 1 - Alternative-choice modules**

Alternative Module 1 \*

Alternative Module 2 \*

Alternative Module 3 \*

**Please also be aware about the following:**

- You cannot choose a module more than once in either top or alternative choice.
- If a module is worth 40 UK credits this will be equivalent to 2 modules/2 classes.
- The module choices section is live. 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](mailto:educationabroad@westminster.ac.uk) to check this.
- You can enter any notes you may have about your choices (e.g. the reason you need a specific class) in the **'Additional comments' box**.
- If you choose a portfolio module 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](mailto:educationabroad@westminster.ac.uk)

**Supporting Information**

Here you have the opportunity to advise us on whether you have a disability. If you select 'Yes', you will be contacted at a later stage so that you can provide further details securely:

**Supporting Information**

Do you have a disability? \* 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.

ⓘ

**Below this, you will need to enter a personal statement about why you wish to study abroad at the University of Westminster.**

**You can either:**

- type your statement directly into the box
- upload a pre-typed personal statement

The word limit is 200-750 words.

Please note if you choose to upload a pre-typed personal statement, you must ensure you upload one of the accepted file types. Further details on this can be found by clicking on the blue information icon (i).

## Housing

Your housing choices will depend on the location of your modules.

- If you are studying in Arts, Media and Communication modules based on our Harrow Campus, your only choice for housing is Harrow Hall, located on the Campus of the School of Media, Art & Design at 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

- **On the Submission Tab you need to read through both the declaration statements and all the links to further documents. Please email us at [educationabroad@westminster.ac.uk](mailto:educationabroad@westminster.ac.uk)** if you have any queries regarding the statements or if you need any points clarifying prior to submitting your application 😊.
- **Please note**, once you press submit you can log back into your application, but you can't make any changes after submission. If you need to send us any supporting documents at a later date, please send these to [educationabroad@westminster.ac.uk](mailto:educationabroad@westminster.ac.uk)
- 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.

You can now **click submit** and **your application is complete!**

**Congratulations, you are one-step closer to fulfilling your dream of studying abroad 😊**



## What happens next?

- You will receive an email confirmation of your application submission.
- If your application is complete, the Education Abroad Team will process your application within 4 – 6 weeks.
- The Education Abroad Team will email you with an admissions decision.

Please remember **we can only make an admissions decision** once we have:

- your transcript
- and, if English is not your first language, evidence of your English ability.

If you have **not** submitted these with your application, please send them as soon as possible to [educationabroad@westminster.ac.uk](mailto:educationabroad@westminster.ac.uk). The Education Abroad Team will then make an admissions decision within 4 – 6 weeks of the receipt of any outstanding documents.