University of Nottingham
UK | CHINA | MALAYSIA

Visiting Student

Application Guidance

We are delighted you have chosen the University of Nottingham as your exchange or study abroad destination! This guide tells you all you need to know about making an application with us.

What you need to know:

- Deadlines
- Before you apply
- English language requirements
- Important information
- Making your application
- Next steps
- Accommodation
- Support

Deadlines

Make sure you fully submit your completed application with all required supporting documents by **12 April 2019**. **Only complete applications will be considered**. It is your responsibility to ensure your application is complete. Any delays due to missing/incorrect supporting documents may result in us being unable to process your application or provide an offer.

Before you apply

Before you start the application form, make sure you have the following ready:

- an electronic copy of your most recent academic transcript
- an electronic copy of your English language certificate/test results if English is not your first language
- a letter from your home university confirming your nomination

You need to allow plenty of time to complete the application. After you have created an account, you are able to save it and come back to it any time before you finally submit it.

English language requirements

Where English is not the official/majority language you must submit evidence of English language proficiency. If supporting documents are not received, this will result in delays in providing offers. All conditions on offers must be met before students can register.

Please note that we are unable to consider or accept institutional scores/certificates as evidence of English language proficiency.

English language requirements and approved proficiency tests

Important information

The following schools and departments only accept an application in April:

- Department of Architecture and Built Environment
- Nottingham University Business School
- School of Chemistry
- Department of Culture, Media and Visual Studies
- School of English
- School of Law
- School of Physics
- School of Politics and International Relations

Before applying you must check with your home university which schools/departments you are able to enter at Nottingham as this will depend on the type of exchange agreement our institutions have.

* The Department of Chemical and Environmental Engineering is only open to their own partner institutions as capacity is limited.

*The Faculty of Medicine and Health Sciences only accept students through specific agreements with the exception of the School of Life Sciences, but certain criteria may need to be met.

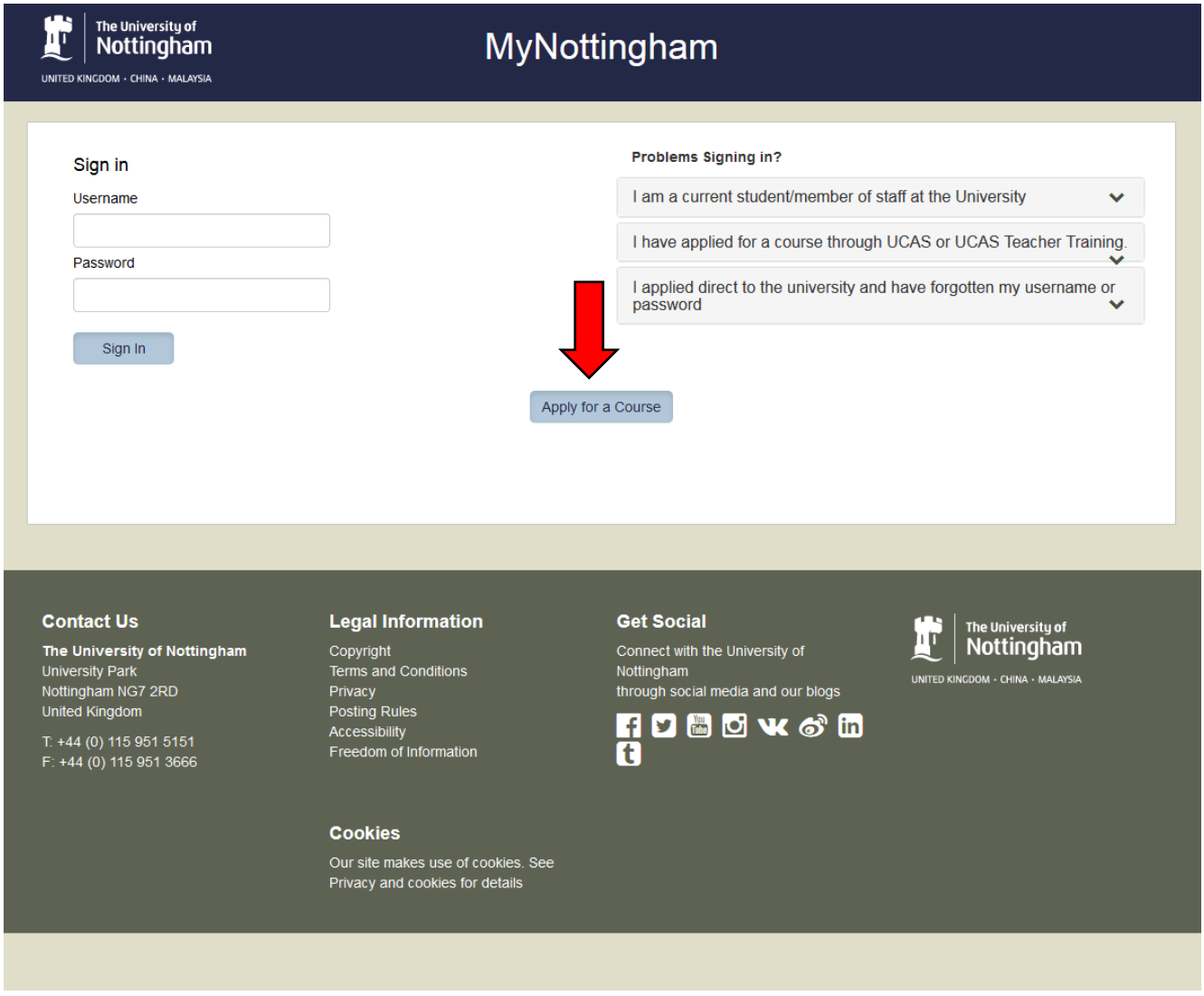
* The Department of Architecture and Built Environment require a portfolio to be submitted in addition to the application.

*The course location for Environmental Sciences is University Park.

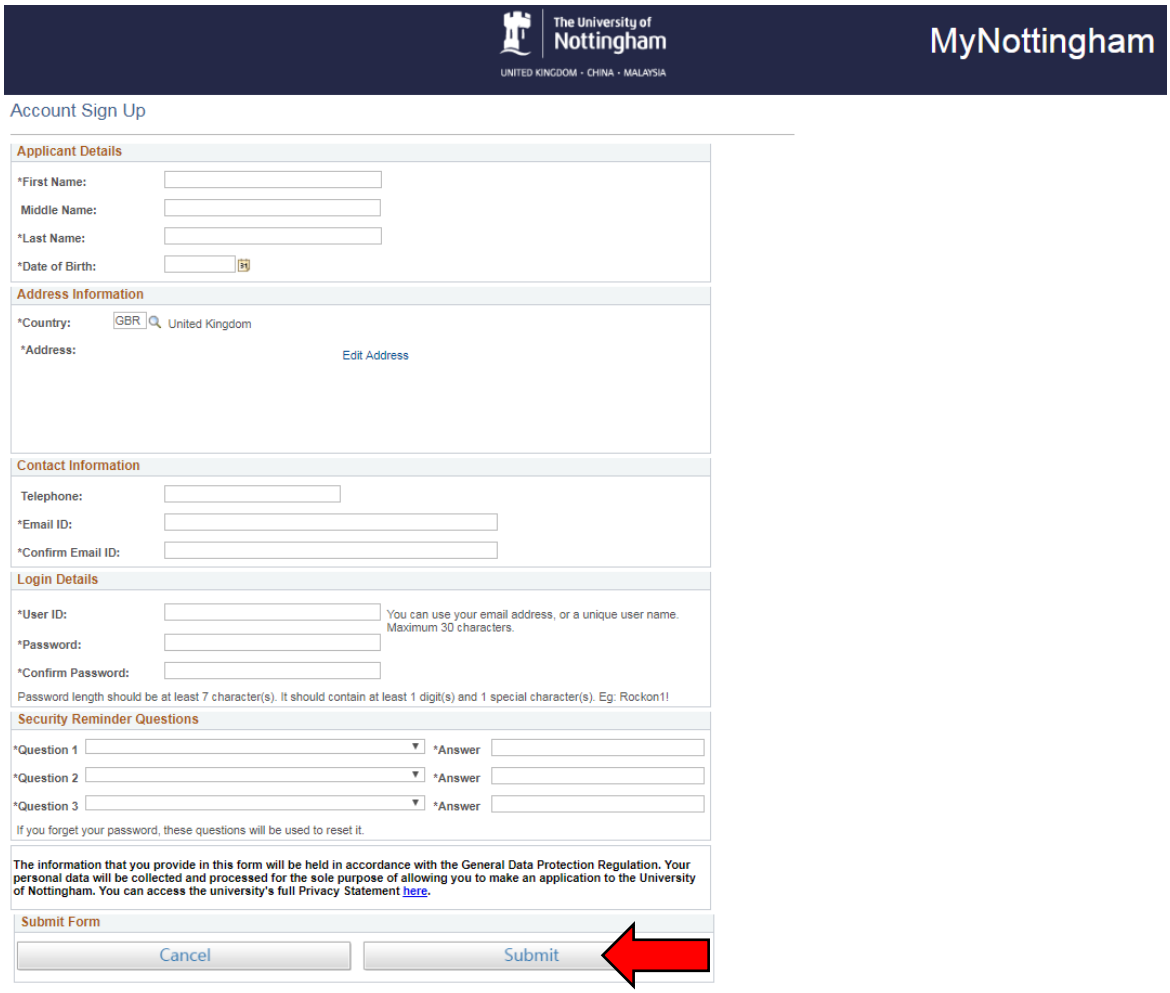
Making your application
You need to go to the following link:

MyNottingham

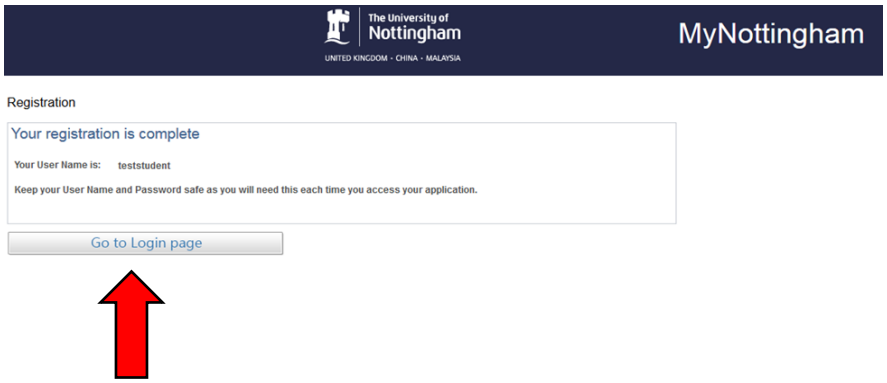
Click on the 'Apply for a course' button:



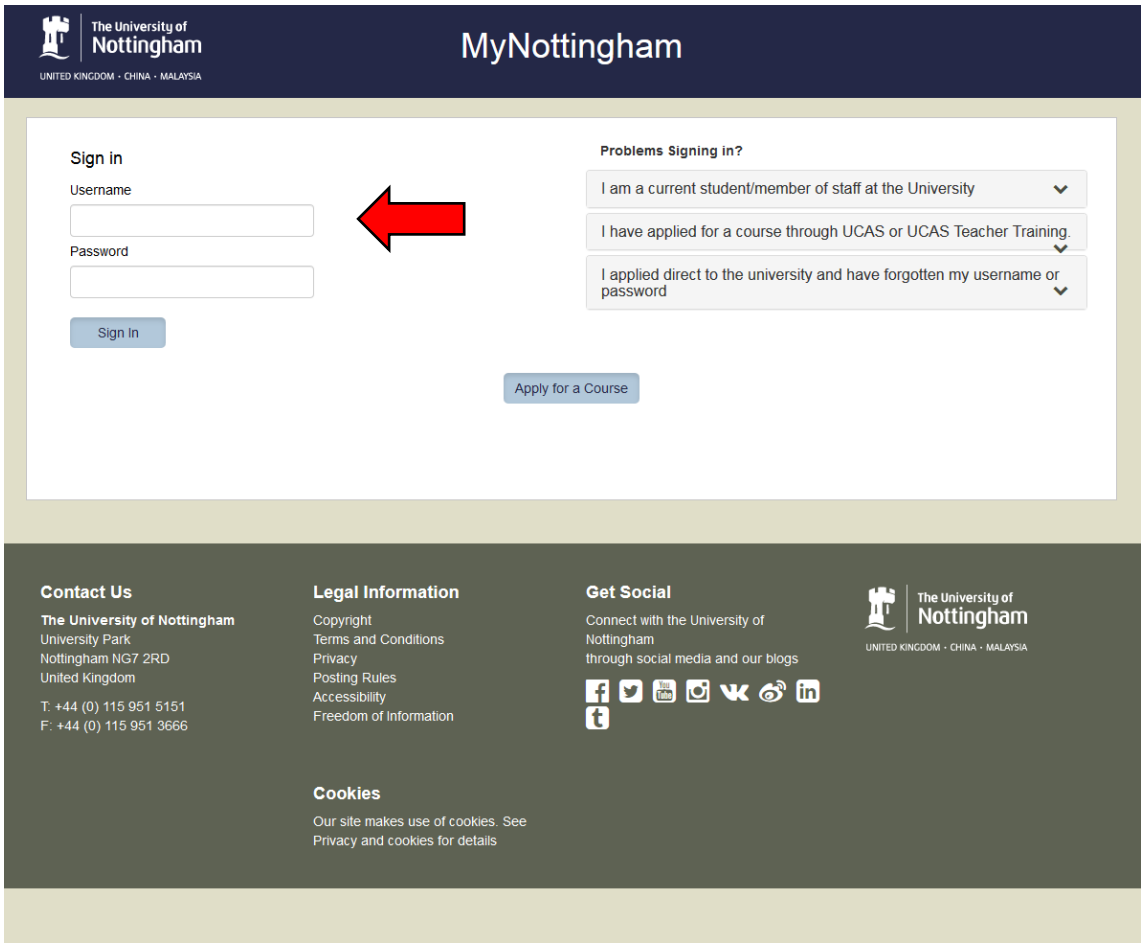
You will need to create an account by completing the form and clicking submit:



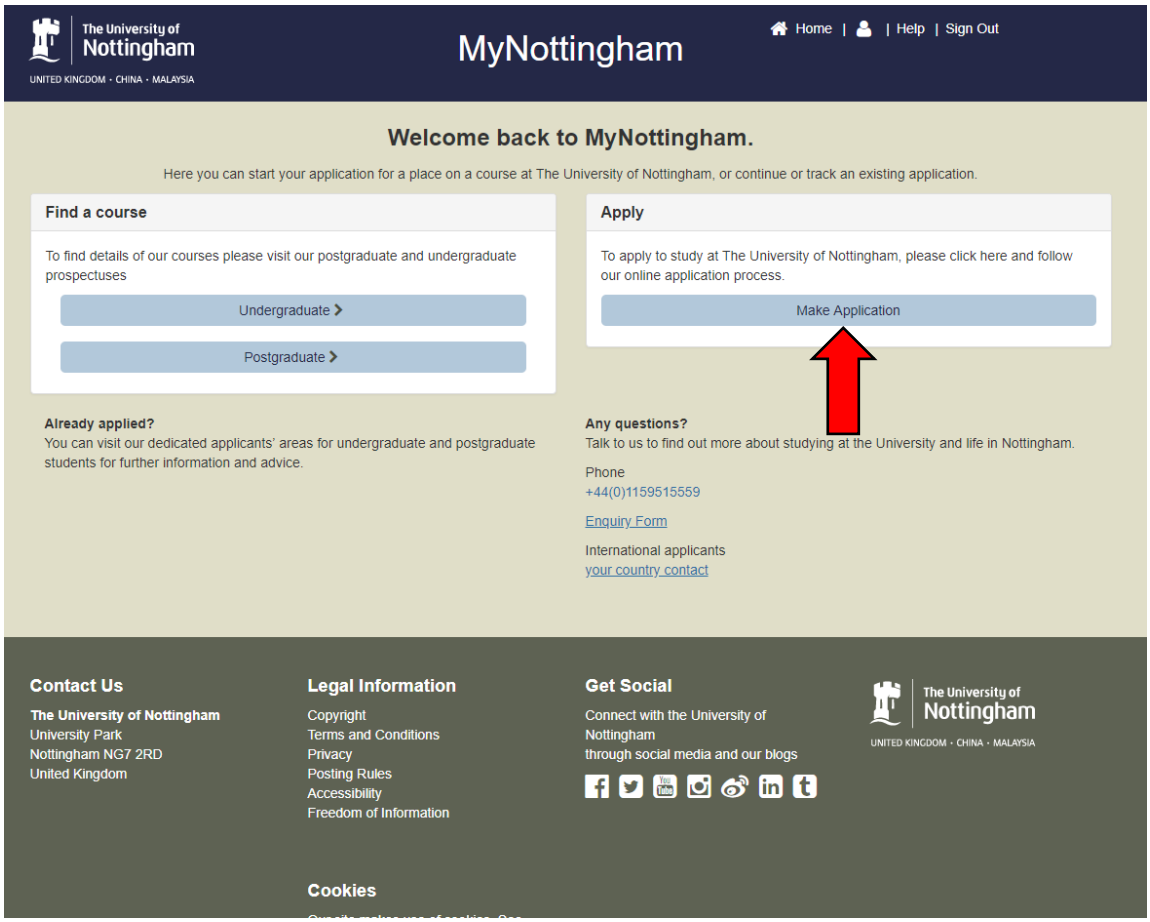
Once you have submitted, keep a note of your username and click on the 'Go to Login page' button:



You then need to log in using your new username:



Click on the ‘Make Application’ button:

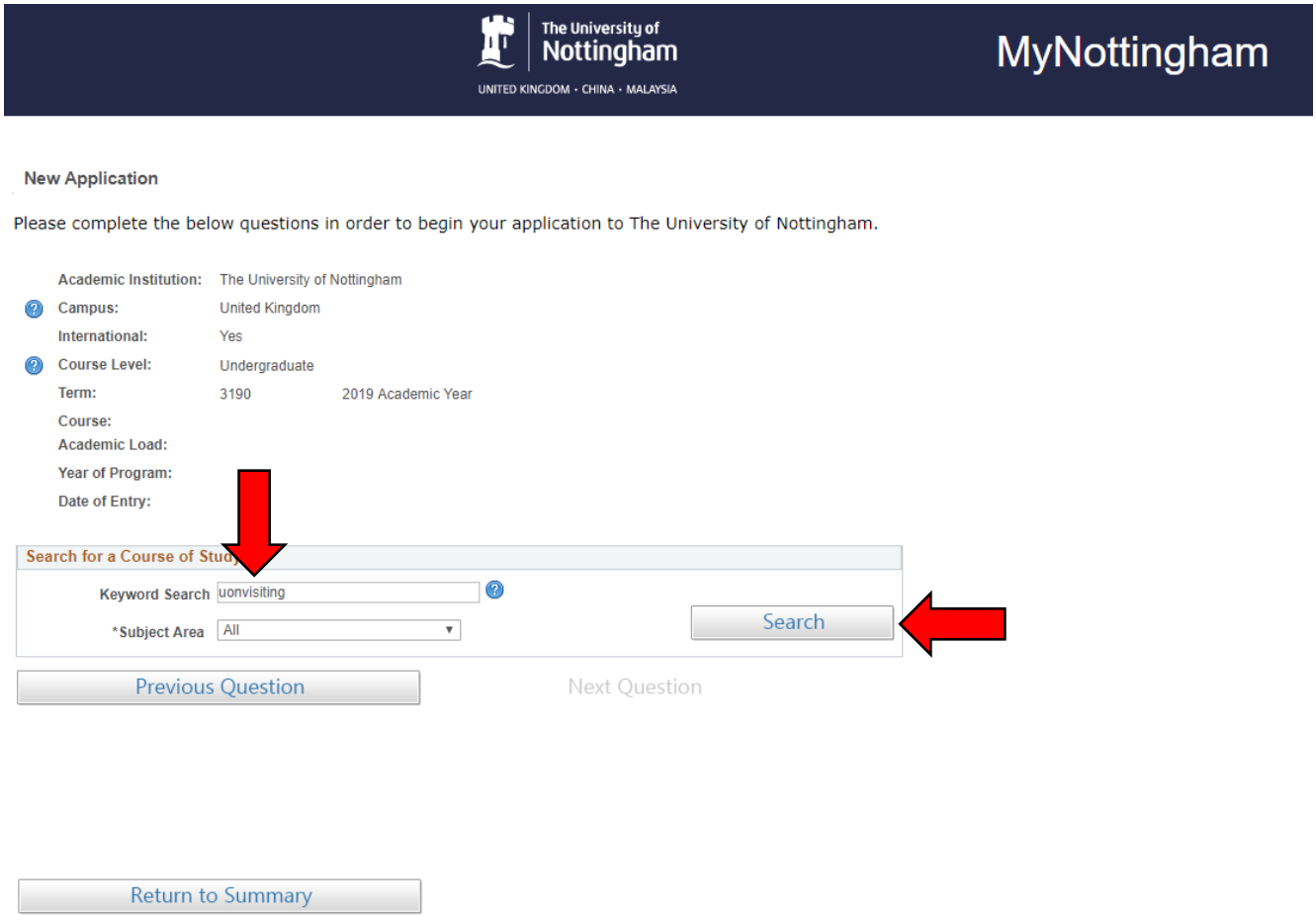


You will then need to navigate through the next few screens and select the following options:

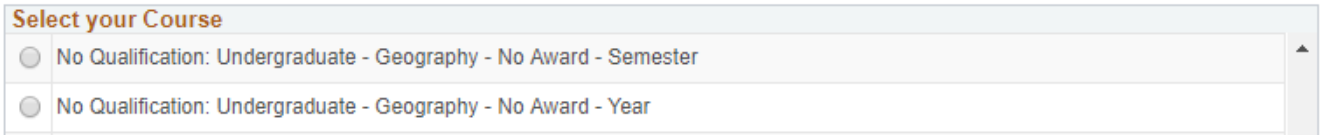
- Select your Campus: United Kingdom
- Do you think you would be classed as an international student?: select yes or no appropriately (UK/EU citizens are not classed as International)
- Select your course level: undergraduate or postgraduate taught as appropriate. If you are unsure, ask your university to check the level on the exchange agreement
- Select your term: 2019 Academic year - 1 August 2019 to 31 July 2020.

To search for the correct course at Nottingham, type **uonvisiting** (as shown below) in the 'keyword search' box.

You should only apply for courses starting with **'No Qualification'** in the title.



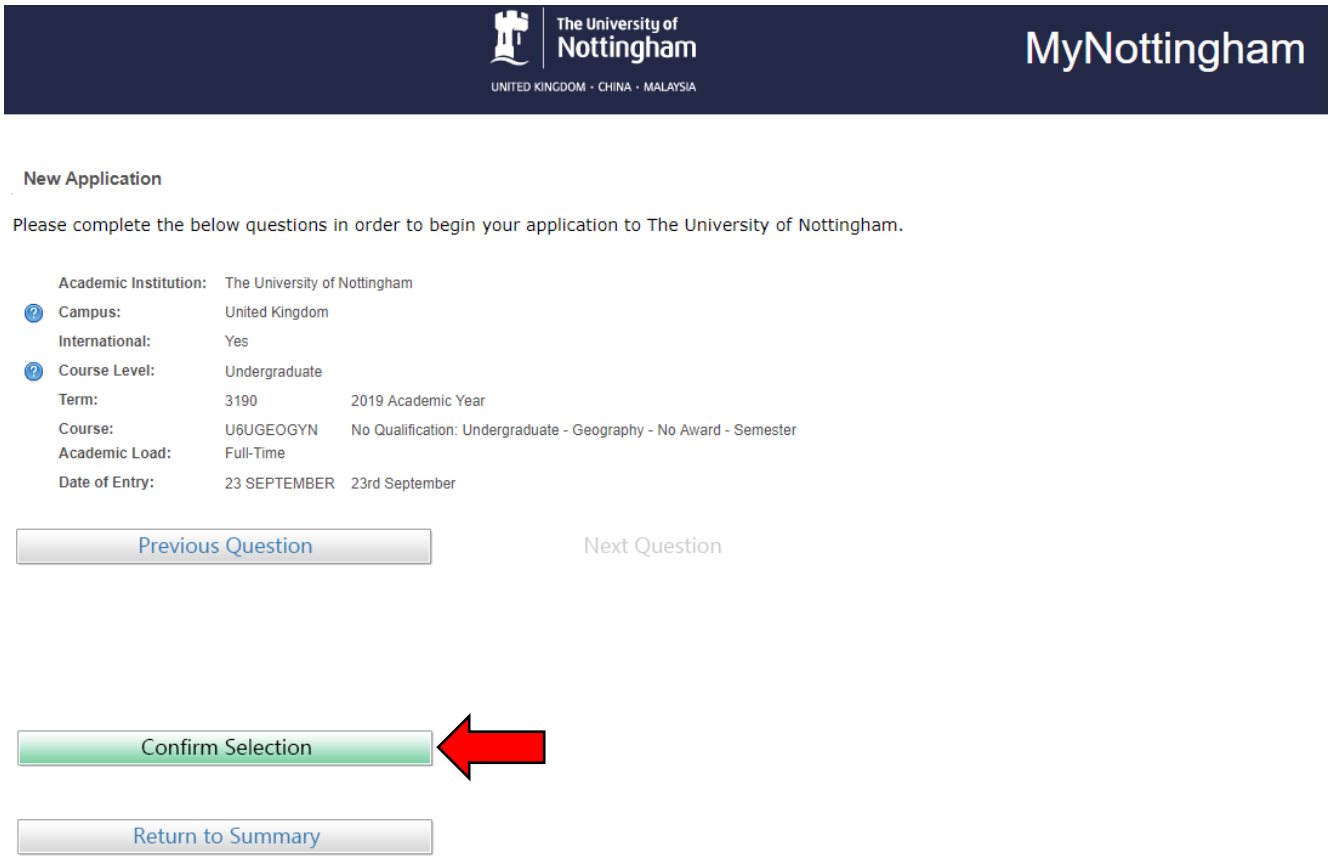
Once you have found the correct school/department, select the appropriate course and duration. For example:



Next, navigate through the next few screens and select the following options:

- Are you studying full time or part time?: Full time
- Select your start date: 23 September (this is the start of term for Autumn semester and full year exchanges)

Then review and confirm your selections. You are able to go back at any time by using the 'Previous Question' button to amend your information:



Once you have confirmed your selection, you can begin to complete your application.

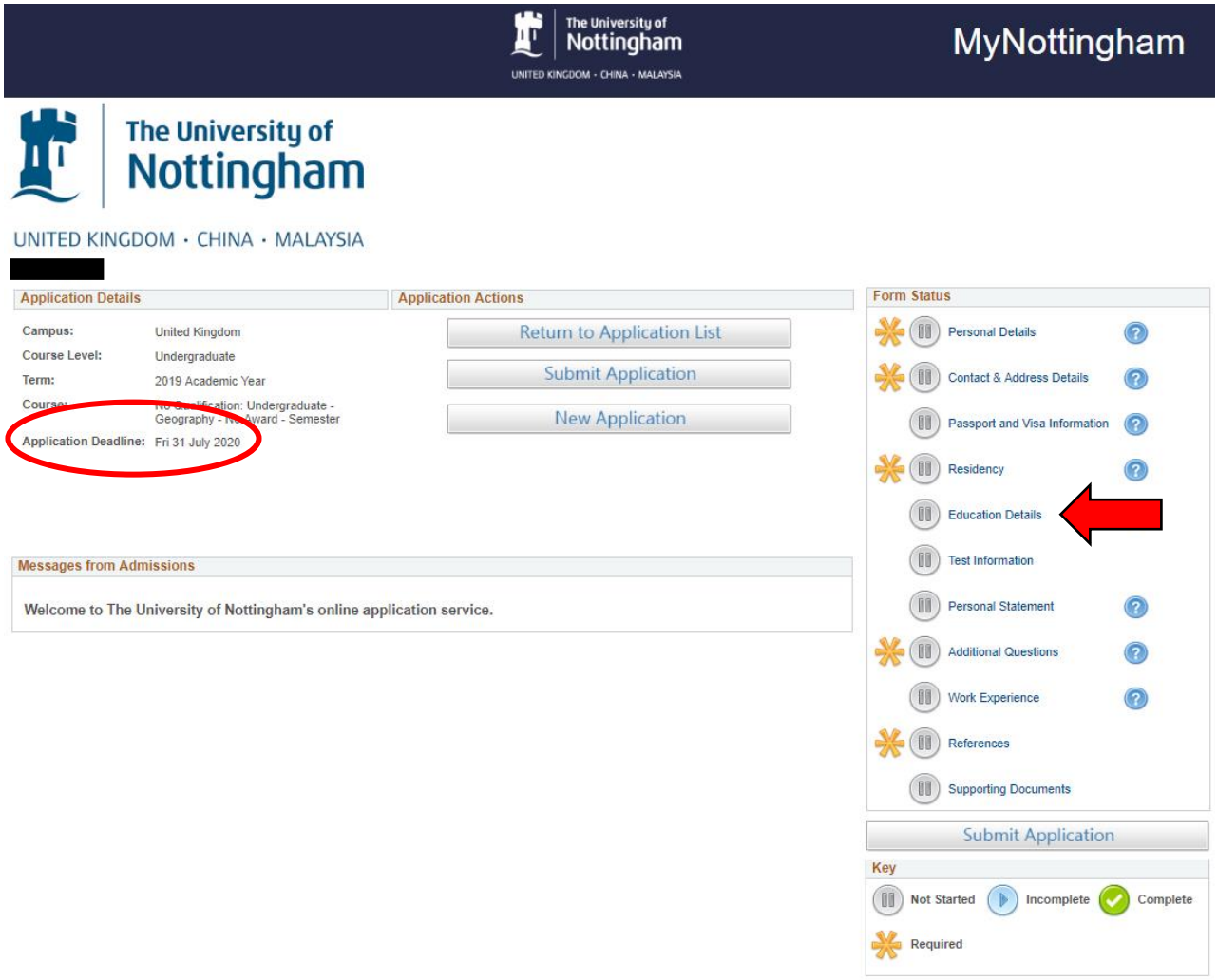
This is where you upload your supporting documents:

- an electronic copy of your most recent academic transcript
- an electronic copy of your English language certificate/test results if English is not your first language
- a letter from your home university confirming your nomination

You do not need to submit a personal statement or work experience.

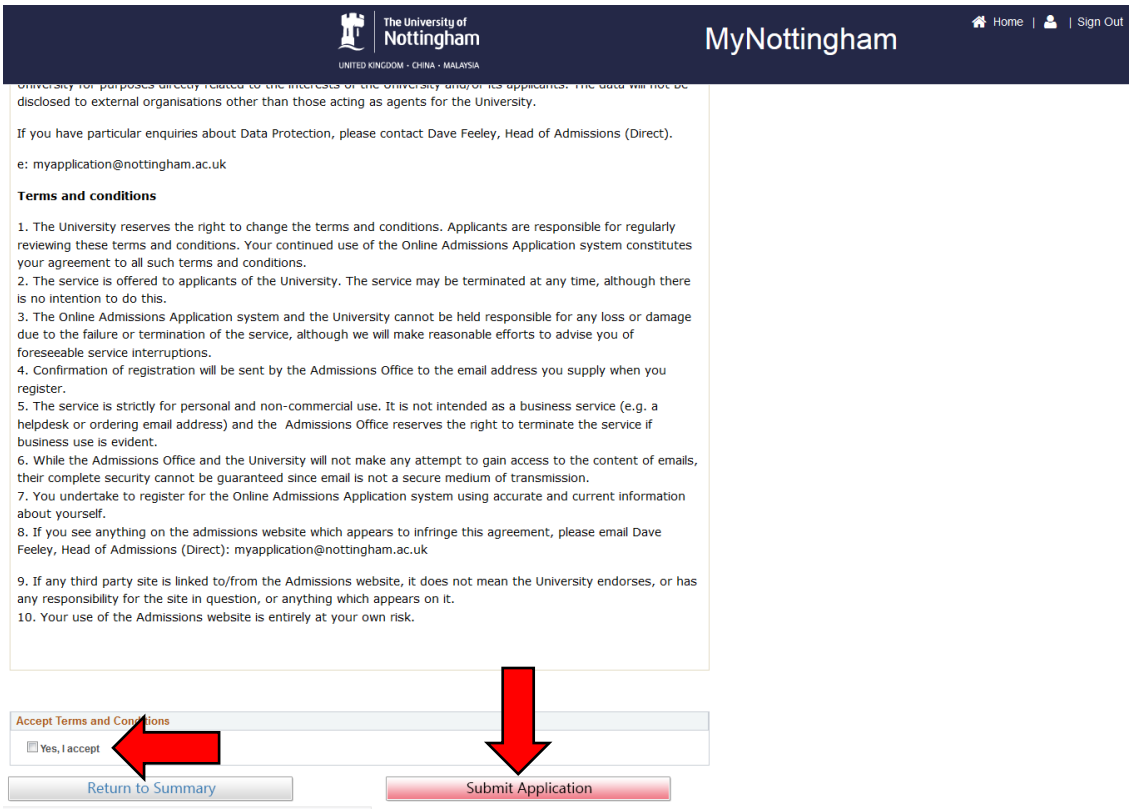
Each section marked with * must be completed.

Manually enter the details of your home university on the 'Education Details' section:



NOTE: the application deadline for visiting students is **12 APRIL 2019** and NOT 31 July. If your complete application is not submitted by 12 April 2019, we cannot guarantee an offer will be made.

Once you have completed all necessary sections, you will be asked to check the terms and conditions of the application and then press ‘Submit Application’:



Next steps

You will need to log into MyNottingham to check your application status and if your application is successful, you will receive an offer by email.

All conditions on offers must be met before you are able to proceed with your visit.

Once you have received your offer through MyNottingham, you must login and **accept** your offer in order to apply for University accommodation and register with the University on arrival.

If you require a visa for your visit, you will receive the relevant documentation and details with your offer.

The following courses are not available for visiting students:

- Arts - Foundation
- Business Foundation
- Genetics and Human Genetics
- Foundation - UK and EU
- Molecular Sciences
- Science Foundation

Only available through a specific exchange agreement:

- Medicine and Surgery
- Midwifery
- Nursing
- Pharmacy
- Physiotherapy and Rehabilitation Sciences
- Social Work
- Veterinary Medicine and Science

Your host school/department at Nottingham will then be in touch with you about available module choices and how to enrol. You will also receive arrival, welcome and registration events information.

Accommodation

The University of Nottingham has a wide range of accommodation available for you to apply for to ensure that you are either staying on campus or in one of our nearby University managed accommodation buildings.

You are able to apply for accommodation once you have received your offer and accepted it through your MyNottingham account.

For more information please click here:

https://www.nottingham.ac.uk/accommodation/prospectivestudents/exchangestudents/exchangestudents.aspx

Support

Admissions

For support with the online application, you can contact the Admissions Office:

Email: myapplication@nottingham.ac.uk

Website: http://www.nottingham.ac.uk/admissions/index.aspx

Student Services

We have a large team of dedicated, friendly staff situated within five Student Services Centre hubs across the UK campuses who are here to support your student journey with us. They can help with any number of enquiries and have a wide range of services which can be found here:

http://www.nottingham.ac.uk/studentservices/index.aspx

http://www.nottingham.ac.uk/studentservices/contact-us/index.aspx

Further information about spending part of your degree here can be found on our website:

https://www.nottingham.ac.uk/studywithus/international-applicants/spend-part-of-your-degree-here/index.aspx