# Table of Contents

Introduction ........................................................................................................ 1  
Technical support ............................................................................................ 1  
1. Creating your Applicant's account ............................................................... 2  
   1.1. Step 1: Create Log-in Details ................................................................. 2  
   1.2. Step 2: Adding your personal details ................................................. 5  
   1.3. Step 3: Adding Contact details ......................................................... 6  
   1.4. Step 4: Review and Register ............................................................... 7  
2. Filling in an application form ........................................................................ 10  
   2.1. Programme selection Criteria .............................................................. 10  
   2.2. Step 1 – Personal Details .................................................................... 12  
   2.3. Step 2 – Contact details ..................................................................... 13  
   2.4. Step 3 – Education details .................................................................. 14  
   2.5. Step 4 – English Proficiency ............................................................... 16  
   2.6. Step 5 – Course Details ....................................................................... 18  
   2.7. Step 6 - Finance .................................................................................. 22  
   2.8. Step 7 – Supporting documents .......................................................... 24  
   2.9. Step 8 – Source of Information ............................................................ 27  
   2.10. Step 9 – Criminal Conviction ............................................................. 28  
   2.11. Step 10 - Declaration ....................................................................... 29  
   2.12. Submit the application ...................................................................... 31  
3. Accessing a saved but unfinished application ........................................... 33  
   What happens next? ..................................................................................... 35  
4. Student Centre ........................................................................................... 36  
   4.1. Sections of Student Centre ................................................................. 37  
      4.1.1. Personal Details ............................................................................... 37  
      4.1.2. Admissions .................................................................................... 39  
      4.1.3. To Do List ...................................................................................... 39  
      4.1.4. Finances ......................................................................................... 40  
   4.2. Uploading Additional documents ......................................................... 41  
   4.3. Viewing the status of an application .................................................... 43  
   4.4. Viewing the conditions of an offer ....................................................... 43  
   4.5. Withdrawing an offer ........................................................................ 45  
   4.6. Making a payment ............................................................................. 47
Introduction
This guide is a step-by-step procedure to submit applications via the new University of Glasgow online system for:

Erasmus students

The online system allows you to upload supporting documents only in PDF format. Each file uploaded must not exceed 5MB in size. There is a maximum 10MB total upload size.
For a free PDF writer go to www.pdfforge.org/

Supporting documents required to apply (see Section 2.8 for details)
- Learning Agreement with proposed course selection.
- Transcript with Grade Explanations/Descriptions and its English translation, both signed and stamped by your Home University
- Evidence of Language Proficiency (See Nomination Receipt email for guidance)
- Passport or National ID card scan.
- PROJECT WORK STUDENTS ONLY: A personal statement outlining the focus of your research, and naming a prospective supervisor for your project at Glasgow.

Technical support
Should require technical support with the application process please log your enquiry at www.gla.ac.uk/international/abroadexchange/erasmusapplications/enquiries/.
1. Creating your Applicant’s account

Access the Direct Admissions System at:

https://uogapply.mycampus.gla.ac.uk/psp/campus/EMPLOYEE/HRMS/c/UOG_AAWS_MENU.UOG_OAS_APP_LOGIN.GBL

The first step to be completed before entering an application is to register your details and create an account. Your account contains all personal and contact details, which means that you will not need to type these details for each application you submit.

We will use these details to contact you so please ensure that these details are complete.

1.1. Step 1: Create Log-in Details

Log-in Screen:

You will see this screen each time you wish to access your applicant’s account.
To create your Applicant’s account, type the Security Code in the Security Code field. Note that the field is case-sensitive so the code must be typed exactly as seen. Click **Register**.

**NEW APPLICANT**

If this is your first application, please enter the security code below and click the **Register** button. This will allow you to create your applicant account.

**RETURNING APPLICANTS**

If you are a returning applicant, please enter your email address and password. Then click the **Login** button. Note: Your browser will require cookies, javascript and pop-ups to be enabled while you are navigating this website.

You are now creating the log-in ID and password:
Log-in ID:
The Log-in ID is the email address that was provided with your nomination. You must use this same email address when applying so our system can match you up. If you are not sure what email address was provided with your nomination then please check with your home university Erasmus coordinator.

Password:
The password must be 8 characters long. Select a password easy to remember. The password is case-sensitive. Type it twice to confirm it is correct.

Click **Next**.
1.2. Step 2: Adding your personal details

You will now enter your personal details:

Please complete the fields below with your personal details. The fields marked with a star (*) are compulsory. When completed, click "Next" to move to the next section.

At the end of the application is a summary of the details you have entered. Please review this before choosing to register.

The icon appears beside a box to help you find the correct entry to use. If there are a large number of possible entries, you may find it easier to sort by clicking on a column heading or using the search facility.

Once you have completed all necessary fields, click **Next**.

The Progress Line at the top of the screen shows how many steps are to be completed. You may go between sections by clicking next, or any number on the Progress Line, or any of the links on the left hand side.

Personal details should be entered as they appear on your Passport or ID document. If you do not have a **First Name** or a **Last Name**, enter * in the required field.

Clicking on the icon beside a box will assist you in finding the correct entry to use. If there are a large number of possible entries, you may find it easier to sort by clicking on a column heading or using the search facility.
1.3. Step 3: Adding Contact details

You will now enter your Contact details.
The **Residential Address** is your permanent address.
The **Mailing Address** is your contact address during term time for example.
If both addresses are the same, complete the residential address and tick the box ‘Same address as above’ in the Mailing Address field.

Click Next.

Note that your email address which is also the log-in ID is already populated:
1.4 Step 4: Review and Register

This final page allows you to review the information you have added to create your account. If you wish to amend any of the information, click on the link corresponding to the section to amend on the left hand-side, or click on the number of the section on the progress line.
Once you have checked all details are correct, click on Register.

Once the account is created, you will get the following message:

![Message](image)

Click OK.
This takes you back to the log-in screen where you can now log-in with your email address and the password you have chosen.

Enter the email address and password fields. Click **Login**.

Please note you do not need to enter the security code again.

---

**NEW APPLICANT**

If this is your first application, please enter the security code below and click the **Register** button. This will allow you to create your applicant account.

**RETURNING APPLICANTS**

If you are a returning applicant, please enter your email address and password. Then click the **Login** button.

*Note:* Your browser will require cookies, javascript and pop-ups to be enabled while you are navigating this website.

---

**Sign in to your account**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
<td><a href="mailto:one.applicant@glasgow.ac.uk">one.applicant@glasgow.ac.uk</a></td>
</tr>
<tr>
<td>Password</td>
<td>**********</td>
</tr>
</tbody>
</table>

**Enter the security code and click the Register button**

Security Code (case sensitive): 

For security purposes, please type the six characters shown above into the Security Code field.

---

**Security Code**

J H c b 3 n
2. Filling in an application form

Please take time to read instructions on the Welcome screen as per below, then click Continue.

2.1 Programme selection Criteria

<table>
<thead>
<tr>
<th>Programme Selection Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction: University of Glasgow</td>
</tr>
<tr>
<td>Academic Career:</td>
</tr>
<tr>
<td>Admit Term:</td>
</tr>
<tr>
<td>Mode of Study:</td>
</tr>
<tr>
<td>Programme of Study: Search</td>
</tr>
</tbody>
</table>

To begin your application you must first choose the programme of study you wish to apply for.

After this you will be taken to the on-line application form.

Fields marked with an asterisk (*) are mandatory – you must complete them. This is to ensure you have given us enough information to assess your application.

Please make sure each section is complete before you continue with your application. You can save your details by clicking ‘Save & Return to my Applications’ at any time and return to the application when you wish; however, the application must be submitted within 42 days or it will be automatically deleted.

There is a section for uploading supporting documents. Full instructions on what you need for each application can be found on the website for your chosen programme of study.

When you are ready to submit your application, click the Submit button at the end of the application.
Academic Career is the level of study. Select Undergraduate.

Please note all Erasmus applicants must select undergraduate at this point regardless of their level of study at their home university. This is for administrative purposes and will not affect the level of courses you can do at Glasgow.

Admit Term - select 2015-16

Mode of Study - Click on the arrow and select Erasmus

Programme of Study is the programme that most closely matches your main field of study at your home university. (See list of main subject areas below.) To select a programme, click Search and select your programme from the list that appears at the bottom of the screen.

Click Apply to start an application for the programme of your choice.

**Arts:** History, Philosophy, Modern languages, Literature, Theology, Archeology, Film & TV.

**Life Sciences:** Biology, Biochemistry, Genetics, etc

**Sciences:** Computing Science, Psychology, Mathematics, Statistics, Chemistry, Earth Sciences, Geography, all Engineering disciplines

**Social Sciences:** Politics, Law, Business, Economics, Sociology, etc.
2.2 Step 1 – Personal Details

Personal details are the 1st step of the application. You can see this from the Progress Line at the top of the Screen.

Note the Personal Details are auto-populated from the details input in your account.

Check all details are correct and that all sections are complete.

Move to the next section by clicking Next or to any section of your choice by clicking on one of the links on the left-hand side.

You may save your application at any point and return to it later. Simply click on the link Save and Return to my applications at the top right corner of the screen.
2.3  Step 2 – Contact details

Note the Contact Details are auto-populated from the details input in your account.

Note that the email address used to log in is already populated.

Check all details are correct and that all sections are complete. Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.
2.4 Step 3 – Education details

Please only enter details of your current studies.

There is no need to fill in the Prior Study Information.

Current/Previous Study Information:
Most institutions will be shown in the drop-down list. Click on the icon to view the list.

You can search for the institution by typing a keyword in full or partially. For example, if you are searching for the University of Madras, it is easier to enter the word ‘Madras’ and select ‘contains’ from the drop-down menu on the left hand-side of the box.

Click Look Up.
See below:
If the institution is not listed, please enter the institution manually in the adjacent box.

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.
2.5 Step 4 – English Proficiency

All Erasmus Students are required to submit evidence of language proficiency before they can be accepted to study at the University of Glasgow. As part of their application, students must supply confirmation that they are proficient in English in all four components of reading, writing, speaking and listening to a minimum **CEFR B2 level**.

**Non-EU nationals**: If you are not an EU national, then we require you to submit one of the following tests taken within the last two years:
- An IELTS
- A Pearson PTE Academic English test

This is required by UKVI immigration regulations, and is necessary in order to process your visa sponsorship paperwork. Further information on applying for your student visa can be found at: [https://www.gov.uk/browse/visas-immigration/student-visas](https://www.gov.uk/browse/visas-immigration/student-visas)

**EU nationals**: Please upload the completed and signed Confirmation of Proficiency Form that was sent to you with your Nomination Acknowledgement email from the Study Abroad and Exchanges Team at the University of Glasgow. **EU/EEA nationals do *not* need to apply for a visa to attend Glasgow.**

Language of Instruction:
- If the language of instruction at your Home University is English, select **Yes** from the drop down menu.
- If the language of instruction at your Home University is not English, select **No** from the drop down menu:

Language Test:
- If you have already taken a test fill in the details of the test
- If you have not taken a language test, please leave the fields blank.
Note the screen will change according to whichever test you select to allow you to enter your results. See examples below:

**Example for IELTS results:**

<table>
<thead>
<tr>
<th>Test Component</th>
<th>MinScore</th>
<th>MaxScore</th>
<th>Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening - IELTS</td>
<td>1.00</td>
<td>9.00</td>
<td></td>
</tr>
<tr>
<td>Overall - IELTS</td>
<td>1.00</td>
<td>9.00</td>
<td></td>
</tr>
<tr>
<td>Reading - IELTS</td>
<td>1.00</td>
<td>9.00</td>
<td></td>
</tr>
<tr>
<td>Speaking - IELTS</td>
<td>1.00</td>
<td>9.00</td>
<td></td>
</tr>
<tr>
<td>Writing - IELTS</td>
<td>1.00</td>
<td>9.00</td>
<td></td>
</tr>
</tbody>
</table>

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

**Example for TOEFL results:**

<table>
<thead>
<tr>
<th>Test Component</th>
<th>MinScore</th>
<th>MaxScore</th>
<th>Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaking</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Score</td>
<td>120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>30.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.6 Step 5 – Course Details

You are now asked to enter details about your home university, about the programme you are currently studying, and about the courses you wish to apply for in Glasgow.

Details about your home University:
Click on the [ ] icon to search for your home University.

This will bring up a Look Up table.
Under Description, select **Contains** and type part of the name of your home university.
Click **Look Up**.
Select the name of your home university from the list.

Enter details of the ERASMUS coordinators in your department and in your home university:
Details about your programme at your home university:

Use the drop down menu to select your level of study, your current year of study. In the Field of study, type the name of your programme. Under Are you an EU Freemover, please select ‘No’. The University of Glasgow does not accept freemovers.
Select the **Study Period** from the drop-down menu:

**Semester 1** is September to December  
**Semester 2** is January to June  
**Full Academic year** is September to June

Other durations are no longer possible to facilitate.

---

**Course Choice**  
Finally select the courses you wish to attend.

Before you select classes, please check our [Course Selection Guide](#). This will enable you to request a valid courseload. Students who do not request a valid courseload may be rejected.

If you have been nominated for one semester, select a minimum of **60 Glasgow credits**. This is equivalent to 30 ECTS. You may select a maximum of **80 Glasgow credits**.

If you have been nominated for the full year, select a minimum of **120 Glasgow credits**. This is equivalent to 60 ECTS. You may select a maximum of **140 Glasgow credits**.

These are the classes that will be forwarded to your academic subject coordinators here for review and provisional approval. If approved, these are the courses that you will be enrolled on and expected to take.

**Students who are here for one semester will be enrolled on 60 Glasgow credits.**  
**Students who are here for the full academic year will be enrolled on 120 Glasgow credits.**

We ask students to select the above minimum/maximums so that we will be able to request appropriate alternate courses for you in the event of timetable clashes or other factors rendering a course unavailable to you.

First select the **subject area**. Click on the 📚 icon to bring up the list of all available subjects and select the appropriate one.

Then select the **course** from the **Catalogue**. Click on the 📚 icon to bring up the list of all available courses and select the appropriate one.

Click on the 📚 icon to add more courses. Click on the 🗑️ icon to remove a course. Repeat these steps until you have reached the required number of credits or classes.
Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.
2.7 Step 6 - Finance

There are 2 sections to complete, the Main Funding Source and the Tuition Fee Status Assessment.

**Main Funding Source**: use drop-down menu to populate each box.

Select Other in answer to the first question and Yes to the second question.

In the Any Other Information box, add the name of your home institution and whether you are paying the Tuition Fees and/or the Accommodation Fees.

*In the example below, the student is paying their tuition fees only to their home institution:*

<table>
<thead>
<tr>
<th>Any other information, e.g. Scholarship name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erasmus tuition waiver</td>
</tr>
</tbody>
</table>

**Tuition Fee Status Assessment**: We consider a permanent resident someone who has been ordinarily resident in the UK and Islands (the Channel Islands and the Isle of Man) for the full 3-year period before the start of their study, and whose main purpose for residence in the UK and islands must not have been to receive full-time education during any part of that 3-year period.

Most Erasmus students will be considered permanent residents and you should therefore select YES in answer to the 1st question of this section.

If unsure, refer to [www.ukcisa.org.uk/student/fees_student_support.php](http://www.ukcisa.org.uk/student/fees_student_support.php) or ask the Applicant to download a fee status form at [www.gla.ac.uk/media/media_33970_en.pdf](http://www.gla.ac.uk/media/media_33970_en.pdf) and return it to the address on the form.
Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.
2.8 Step 7 – Supporting documents

The online system allows you to upload your supporting documents only in PDF format. Each file uploaded must not exceed 5MB in size. There is a maximum 10MB total upload size.

For a free PDF writer go to [www.pdfforge.org/](http://www.pdfforge.org/).

You should only upload documents that are requested below and that are relevant to the application:

- **Learning Agreement with proposed course selection.** Your Home University should supply you with a Learning Agreement form. List the same classes on this document that you have selected on your online application. If the classes you list on your Learning Agreement do not match the classes you have listed on your application, we will not be able to sign it for you in advance of your arrival. These courses will not be considered or approved in advance.

- **Transcript** with Grade Explanations/Descriptions and its English translation, both signed and stamped by your Home University. A Transcript (also known as a grade report or a mark sheet) is the document that shows all courses taken to date at your home university, and the marks that you received.

- **Evidence of Language Proficiency.** All Erasmus Students are required to submit evidence of language proficiency before they can be accepted to study at the University of Glasgow. As part of their application, students must supply confirmation that they are proficient in English in all four components of reading, writing, speaking and listening to a minimum **CEFR B2 level**.

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- An IELTS
- A Pearson PTE Academic English test

This is required by UKVI immigration regulations, and is necessary in order to process your student visa paperwork.

Further information on applying for your student visa can be found at: [https://www.gov.uk/browse/visas-immigration/student-visas](https://www.gov.uk/browse/visas-immigration/student-visas)

**EU nationals:** Please upload the completed and signed confirmation of proficiency form that was sent to you with your Nomination Acknowledgement email from the Study Abroad and Exchanges Team at Glasgow.

*EU/EEA nationals do *not* need to apply for a student visa to attend Glasgow.*

- **Passport or National ID card scan.**

- **PROJECT WORK STUDENTS ONLY:** A personal statement outlining the focus of your research, and naming a prospective supervisor for your project at Glasgow.

Select the category of document you wish to upload from the drop down menu, and then click on **Upload Document.**

Click **Browse** and select the PDF document you wish to upload.

Click **Open**, and then **Upload**.

Repeat these steps until you have uploaded all the required documents.
If you do not see the appropriate category for a document, then it is acceptable to select ‘Other’ as the category type.

Support Documents Upload

Upload electronic copies of your documents to support your application.

The documents required vary according to the programme of study. Please check the University website to confirm the necessary documents for your particular programme of study.

The system will accept documents only in pdf format and each file uploaded must not exceed 5MB in size. For a free pdf creator Click here.

Select Document Type

- Academic Ability Evidence
- CV/Resume
- Degree Certificate
- Financial Evidence
- Language Test
- Nominating University Approval
- Other
- Passport
- Personal Statement
- Reference1
- Reference2
- Reference3
- Transcript

[Upload Document]

< Previous  Next >
You can view details of the documents you have uploaded as per below.

To view the document click on the icon.

To delete the document, click on the icon.

Move to the next section by clicking Next or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link Save and Return to my applications at the top right corner of the screen.
2.9 Step 8 – Source of Information

In this section we ask you where you heard of the University of Glasgow. Select the Source of Information from the drop down menu and use the **Further Details** box to add any additional information.

![Source of Information](image)

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.
2.10 Step 9 – Criminal Conviction

Please read this section carefully and only tick the box if it applies to you.

### Application Details

- **Institution:** University of Glasgow
- **Programme:** Erasmus UG (Arts)
- **Mode Of Study:** Full-Time
- **Career:** Undergraduate
- **Admission Term:** Academic Year 2013-14
- **AppId:** 006027

<table>
<thead>
<tr>
<th>Criminal Convictions</th>
<th>Step 9 of 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutions</td>
<td>University of Glasgow</td>
</tr>
<tr>
<td>Programme</td>
<td>Erasmus UG (Arts)</td>
</tr>
<tr>
<td>Mode Of Study</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Career</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Admit Term</td>
<td>Academic Year 2013-14</td>
</tr>
<tr>
<td>AppId</td>
<td>006027</td>
</tr>
</tbody>
</table>

**Criminal Convictions**

To help us reduce the risk of harm or injury to our students by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant may have.

Relevant criminal convictions are only those for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

**Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974)** are not considered to be relevant and you should not reveal them.

Applicants who check the box will not be automatically excluded from the application process. However, we may want to consider the application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must tell us during the application process. Do not send details of the offence; simply tell us that you have a relevant criminal conviction. We may then ask you for more details.

If you have a relevant criminal conviction, check the box. See above for the definition of relevant criminal convictions.

Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand-side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.
2.11 Step 10 - Declaration

This is the last step of the application process. You should now review the application and submit it.

Incomplete Information:
If you have left compulsory fields empty, a warning message will appear at the bottom of the screen with a link to the section requiring attention. You will not be able to submit the application until all information has been provided.

If there is no issue, tick the box to confirm that you have read the declaration then click on Submit Application.
<table>
<thead>
<tr>
<th><strong>Declaration</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>I hereby apply for study at the University of Glasgow and I confirm that the information given in this application is correct.</td>
</tr>
<tr>
<td>I confirm that the documentation I have supplied with my application is genuine, and I understand that the University will withdraw my application if any aspect of my application is found to have been falsified.</td>
</tr>
<tr>
<td>I hereby confirm that I understand that the University of Glasgow will accept no liability for my tuition fees or living expenses in the event of my admission.</td>
</tr>
</tbody>
</table>

The University of Glasgow collects and processes information about its students, applicants and potential applicants, for academic, administrative, management, pastoral, and health and safety reasons. The information is processed in accordance with the University's notification with the Information Commissioner under the Data Protection Act 1998. You hereby acknowledge that the University may pass your information to third parties (including any appointed agents or subcontractors of the University and Glasgow International College) for the above purposes, and also in situations where you have given your consent, or where this is to meet a statutory obligation (an example of which is the disclosure of information to the Higher Education Statistics Agency). Any processing of your information outside the European Economic Area will be in accordance with the requirements of the Data Protection Act 1998.

Please tick this box to confirm you have read and agreed to the above.

Submit Application
2.12 Submit the application

Once you have clicked **Submit Application**, you will get a warning message to ensure you want to submit the application. Click **OK** to submit, click **Cancel** to return to the application.

You will get confirmation that the application has been submitted:

```
Thank you for your application.

It has been successfully submitted, and you will hear from us shortly.

Press continue to return to your application home page.
```

Click **Continue**.

This will take you to the screen showing a summary of all submitted applications. You can **Sign Out** or submit a new application for the same Applicant. To submit a new application, click on the **New Application** button.
To submit an application for a different Applicant, click on the Sign Out link and follow this entire process again.
3. Accessing a saved but unfinished application

Access the log-in screen. Enter your email address and the password you have chosen when you created your account. Click **Login**.

Please note you do not need to enter the security code again.

You can now see a list of all applications submitted on behalf of the Applicant and their status.

Submitted Status: the application has been sent to the Admissions Team for review. The application may be viewed but not amended.

Pending Status: the application has **not** been sent to the Admissions Team for review and will not be until you submit it. Admissions staff will not be able to see the application at this stage. The application can be amended or deleted.

To delete the application, click on the **Delete Application** button.
To amend the application, click on the **Select Application** button.
Once in the application, use the Progress Line or the links on the left hand-side of the screen to navigate to the section you wish to complete or amend.
Move to the next section by clicking **Next** or to any section of your choice by clicking on one of the links on the left hand side.

You may save your application at any point and return to it later. Simply click on the link **Save and Return to my applications** at the top right corner of the screen.

**What happens next?**

Once your application is submitted, you will receive an email

- confirming your application is submitted
- providing your Applicant Number
- giving instruction to log in to the Student Centre
4. Student Centre

Details on accessing the Student Centre will be sent to you by email within 72 hours.

Student Centre is access to your student’s account on the MyCampus system. It allows you to

- View the status of your application
- View your To Do List
- Upload additional documents to your application or documents required to meet the conditions of your offer
- Withdraw your application
- Make an enquiry about your application.
- Make a payment
- View your financial information, including Financial Aid awards
- Review and amend your personal details
4.1 Sections of Student Centre

The name and applicant number appear at the top left corner of the screen.

There are 4 sections that are relevant to you: Admissions; Personal Information; Finances; To Do List.

4.1.1 Personal Details

Personal details are those that you have entered when creating your account. If these details change, amendments must be done in Student Centre.
Use the links on the page to add or amend information.

You can also access relevant section by using the drop down menu and clicking on the button. The link will take to the relevant tab as per below:

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home</td>
<td>12, Jhukaehhaf</td>
</tr>
<tr>
<td></td>
<td>afd raeh 123456</td>
</tr>
<tr>
<td></td>
<td>Afghanistan</td>
</tr>
</tbody>
</table>

Use the add and edit buttons on the relevant screens to add and amend the information.

To go back to the Student Centre, use the drop down menu either in the top right corner of the screen or the bottom left, Select Student Centre, then click on the button:
4.1.2 Admissions

The Admissions section is where you can:

- View the status of applications
- Upload documents
- Withdraw an application
- Ask a question about an application

The **Application Status** is indicated by the following symbols:

- ▲ Incomplete
- ✅ Admitted
- ✗ CANCELLED
- ☑ Conditionally Admitted
- ⏳ Decision Pending

To **Upload documents**, **Withdraw an application** or **Defer an application** use the links on the left hand-side of the screen:

To **Ask a Question**, click on the relevant link. This will take you to an enquiry form. The form should be used instead of sending an email.

4.1.3 To Do List

The To Do List shows all the documents required to meet the conditions of offer for each application that has been submitted.

If no documents are required, the screen will look like this:
If further documents are required, the screen will list all the documents that are required. This will change for each applicant.

To view the documents required for each applications, click on **Details**. See the section 4.4 below on how to view each items on the To Do List which are required to meet the conditions of offer.

### 4.1.4 Finances

**Account Inquiry**
Click on the link to view your account and any payment you have made.

**View Financial Aid**
This is not applicable to Erasmus students.

**Make a Payment**
Click on the link to view your account and any payment made.

Erasmus students are not charged any tuition fees. If your account should outstanding tuition fees, please contact our help desk at [www.gla.ac.uk/international/abroadexchange/erasmusapplications/enquiries](http://www.gla.ac.uk/international/abroadexchange/erasmusapplications/enquiries)
4.2 Uploading Additional documents

Click on the Upload Documents link.

To go back to the Student Centre instead, use the drop down menu either in the top right corner of the screen or the bottom left, select Student Centre, then click on the button:
The top half of the screen shows details of the application.

In the **Uploaded Documents** Section, you can view the documents that you uploaded on the online application systems. Click on the icon to view the PDF.

To upload a new document, select the relevant category of document from the drop-down menu and click **Upload Document**.

Click **Browse**. Select the PDF document you wish to upload. Click **Upload**.
The new document will appear in **Uploaded Documents** Section.

4.3 Viewing the status of an application

Scroll down to the **Admissions** section. The symbol next to your application will indicate the status of your application. The significance of each symbol is shown above the list of submitted applications.

*In the example below, the applicant was made a conditional offer:*

4.4 Viewing the conditions of an offer

On the right hand-side of the screen, the conditions will be listed under the section **To Do List.**
To view details of the conditions, click on the Details link.

All the documents you are required to provide are listed on this page.
Note the due date of each requested item. Documents must be provided within the
deadline to meet the condition of offer or the offer may be withdrawn.

You can view more details for each item of the list by clicking on the item.
At the top of the screen, you will find the name of the applicant, the To Do Item, and details of the application the condition is for (Academic career, and Application Number)

The Description section will provide details of regarding the document you need to provide.

Click the Return button to go back to the list of To Do Items.

To go back to the Student Centre, use the drop down menu either in the top right corner of the screen or the bottom left, Select Student Centre, then click on the button:

4.5 Withdrawing an offer

Log in to the Student Centre.

Scroll down to the Admissions section.
Click on the **Withdraw Application** link.

To go back to the Student Centre, use the drop down menu either in the top right corner of the screen or the bottom left, Select Student Centre, then click on the button:
4.6 Making a payment

Erasmus students do not pay tuition fees. If you notice tuition fees on your account, do not make a payment at this stage and contact our helpdesk at www.gla.ac.uk/international/abroadexchange/erasmusapplications/enquiries/.

You may still use this section to make payments in relation to your accommodation and other charges that may apply to you.

Scroll down to the **Finances** section.

Click on the **Make a Payment** link.

Please note you can go back to the Student Centre by using the drop down menu either in the top right corner of the screen or the bottom left. Select Student Centre then click on the button:
Enter the amount the Applicant wishes to pay.

Click the button.
To carry on with your payment, click on the button.
To cancel your action, click on the button.
To go back to the previous page, click on the button.
In this example the type of card is VISA.
The screen will show the amount that the Applicant/you are about to pay and the type of card you have selected.

Enter the **Card Number** (the long 16-digit number across the Card).
Enter the **Card Holder Name** exactly as it appears at the bottom of the card.
Enter the **Card Expiry Date** as indicated on the front of the card. Use the drop-down menu to select the month, then the year.
Enter the **CVV** as indicated on the back of your card. If you are not sure where to find the CVV, click on the **What is CVV?** link.

To go back to the previous page, click on the **PREVIOUS** button.
To carry on with the payment, click on the button.

Follow instructions on the successive pages until successful completion of the payment.

Please note that if you do not complete the transaction within a certain time the transaction will time out: