

Step-By-Step Guide – Exchange Students

Step 1 - Preparation

- It is important that you have discussed your intentions with your academic tutors and the International Office at your home institution. They are a valuable source of information and advice and can also help in completing the application forms.
At an early stage, staff at this University welcome informal contact from interested students.
- You may wish to email the Study Abroad Coordinator to let him know you are interested in studying at the University (your International Office may do this on your behalf). This helps to make the application as easy as possible. Please contact Norman MacMillan, Study Abroad Coordinator: Email: norman.macmillan@uws.ac.uk

Step 2 - Applying

- If you are coming to the University for more than one semester you must apply through the Universities and Colleges Admissions Service (UCAS). You can apply online at www.ucas.com
- If you are coming for one semester only you must complete a UWS Exchange Application Form.
- With both applications you will also need to include:
A copy of your qualifications (in English)
Confidential Referee Statement
Evidence of English Language ability – this can be in the form of a reference from one of your tutors

Step 3 – University Response

Once our Admissions Office have received your application form they will check the pre-requisites of the selected course along with the documents that you have supplied and a decision will be made.

The decision that the Admissions Officer will make will be either:

- **Unconditional** – You have all the pre-requisites of your chosen course(s) and you can progress onto your course
- **Conditional Offer** – You have met most pre-requisites of your chosen course(s) and listed within your letter will be the requirement(s) that you need to provide. Once you have fulfilled this requirement and have responded back to the Admissions Office then you will receive an amended letter offering you an unconditional place
- **Unsuccessful** – unfortunately you do not meet the requirements to gain access to your course(s)

Step 4 – Replying

Our Admissions Office correspondence letter, which will be sent to you, will give details on your course, start date etc. There will also be a reply slip that you must complete and send back to the Admissions Office as quickly as possible so that your place on your course can be secured.

In addition to returning your reply slip, the main points to be dealt with after receiving an offer to study are:

1. The completion of a request form for accommodation in the University's Halls of Residence
2. Completion of the Special Needs Form
3. Sorting out the academic modules that you are going to take during your stay at Paisley
4. Informing the Study Abroad Coordinator of your travel arrangements so that advice
5. can be given to assist you to get to your accommodation