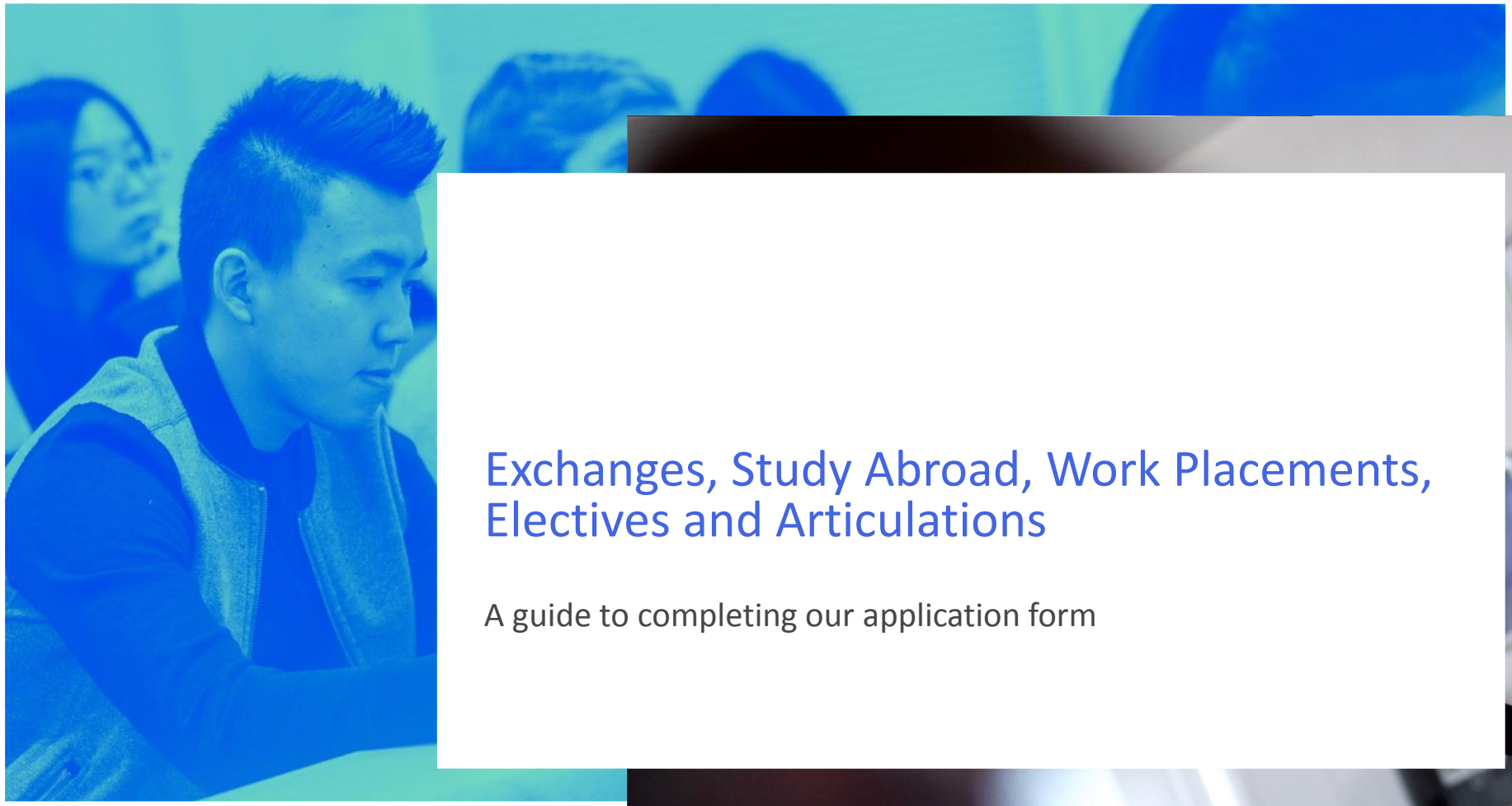


Exchanges, Study Abroad, Work Placements, Electives and Articulations

A guide to completing our application form

Helpguide for applicants and partner institutions

This guide contains information about:

- Our **direct application form**, with information on how to complete each section
- The email applicants will receive containing a **University of Dundee username** and **password** for accessing our systems

Complete our application form

https://www.dundee.ac.uk/study/ipp/applicants/

The above webpage describes how to create an account for our direct application form.

There are written instructions and help videos to guide you through the form.

To begin your application, scroll to the bottom of the page and click the **Make a direct application** button

- Upload a copy of your qualifications, English language qualifications
- For international applicants only - details of your passport and upload a copy of your current passport

Can I save the application and return to it later?

Yes, at any point you can save your application, logout, and return to complete it at a later date.

What happens after you submit the application?

After you have completed and submitted the application, we will send you a confirmation email. Subsequently we will also send you details of your University of Dundee applicant IT account by email.

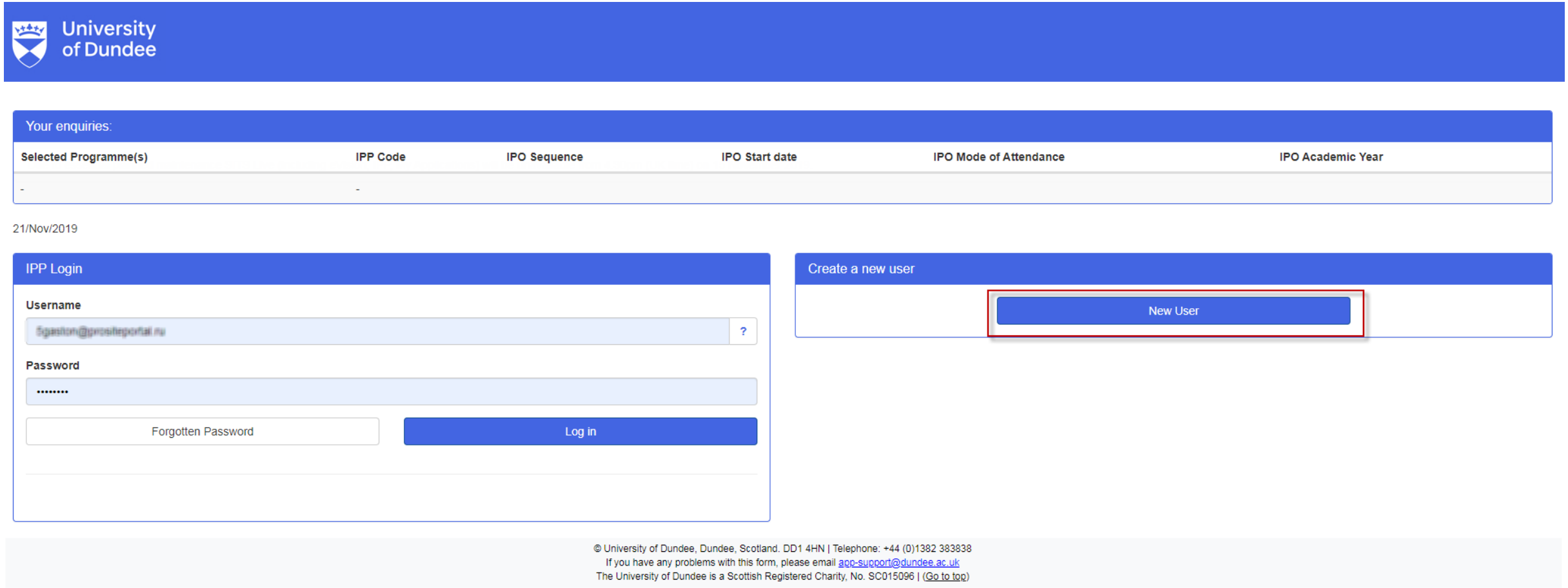
Your applicant IT account is different from the temporary user account you created to submit your application. Your applicant account will give you access to My Applications on eVision, which is used for tracking your application, uploading documents we ask for, applying for a scholarship or accommodation, etc. This will also become your student account if you matriculate on a course with us.

Technical Support

Please email app-support@dundee.ac.uk if you require technical support. Support is available Monday to Friday, 9am to 5pm UK time.

Make a direct application

Click **New User**



Fill in your name, date of birth, email address and create a password.

Your enquiries:

Selected Programme(s)	IPP Code	IPO Sequence	IPO Start date	IPO Mode of Attendance	IPO Academic Year
-	-				

New User Details

* Title	Miss
* Forename	Test
Second Forename	
Third Forename	
* Surname/Family Name	TestName
* Date of Birth	06 Mar 1992
* E-mail Address	socoj@netmail3.net
* Confirm E-mail Address	socoj@netmail3.net
* Password	•••••••••
* Confirm password	•••••••••

Your password should have between 8 and 12 characters. It must contain at least one upper case (A-Z), one lower case (a-z), one number (0-9), one special character (! ? * % ( ) @ # $ ^ & + - =)

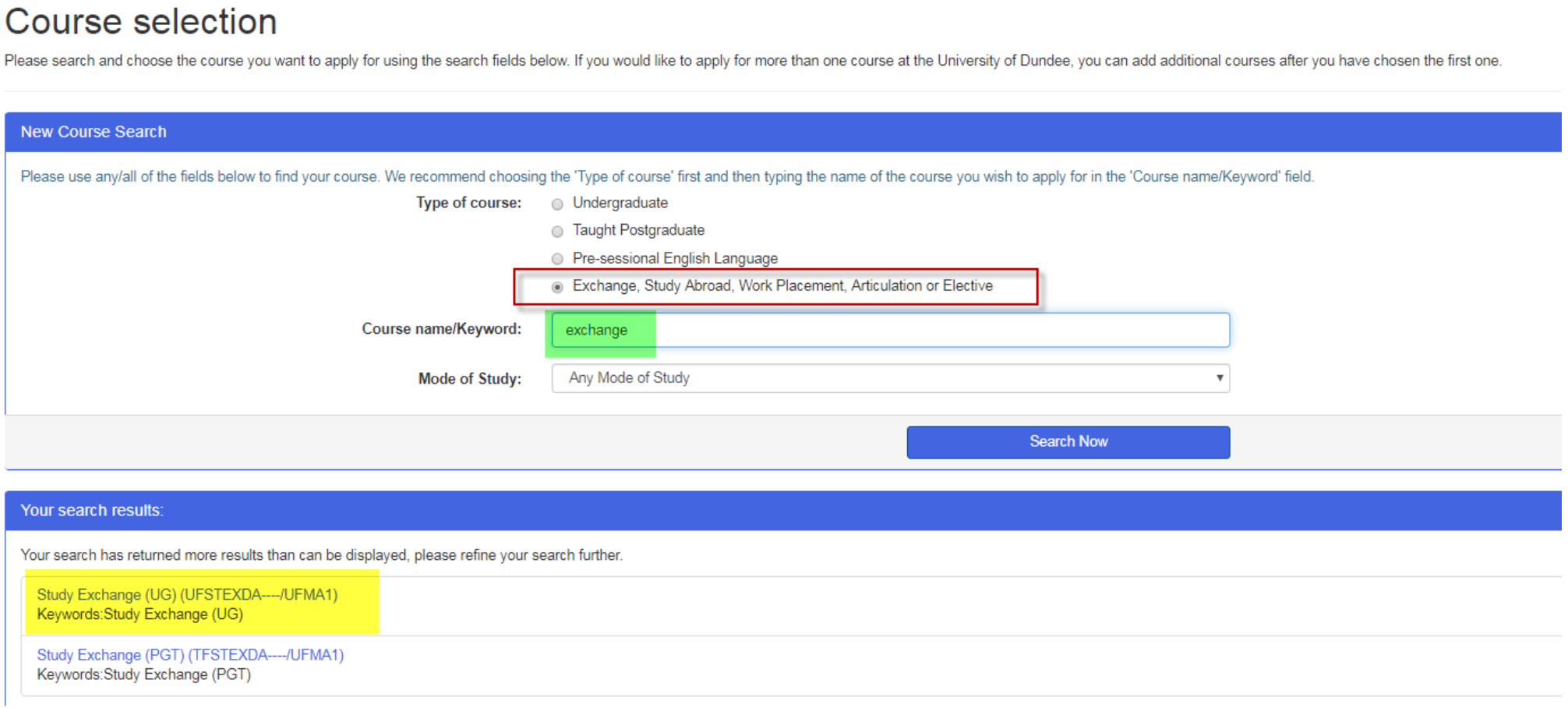
Cancel Proceed

Choose **Exchange, Study Abroad, Work Placement, Articulation or Elective** to view all available courses.

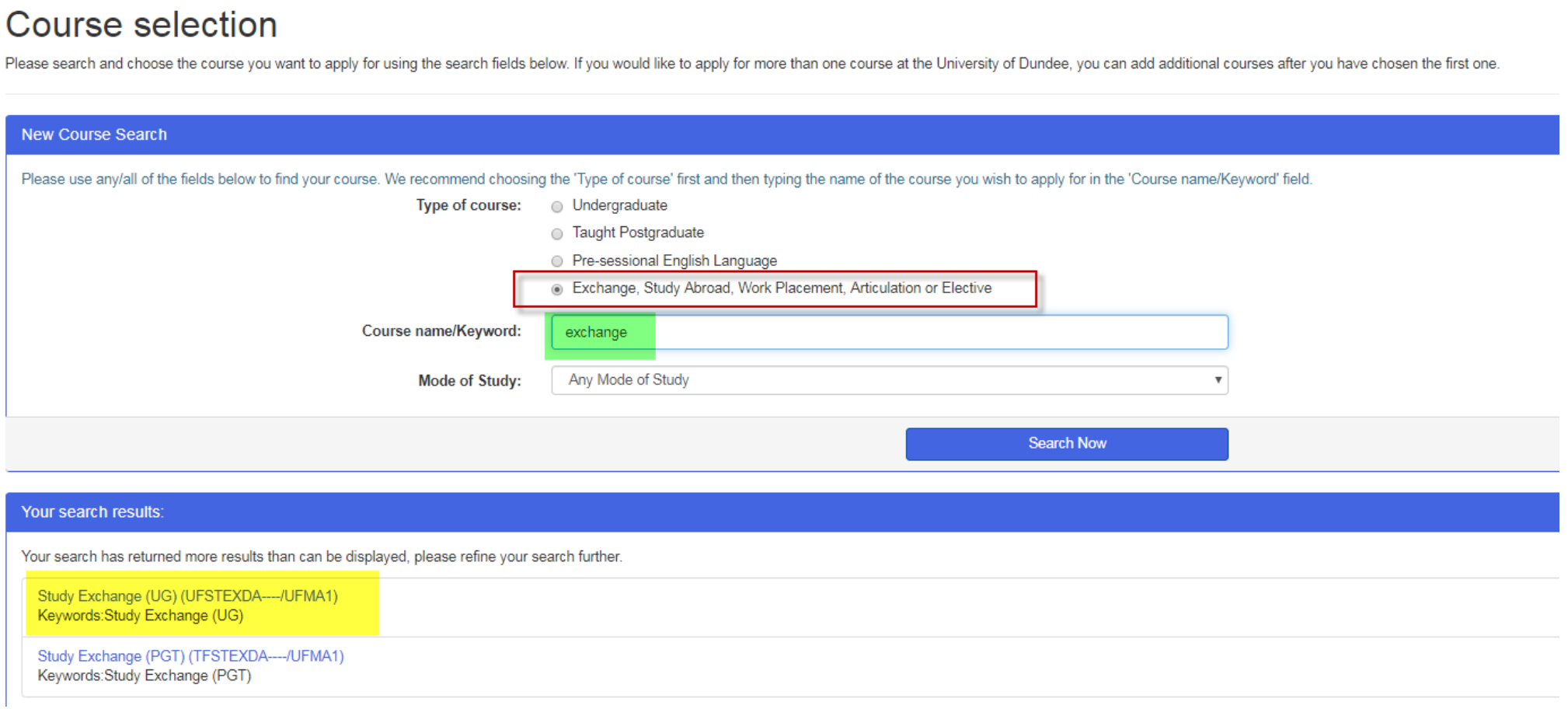
You can enter any relevant keywords to limit the number of search results. For example, **Exchange**.

You do not need to select a **Mode of Attendance.**

Click **Search Now** to bring up the list of available courses.



Choose the course you wish to apply for. In this example, we are choosing the **UG Study Exchange**.



Click **Apply** on the appropriate entry point.

In this example you can choose from a **full year**, **semester one** or **semester two**.

Course selection

You can now select which academic year and entry month you would like to apply for. Please note that all options that are currently available will be shown.

Choose your start date:

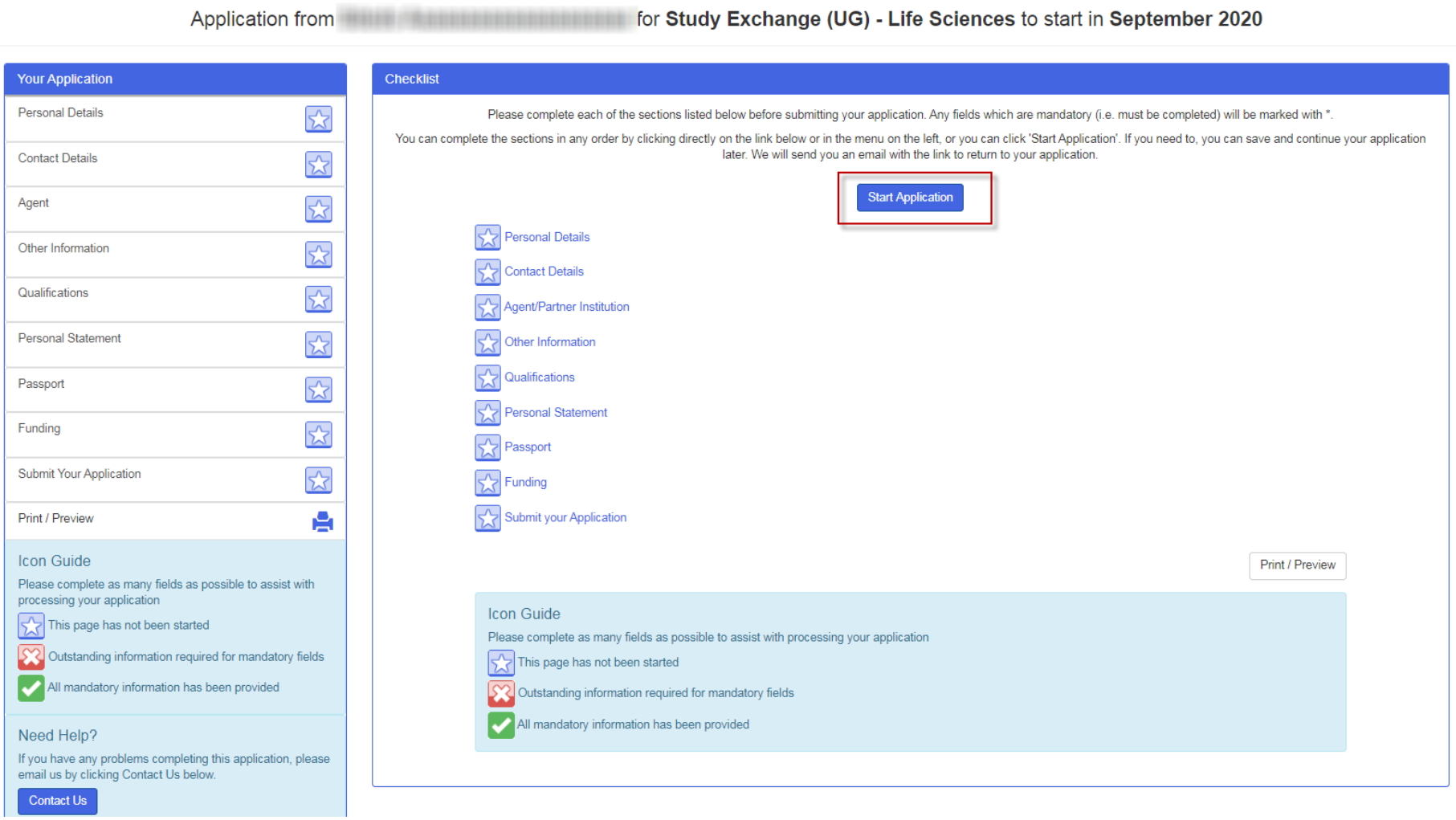
You are making an application to: Study Exchange (UG)

Please select when you would like to start this course

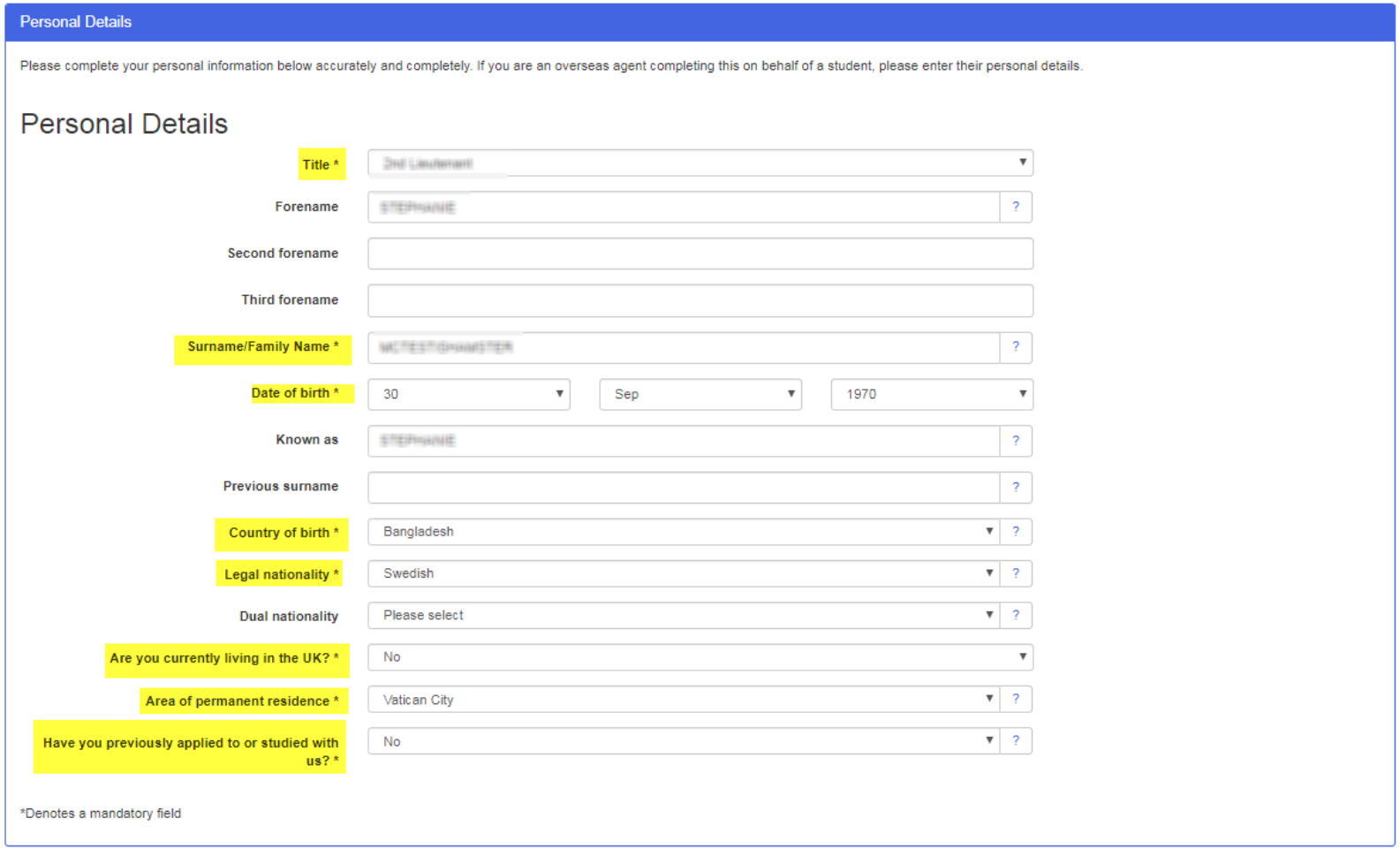
Sequence	Year	Period	Mode of attendance	Start date	End date	Apply
0001	2020/21 ACADEMIC YEAR	SEM1	Full Time	September 2020		Apply
0002	2020/21 ACADEMIC YEAR	SEM1/2	Full Time	September 2020		Apply
0003	2020/21 ACADEMIC YEAR	SEM2	Full Time	January 2021		Apply

Back to Search Results

Click **Start Application**



Complete your **personal details** and click **save and continue**



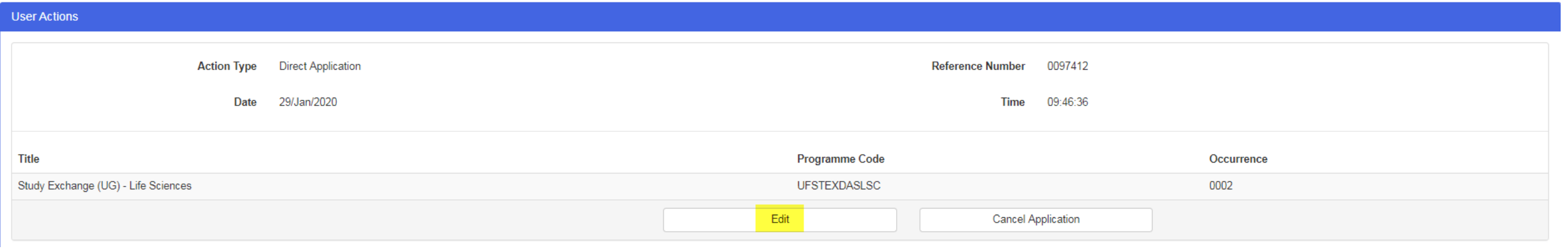
Please note that there is a **Save and Continue** button in the bottom right hand corner of each page.

Make sure you use this as you complete your application.

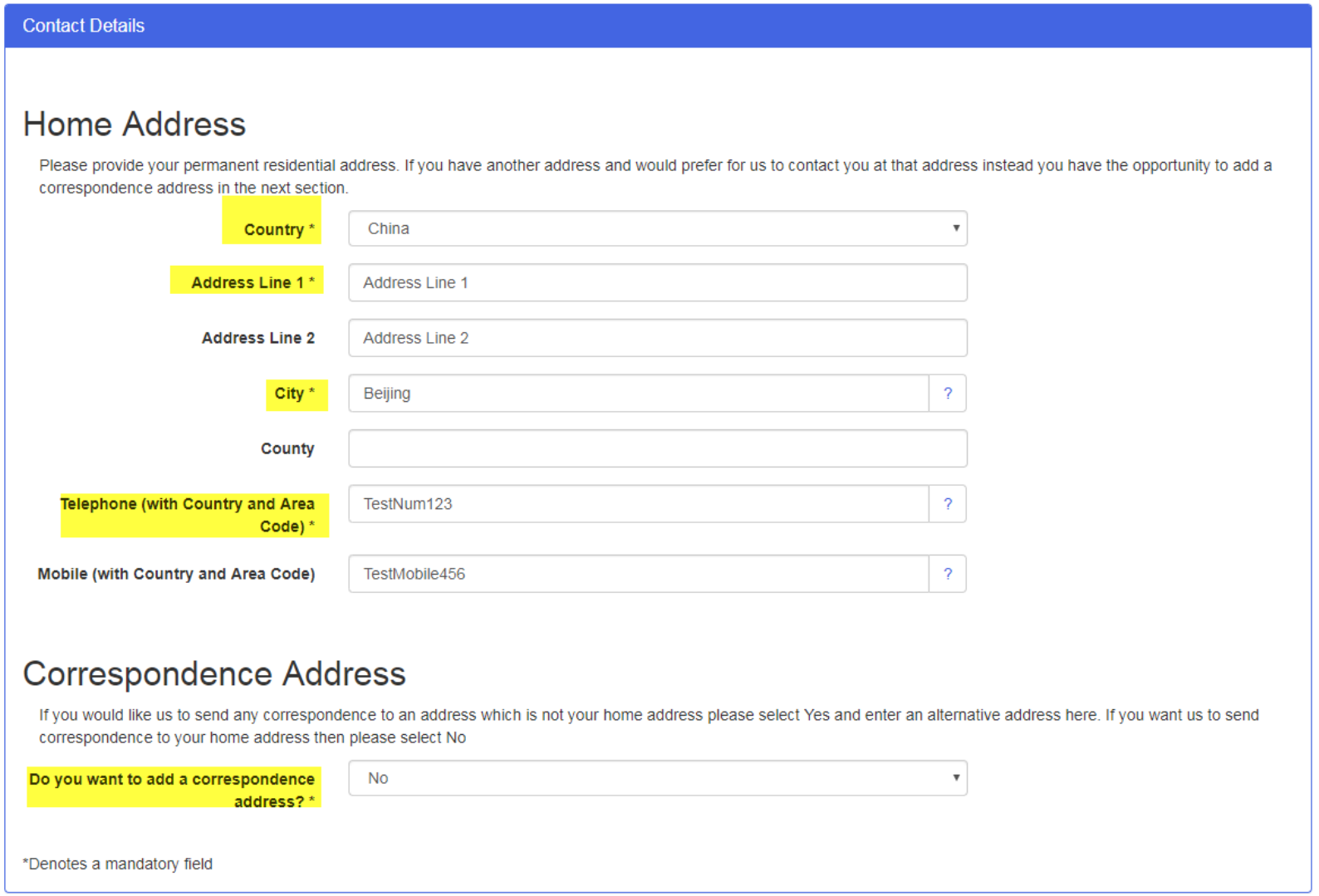
You can exit your application, and continue with it at a later stage.

You can log back in to the Application System at any time and choose edit on your application

https://evision.dundee.ac.uk/urd/sits.urd/run/siw_ipp_lgn.login?process=siw_ipp_app_crs



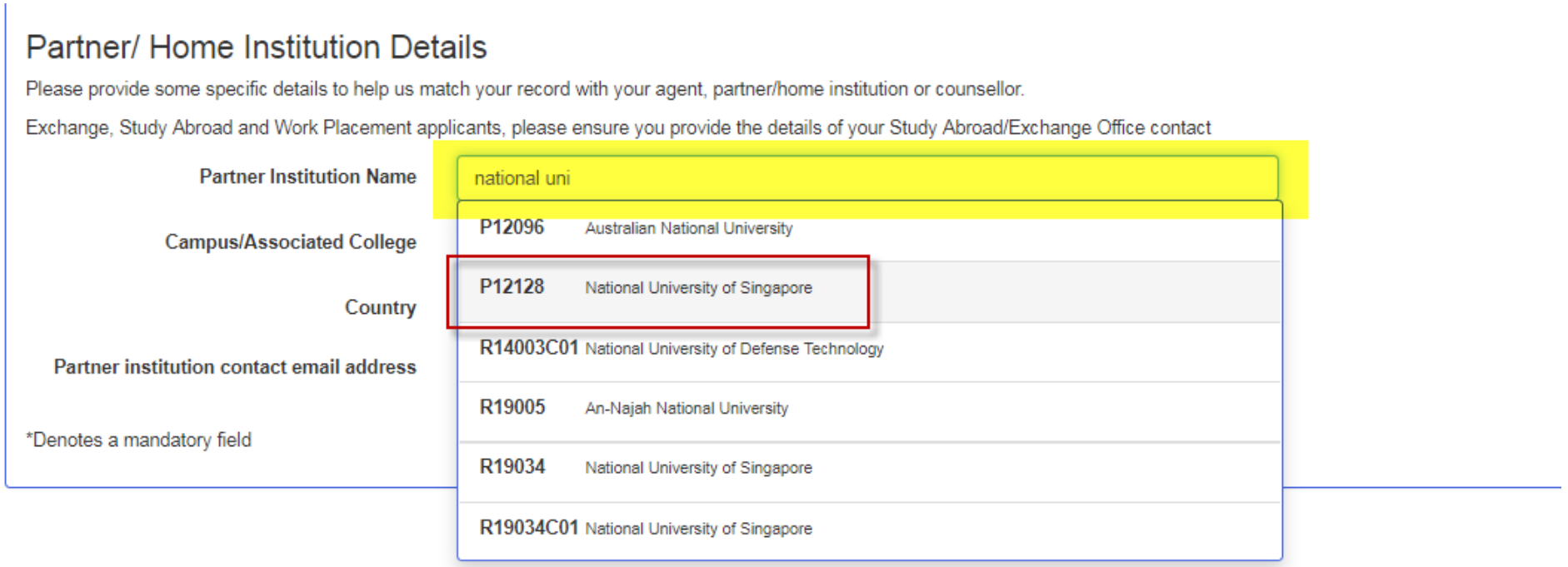
Enter your **contact details**, then click **save and continue**



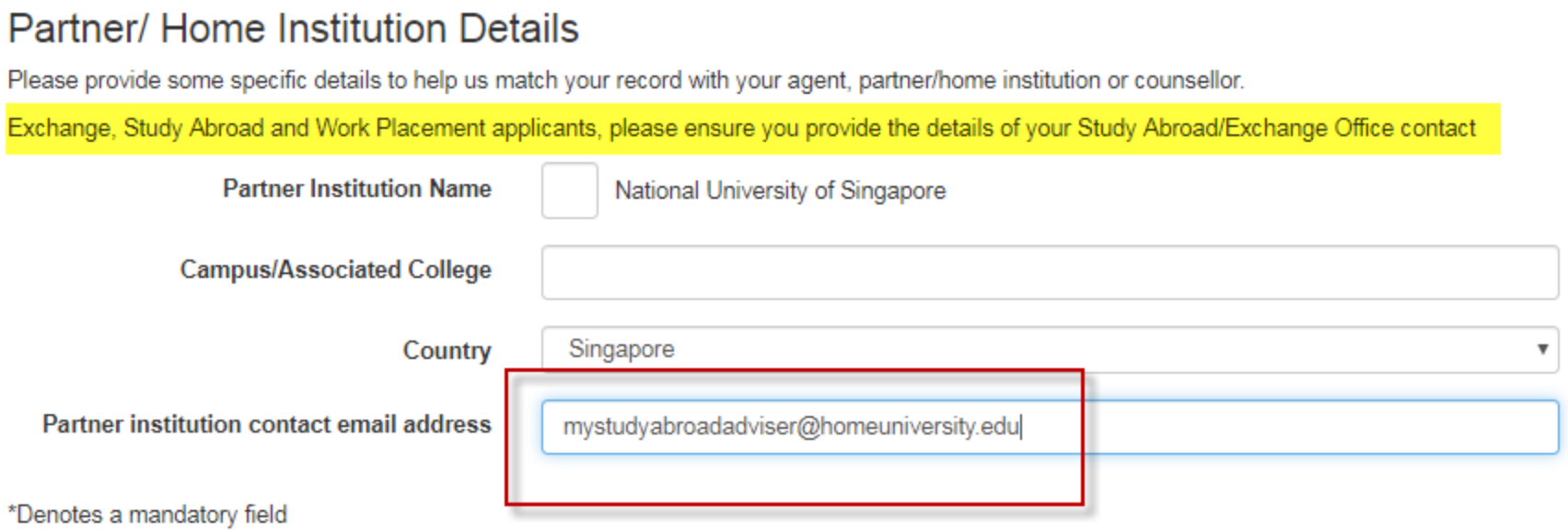
Provide details of your **home institution.**

Begin typing in the highlighted box to search for your home university.

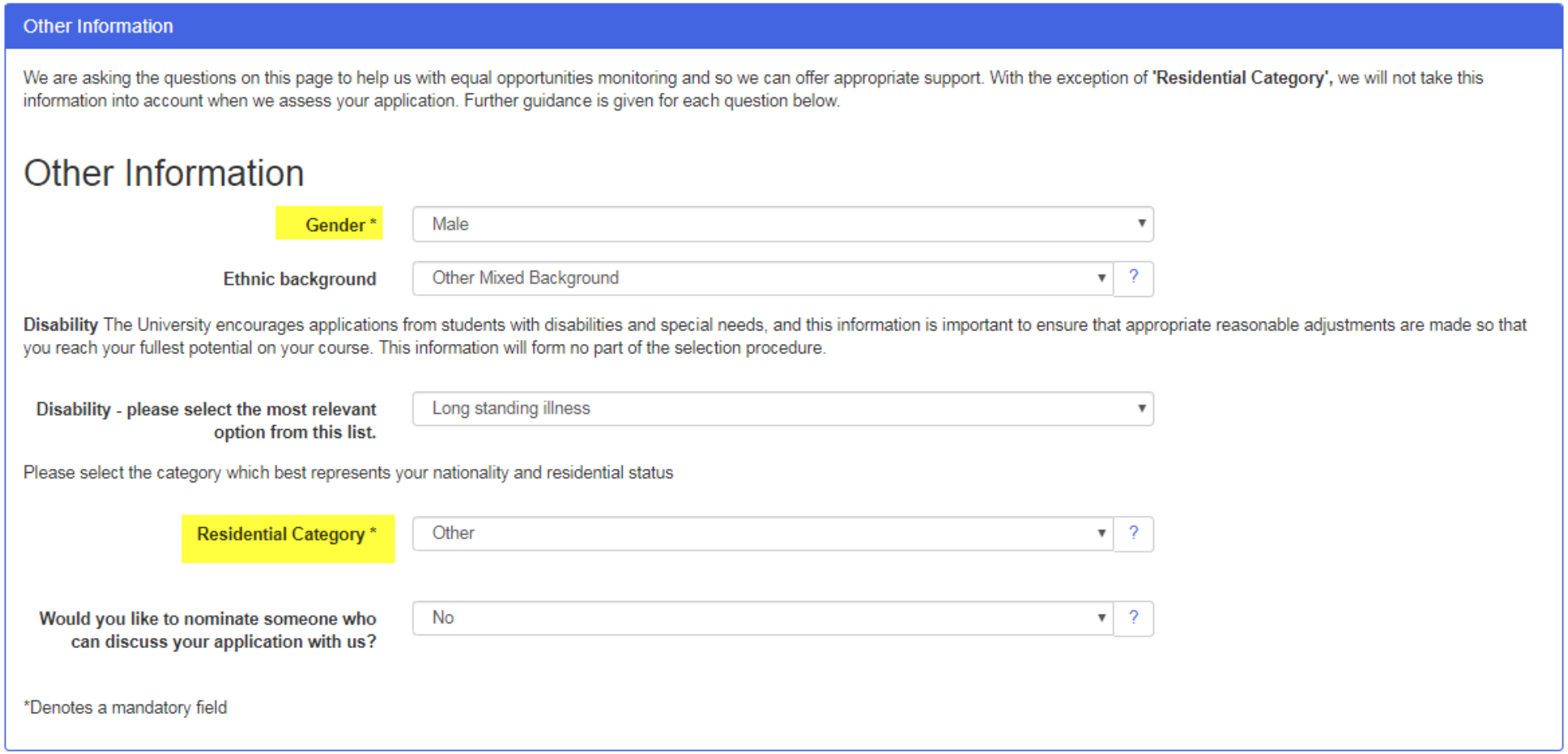
This is a **mandatory part of your application** due to the nature of your intended course of study.



Please ensure you provide the details of your Exchange or Study Abroad Office contact rather than a general university address



Complete the **other information** section, and click **save and continue.** Please note the highlighted fields are mandatory.



Other Information

We are asking the questions on this page to help us with equal opportunities monitoring and so we can offer appropriate support. With the exception of **'Residential Category'**, we will not take this information into account when we assess your application. Further guidance is given for each question below.

Other Information

Gender * Male

Ethnic background Other Mixed Background ?

Disability The University encourages applications from students with disabilities and special needs, and this information is important to ensure that appropriate reasonable adjustments are made so that you reach your fullest potential on your course. This information will form no part of the selection procedure.

Disability - please select the most relevant option from this list. Long standing illness

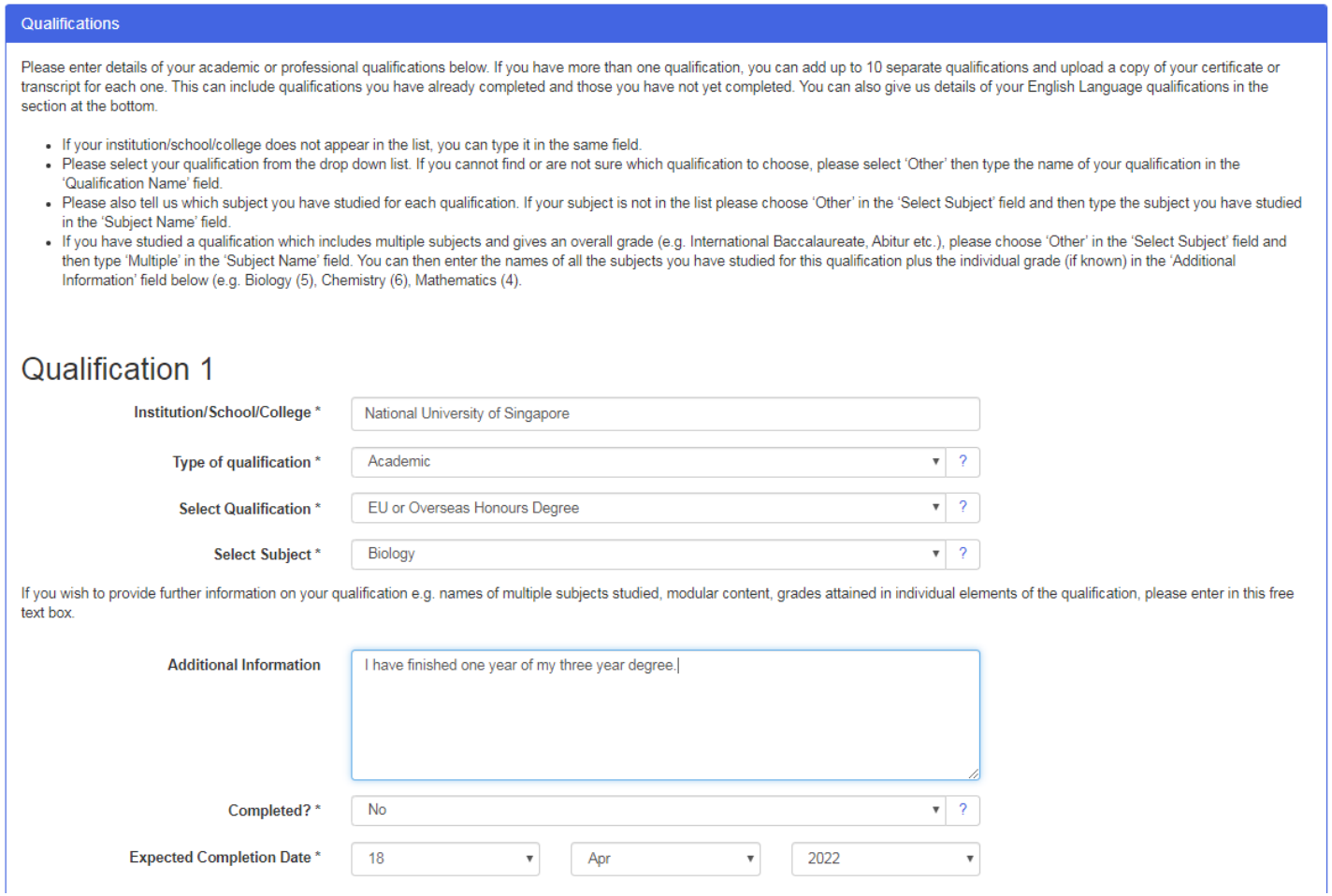
Please select the category which best represents your nationality and residential status

Residential Category * Other ?

Would you like to nominate someone who can discuss your application with us? No ?

*Denotes a mandatory field

Enter details of your relevant qualifications



Qualifications

Please enter details of your academic or professional qualifications below. If you have more than one qualification, you can add up to 10 separate qualifications and upload a copy of your certificate or transcript for each one. This can include qualifications you have already completed and those you have not yet completed. You can also give us details of your English Language qualifications in the section at the bottom.

- If your institution/school/college does not appear in the list, you can type it in the same field.
- Please select your qualification from the drop down list. If you cannot find or are not sure which qualification to choose, please select 'Other' then type the name of your qualification in the 'Qualification Name' field.
- Please also tell us which subject you have studied for each qualification. If your subject is not in the list please choose 'Other' in the 'Select Subject' field and then type the subject you have studied in the 'Subject Name' field.
- If you have studied a qualification which includes multiple subjects and gives an overall grade (e.g. International Baccalaureate, Abitur etc.), please choose 'Other' in the 'Select Subject' field and then type 'Multiple' in the 'Subject Name' field. You can then enter the names of all the subjects you have studied for this qualification plus the individual grade (if known) in the 'Additional Information' field below (e.g. Biology (5), Chemistry (6), Mathematics (4).

Qualification 1

Institution/School/College * National University of Singapore

Type of qualification * Academic ?

Select Qualification * EU or Overseas Honours Degree ?

Select Subject * Biology ?

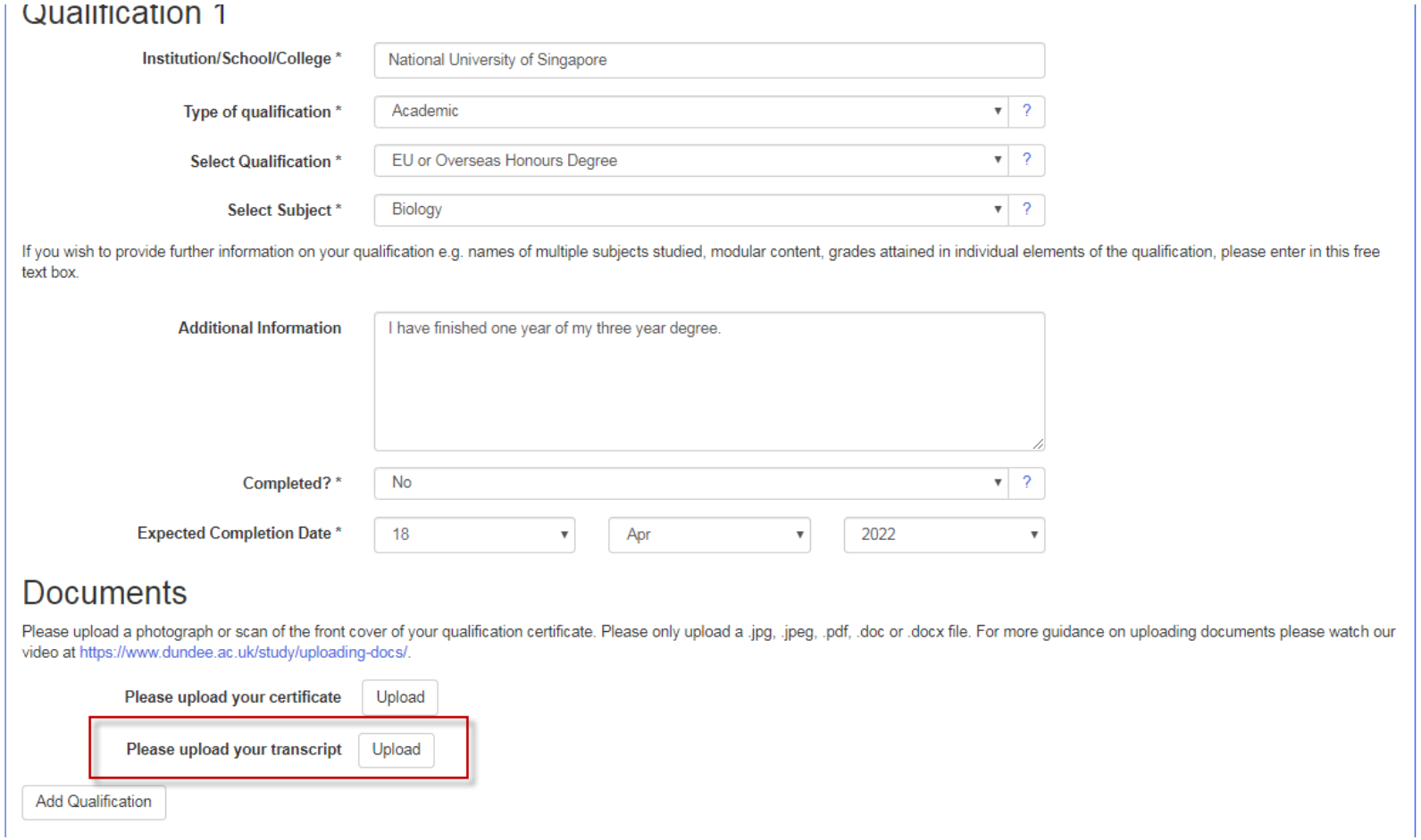
If you wish to provide further information on your qualification e.g. names of multiple subjects studied, modular content, grades attained in individual elements of the qualification, please enter in this free text box.

Additional Information: I have finished one year of my three year degree.

Completed? * No ?

Expected Completion Date * 18 Apr 2022

Upload a copy of your current transcript



Qualification 1

Institution/School/College * National University of Singapore

Type of qualification * Academic ?

Select Qualification * EU or Overseas Honours Degree ?

Select Subject * Biology ?

If you wish to provide further information on your qualification e.g. names of multiple subjects studied, modular content, grades attained in individual elements of the qualification, please enter in this free text box.

Additional Information: I have finished one year of my three year degree.

Completed? * No ?

Expected Completion Date * 18 Apr 2022

Documents

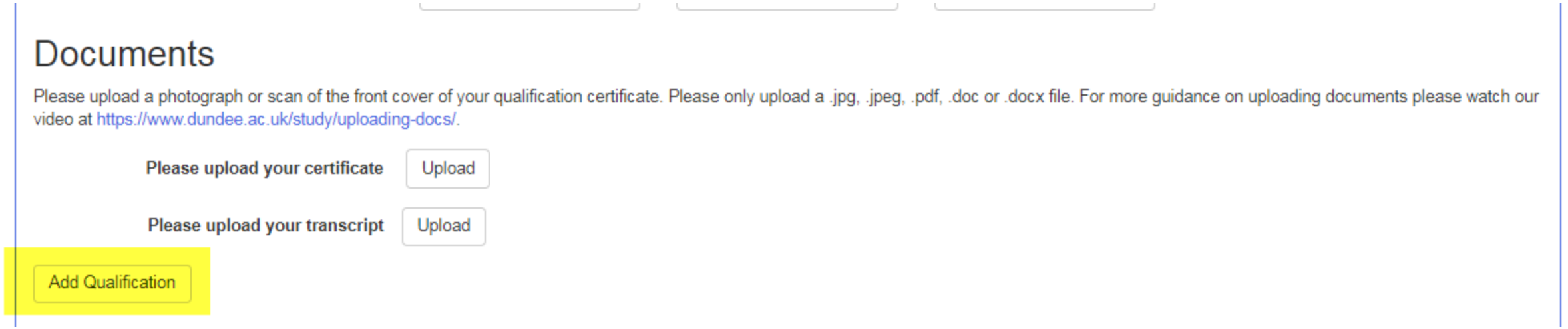
Please upload a photograph or scan of the front cover of your qualification certificate. Please only upload a .jpg, .jpeg, .pdf, .doc or .docx file. For more guidance on uploading documents please watch our video at https://www.dundee.ac.uk/study/uploading-docs/.

Please upload your certificate Upload

Please upload your transcript Upload

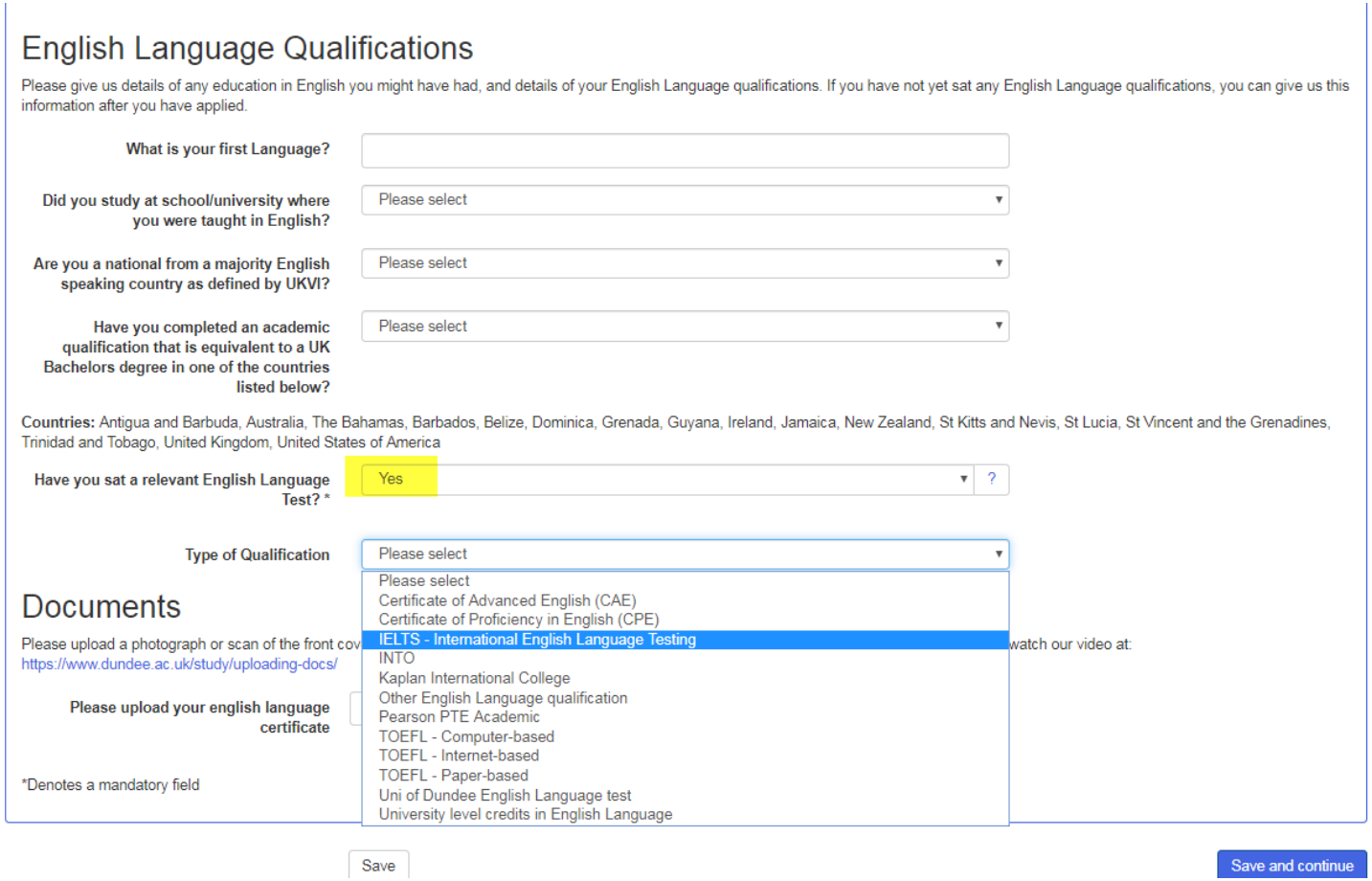
Add Qualification

Add additional qualifications if required



Provide information about your English Language Qualifications

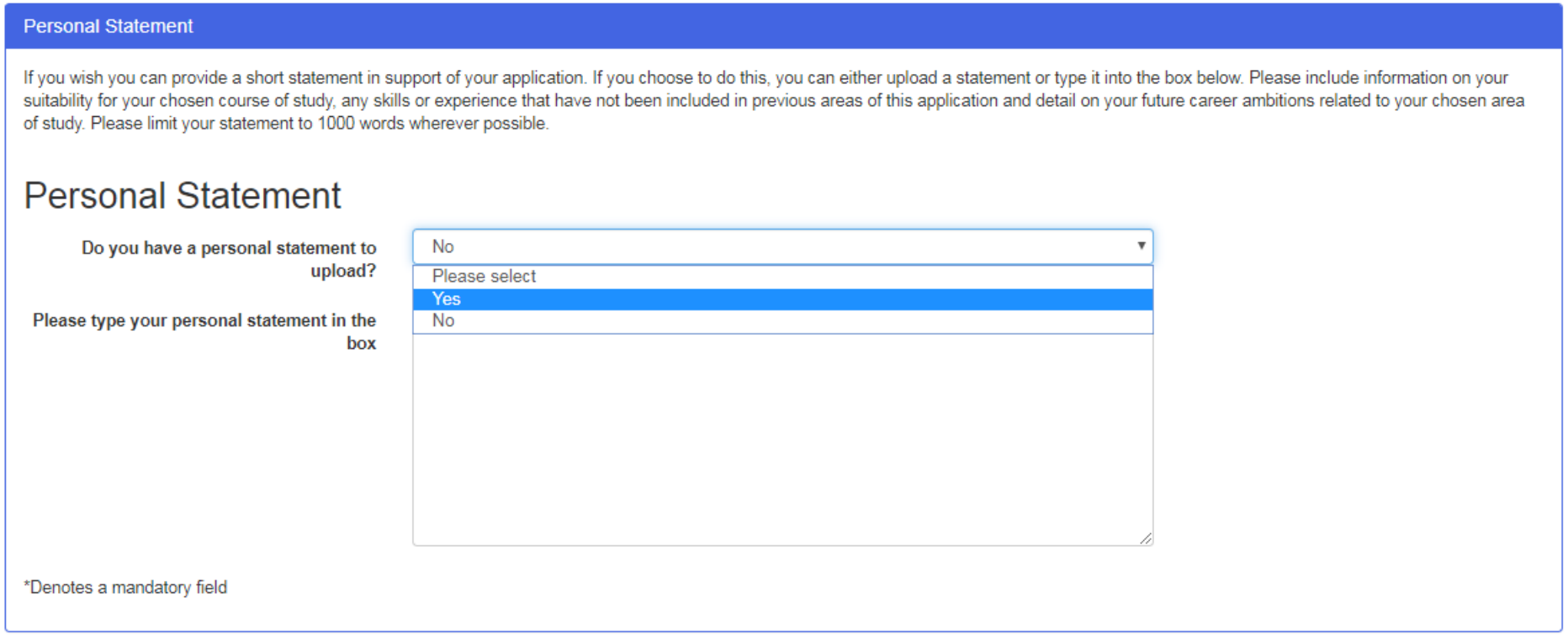
Please note **this section is mandatory** for your intended course of study if your first/native language is not English.



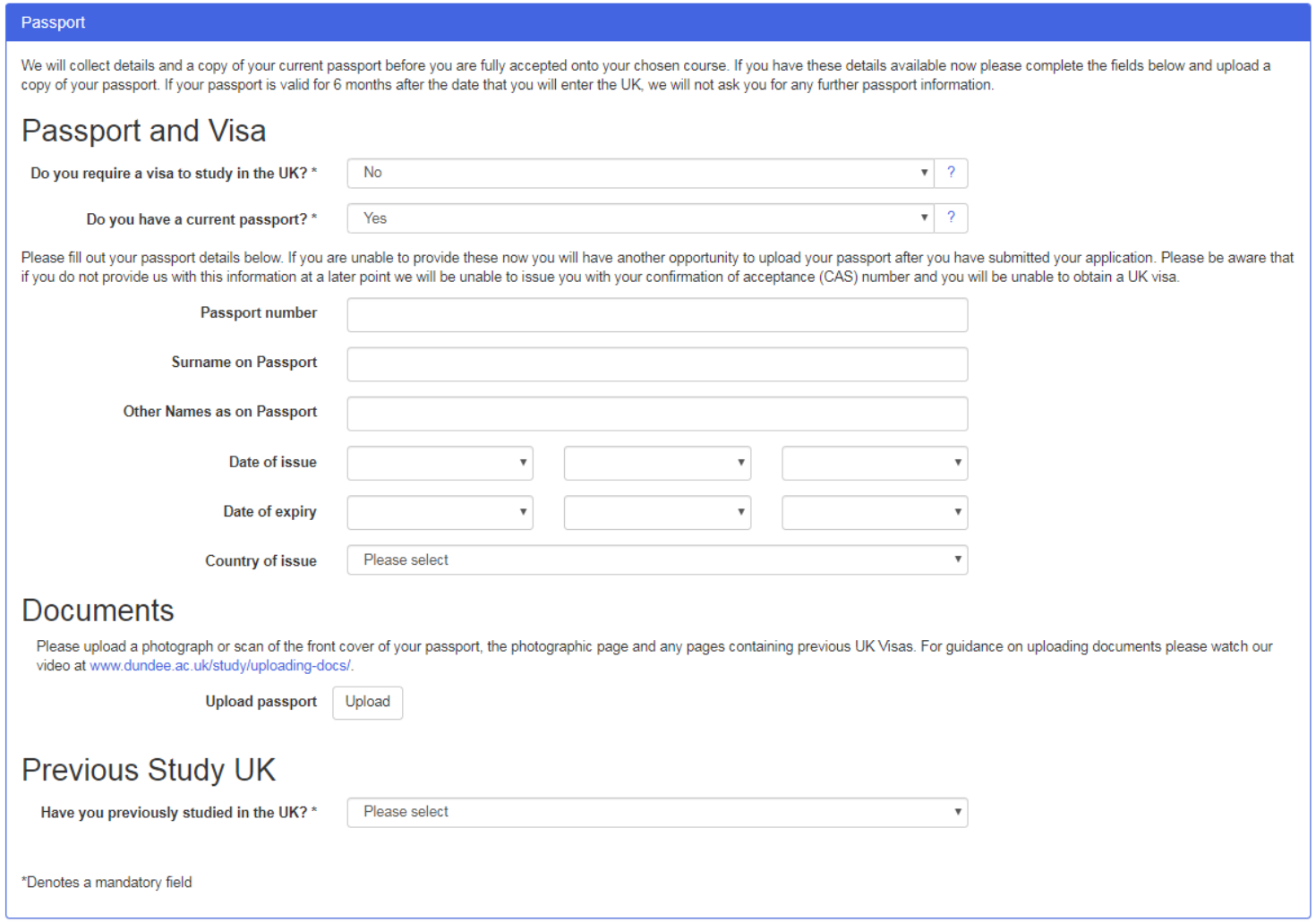
Complete a brief personal statement in support of your application.

You can **upload** a .pdf, .doc or .docx, or you can copy and **paste into a free text box**.

Please note this is **mandatory** for Exchange applicants.



Provide information about your passport and visa requirements



Passport

We will collect details and a copy of your current passport before you are fully accepted onto your chosen course. If you have these details available now please complete the fields below and upload a copy of your passport. If your passport is valid for 6 months after the date that you will enter the UK, we will not ask you for any further passport information.

Passport and Visa

Do you require a visa to study in the UK? *: No ?

Do you have a current passport? *: Yes ?

Please fill out your passport details below. If you are unable to provide these now you will have another opportunity to upload your passport after you have submitted your application. Please be aware that if you do not provide us with this information at a later point we will be unable to issue you with your confirmation of acceptance (CAS) number and you will be unable to obtain a UK visa.

Passport number

Surname on Passport

Other Names as on Passport

Date of issue

Date of expiry

Country of issue: Please select

Documents

Please upload a photograph or scan of the front cover of your passport, the photographic page and any pages containing previous UK Visas. For guidance on uploading documents please watch our video at www.dundee.ac.uk/study/uploading-docs/.

Upload passport: Upload

Previous Study UK

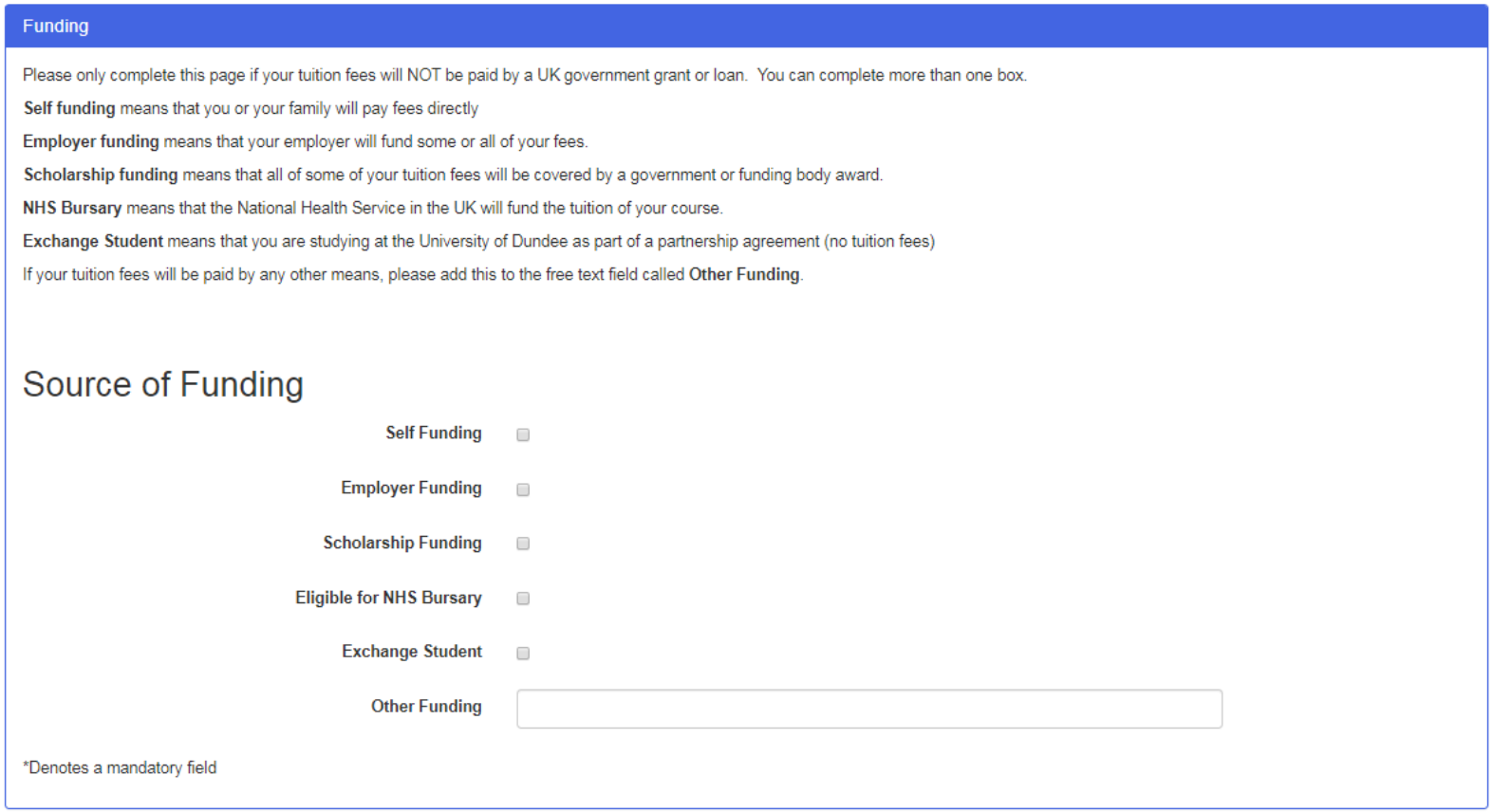
Have you previously studied in the UK? *: Please select

*Denotes a mandatory field

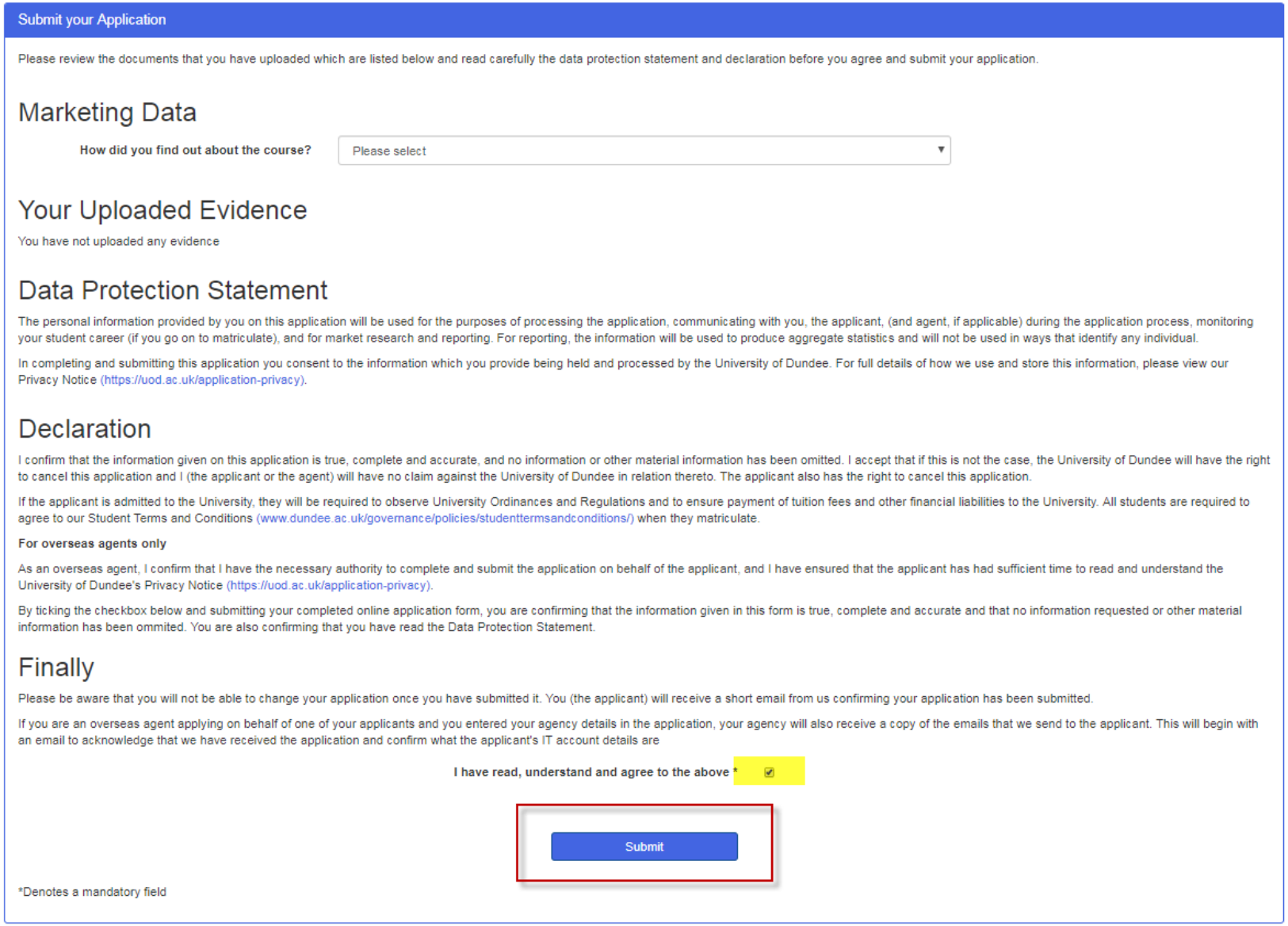
Save

Save and continue

Declare your Funding arrangements



You can now submit your application.



This page provides confirmation that your application has been received and provides a reference number for your application.

You can also save a copy of your complete application.

Your enquiries:

Selected Programme(s)	IPP Code	IPO Sequence	IPO Start date	IPO Mode of Attendance	IPO Academic Year
Study Exchange (UG) - Life Sciences	UFSTEXDASLSC	0002	01/Sep/2020	FULL TIME	2020/1

Confirmation

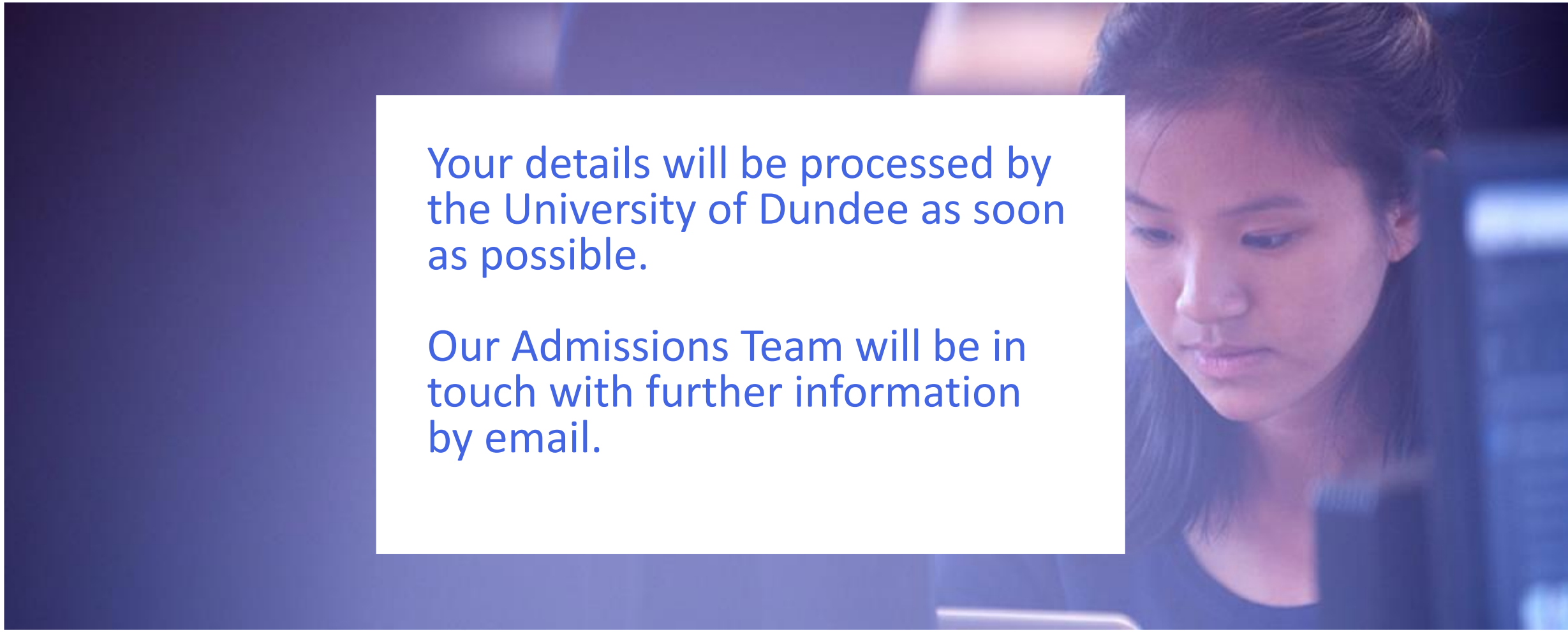
If, as part of your application, you have already uploaded electronic copies of your qualifications (including English Language, if relevant), these will be considered when we assess your application.

If you were unable to upload all of your documents before submitting your application we will contact you in due course with instructions for how to provide these.

In the meantime if you have any queries please do not hesitate to contact us on contactus@dundee.ac.uk. Don't forget to tell us your full name, the course you have applied for and your reference number (0097412).

To print or preview the application you have made, please click the link below.

Print / Preview Application



Your details will be processed by the University of Dundee as soon as possible.

Our Admissions Team will be in touch with further information by email.

Receiving your University of Dundee log in details

You will receive an email from asrs-noreply@dundee.ac.uk with subject, “University of Dundee - Thank you for your application”.

This email contains some information about the University, and contains your IT details.

Your IT details will be:

a username in the format	**studentIDnumber@dundee.ac.uk**
a temporary password	**changeme1234!**

Follow the instructions in the email to change the temporary password to one of your choosing.

Example email

University of Dundee

Your University of Dundee Student ID: [redacted]

Your Personal ID: [redacted]

We've received your application

Dear [redacted]

We are delighted to have received your application. You've made a brilliant choice as we are **University of the Year for Student Experience** (The Sunday Times Good University Guide 2020).

The next piece of good news is that you can now follow your application's journey by logging in to our applicant portal and using your Dundee email address. Your login details and full instructions are detailed below.

Best wishes,

Mrs Morag Morgan, Undergraduate Admissions Manager

Log in now

If this is your first time applying to the University of Dundee, you will need to reset your password using the temporary password below.

If you applied to us directly, please note that the username and password you initially created will no longer work. Please use the username provided.

If you have applied previously, or have already studied with us, please use your existing password. If you have forgotten your password, please follow the instructions listed here.

Full username [redacted]@dundee.ac.uk

Temporary password: **LONDON1**

Remember to check your new Dundee email account. We will send emails to both this and your personal account.

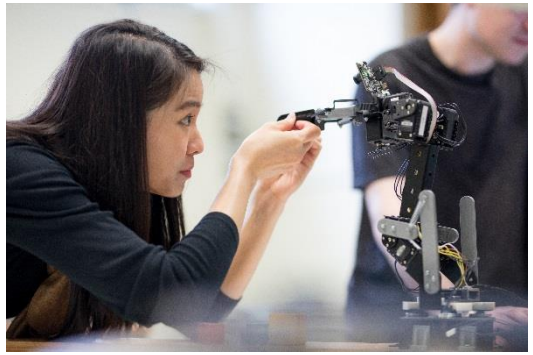
University of Dundee

World Top 250 University

Times Higher Education World University Rankings 2019

1 in World

World's most influential research institution in pharmaceuticals Clarivate Analytics 2017



15 in World

for impact of scientific research CWTS Leiden Rankings 2019

Top 10 in UK

National Student Survey 2017 and 2018

TEF Gold

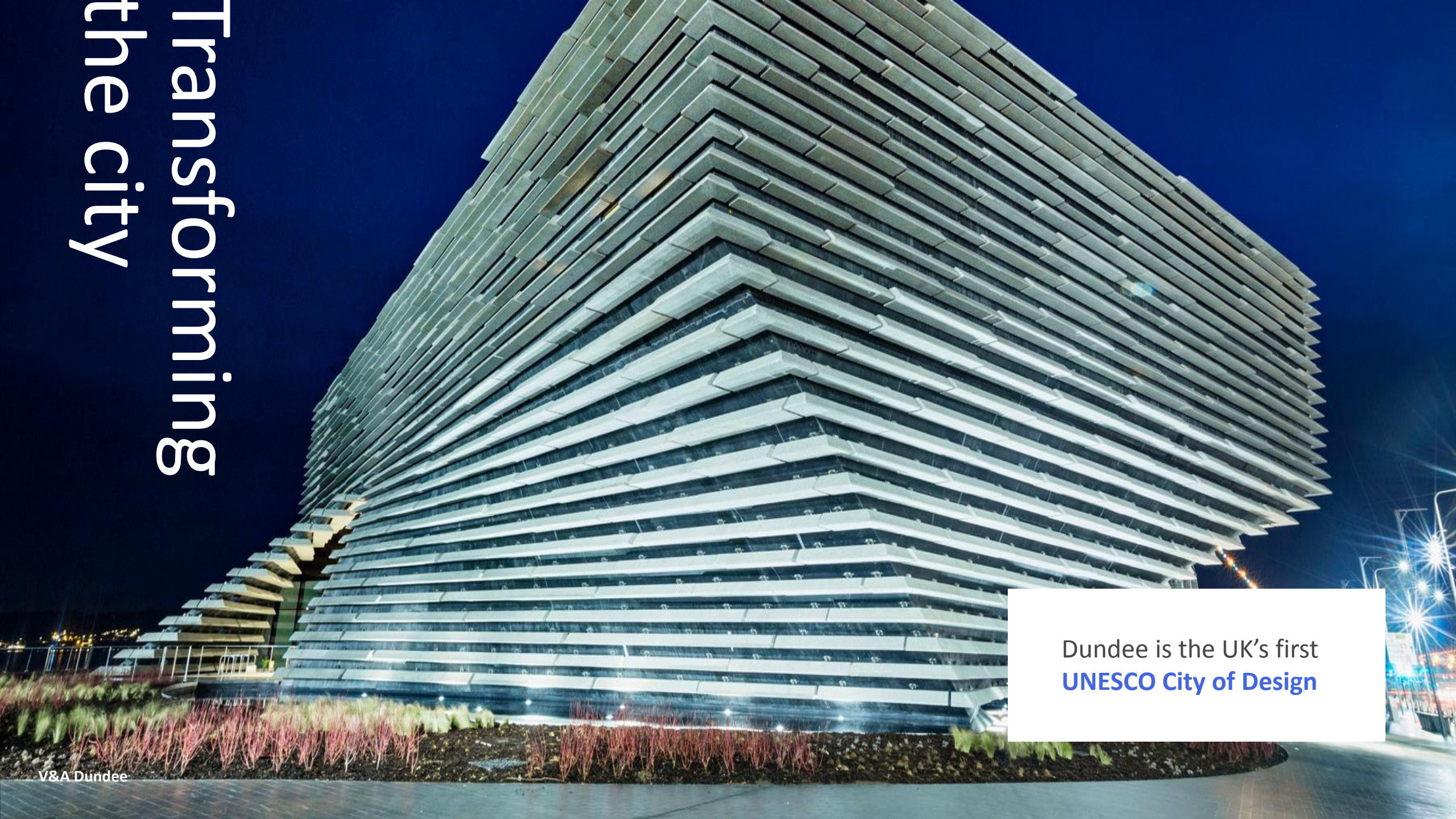
Gold standard teaching
TEF Gold
*Teaching Excellence Framework 2018
**National Student Survey 2014-18
Awarded TEF Gold* and in the UK top ten for teaching for five consecutive years**

Research

Rated among the world's best universities in terms of impact of scientific research*

*2017 CWTS Leiden Rankings

Transforming the city

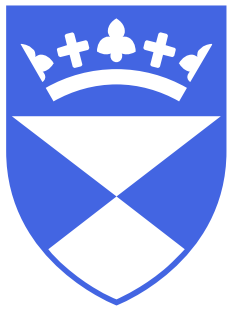


Dundee is the UK's first
UNESCO City of Design

V&A Dundee

A World Top 250 University in Times Higher Education's World University Rankings 2019

Geddes Quadrangle



University of Dundee

dundee.ac.uk