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 proficiency and academic requirements
- Notes on exceptional requirements and module selections
- Course Information
- Making your application
- Next steps
- Accommodation
- Support

Deadlines

Make sure you fully submit your completed application with all required supporting documents:

Study period	Nomination and application deadline
Autumn semester (September to January) Full academic year (September to June)	Saturday 11 May 2024
Spring semester (January to June)	Saturday 12 October 2024

The following schools have one application deadline in **May** for both the autumn and spring semester entry:

- School of Physics

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 result 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 submit it.

English proficiency and academic requirements

English language requirements:
Where English is not the official/majority language students 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. Our minimum entry requirements are shown in the following web page: English language requirements

The University of Nottingham does not accept institutional certificates as evidence of English proficiency. If provided, they will not be considered and will delay the processing of an application where an approved certificate is not received.

Academic requirements:
All applicants must be current students at an overseas university or college of higher education and must have completed at least one year of study at their home university, prior to their study abroad period.
The minimum academic requirement is a current overall average equivalent to a 2:2 in the UK. Country specific guidance can be found here, please not that grade equivalencies will be found under Masters-entry requirements.

Notes on exceptional requirements and module selections

Please ensure you are aware of the below requirements prior to application. This information is also available on our Spend part of your degree here webpages. Information on specific modules that you are able to select is available on our Approved modules for visiting and incoming exchange students web page along with the module catalogue which can be used for more detailed descriptions of specific modules.

School or Department	Exceptional requirements and/or module information
Department of Architecture and Built Environment	Require a portfolio to be submitted in addition to the application.
Biosciences	The course location for Environmental Science and Plant Science modules is on the University Park campus.
Department of Chemical and Environmental Engineering	Chemical and Environmental Engineering modules are only open to students whose home university has a subject-specific exchange agreement with this department as capacity is limited.
School of Chemistry	Are happy to consider students onto level 1 or 2 modules for the full year or one semester, or level 3 or 4 modules the full year.
School of Economics	Only offer a limited number of modules to students who are not hosted by the School of Economics. Please check the Approved modules page for availability.
School of English	Welcomes visiting students for both undergraduate and postgraduate study for one semester or the full year. Undergraduate students with an English major or minor can choose modules from any undergraduate level,

	subject to availability. Visiting students without a background in English Studies should email ae-english-int@nottingham.ac.uk if they would like to study modules in the School of English at levels 2 or 3. All visiting Students are welcome to choose available level 1 modules. 10-credit modules are recommended.
Department of Electrical and Electronic Engineering	Are happy to consider students for level 1 and 2 modules for the full year exchange only. Single semester exchange students will only be able to enrol on the more advanced Level 3 or 4 modules. In all cases, please contact the Visiting Students team to ensure that module choices can be accommodated.
Faculty of Medicine and Health Sciences	Do not accept visiting students except for the School of Life Sciences but certain criteria may need to be met.
Politics and International relations	Modules will only be available to students being hosted by this School.

Course information

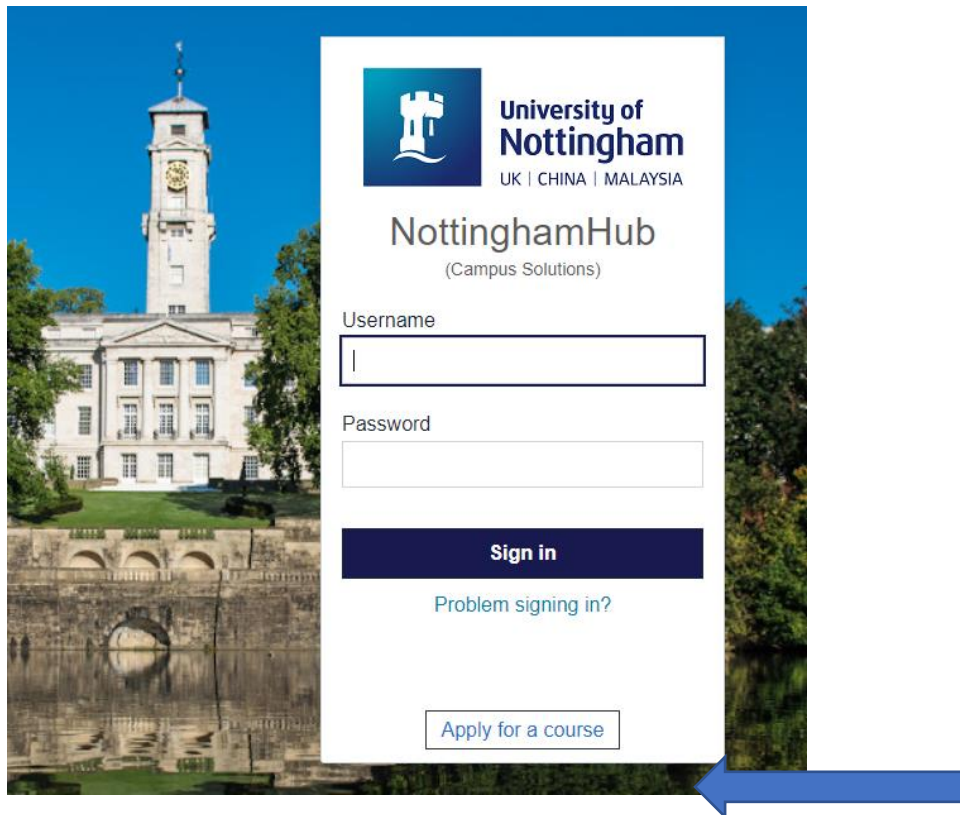While at Nottingham, students must study the following:

- At least 30 credits per semester from their host school
- minimum 50 credits and maximum of 70 credits overall per semester
- minimum of 100 credits and maximum of 120 credits for the full academic year
- a normal credit load is 60 credits per semester

30 credits per semester must be taken in the host school or department. Students are then able to study the additional required credits from any other school if they meet any pre-requisites, there is capacity, the courses are not year-long if studying for a semester and there are no timetable clashes.

Please ensure you check with your home institution which school/department the agreement covers before you apply.

Making your application

You need to go to the following link: NottinghamHub and click on the 'Apply for a course' button.

Create an account by completing the form and clicking submit:

Login Details

*User ID:		You can use your email address, or a unique user name. Maximum 30 characters.
*Password:		
*Confirm Password:		

Password length should be at least 7 character(s). It should contain at least 1 digit(s) and 1 special character(s). Eg: Rockon1!

Security Reminder Questions

*Question 1	▼	*Answer	
*Question 2	▼	*Answer	
*Question 3	▼	*Answer	

If you forget your password, these questions will be used to reset it.

The information that you provide in this form will be held in accordance with the General Data Protection Regulation. Your personal data will be collected and processed for the sole purpose of allowing you to make an application to the University of Nottingham. You can access the university's full Privacy Statement here.

Submit Form

Cancel	Submit

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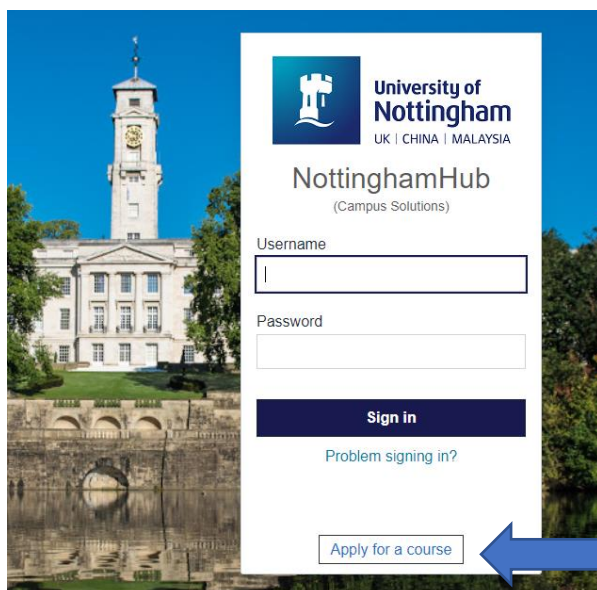
Registration

Your registration is complete

Your User Name is: c@gmail.com

Keep your User Name and Password safe as you will need this each time you access your application.

Go to Login page

You then need to log in using your new username:

University of Nottingham
UK | CHINA | MALAYSIA

NottinghamHub
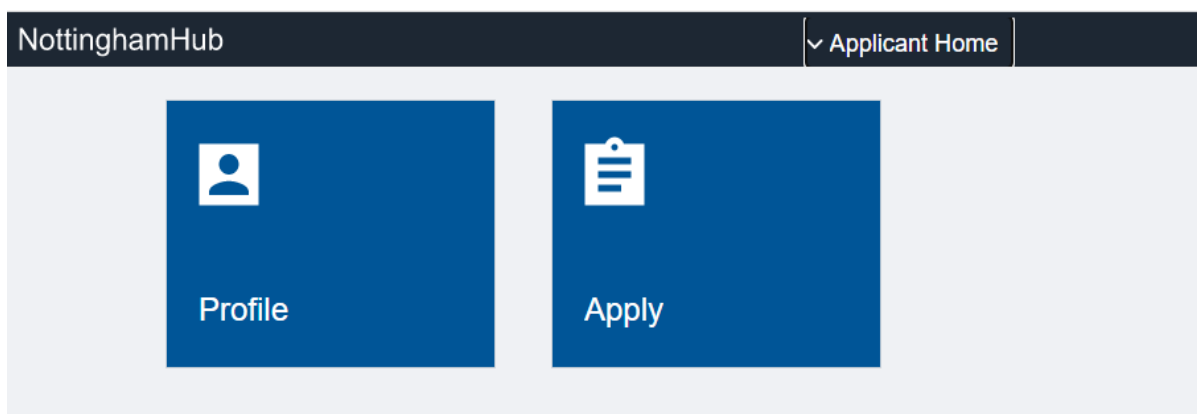(Campus Solutions)

Username

Password

Sign in

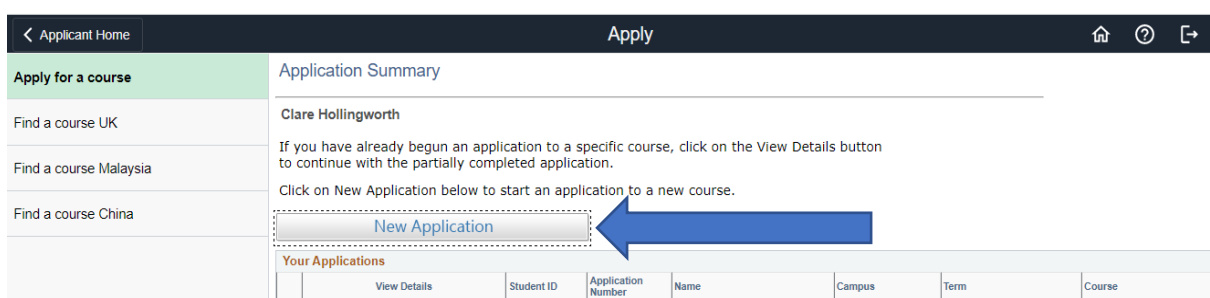Problem signing in?

Apply for a course

Click on the 'Apply' button

Navigate through the next few screens. Click on 'New Application'

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** unless you are a UK or Northern Ireland national.

- Select your course level: undergraduate or postgraduate taught as appropriate. If you are unsure, please check with your home university.

- Select your term: Example: **2023 Academic Year –** Term and semester dates can be found here.

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 host school/department, select the appropriate course and duration. An example is shown below.

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: **Term and semester dates can be found here.**

You can review your data by using the 'Previous Question' button to amend any screen. When you are happy with your application click **'Confirm Selection'**.

You can now complete your on-line application. This is where you **must** upload your supporting documents to enable your application to be reviewed and processed.

- 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 unless stated here.

Each section marked with ✳ must be completed.

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

UNITED KINGDOM · CHINA · MALAYSIA

Clare Hollingworth

Application Details		Application Actions	Form Status	
Campus:	United Kingdom	Return to Application List	✳ ⏸ Personal Details	❓
Course Level:	Undergraduate		✳ ⏸ Contact & Address Details	❓
Term:	2022 Academic Year	Submit Application	⏸ Passport and Visa Information	❓
Course:	No Qualification: Undergraduate - American and Canadian Studies - No Award - Semester	New Application	✳ ⏸ Residency	❓
			⏸ Education Details	❓

Messages from Admissions

Welcome to The University of Nottingham's online application service.

Form Status (continued):
- ⏸ Test Information
- ⏸ Personal Statement ❓
- ✳ ⏸ Additional Questions ❓
- ⏸ Work Experience ❓
- ✳ ⏸ References
- ⏸ Supporting Documents

Submit Application

Key

⏸ Not Started ▶ Incomplete ✅ Complete

✳ Required

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':

Terms and conditions

1. The University reserves the right to change the terms and conditions. Applicants are responsible for regularly reviewing these terms and conditions. Your continued use of the Online Admissions Application system constitutes your agreement to all such terms and conditions.
2. The service is offered to applicants of the University. The service may be terminated at any time, although there is no intention to do this.
3. The Online Admissions Application system and the University cannot be held responsible for any loss or damage due to the failure or termination of the service, although we will make reasonable efforts to advise you of foreseeable service interruptions.
4. Confirmation of registration will be sent by the Admissions Office to the email address you supply when you register.
5. The service is strictly for personal and non-commercial use. It is not intended as a business service (e.g. a helpdesk or ordering email address) and the Admissions Office reserves the right to terminate the service if business use is evident.
6. While the Admissions Office and the University will not make any attempt to gain access to the content of emails, their complete security cannot be guaranteed since email is not a secure medium of transmission.
7. You undertake to register for the Online Admissions Application system using accurate and current information about yourself.
8. If you see anything on the admissions website which appears to infringe this agreement, please email Dave Feeley, Head of Admissions (Direct): myapplication@nottingham.ac.uk
9. If any third party site is linked to/from the Admissions website, it does not mean the University endorses, or has any responsibility for the site in question, or anything which appears on it.
10. Your use of the Admissions website is entirely at your own risk.

Accept Terms and Conditions

☐ Yes, I accept

Return to Summary   Submit Application

Next steps

Please ensure you log into NottinghamHub to check your application status regularly and if your application is successful, you will receive an offer by email.

All conditions on offers must be met and you must have an <u>unconditional</u> offer before you travel.

Once you have received your offer through NottinghamHub, you must login and **<u>accept</u>** your offer to apply for university accommodation and register with the University on arrival.

Once you have accepted your offer, you will receive an 'acceptance letter' which will be uploaded to your portal.

If you are here for one semester only you will require a visitor visa letter. This will be uploaded to your portal once you have accepted an unconditional offer. You need to check your portal regularly for information and uploaded documents.

All students should refer to the visa advice given on our webpages:
https://www.nottingham.ac.uk/studentservices/services/visa-immigration.aspx

Please note: All applicants will receive a **fee questionnaire** which must be completed, even if you are part of an arrangement where you are not expecting to pay fees for your visit.

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 only able to apply for accommodation once you have received and accepted your offer through your portal.

For more information please click here:

Support

<u>Admissions</u>
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

<u>Student Services</u>
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 Study part of your

degree here website.

Wellbeing

We encourage a healthy approach to your studies and provide practical advice, help, and support on a wide range of issues. Please click on our Student Wellbeing web page for more information