



# 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 **15 April 2020**. **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 do not consider or accept scores/certificates from your home university 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. If you choose a school outside of your agreement, fees will be charged.***

\*The Department of Chemical and Environmental Engineering is not open to visiting students.

\*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:

The screenshot shows the MyNottingham website interface. At the top, there is a dark blue header with the University of Nottingham logo and the text 'MyNottingham'. Below the header, the main content area is white. On the left, there is a 'Sign in' section with fields for 'Username' and 'Password', and a 'Sign In' button. On the right, there is a 'Problems Signing in?' section with three dropdown menus. A red arrow points from the third dropdown menu to an 'Apply for a Course' button. The footer is dark grey and contains four columns of information: 'Contact Us', 'Legal Information', 'Get Social', and 'Cookies'. The 'Contact Us' column includes the university's name, address, and phone/fax numbers. The 'Legal Information' column lists links for Copyright, Terms and Conditions, Privacy, Posting Rules, Accessibility, and Freedom of Information. The 'Get Social' column includes a link to connect with the university through social media and a row of social media icons. The 'Cookies' column states that the site uses cookies and provides a link to privacy and cookies details.

**Sign in**

Username  
[Input Field]

Password  
[Input Field]

Sign In

**Problems Signing in?**

I am a current student/member of staff at the University

I have applied for a course through UCAS or UCAS Teacher Training.

I applied direct to the university and have forgotten my username or password

Apply for a Course

**Contact Us**

The University of Nottingham  
University Park  
Nottingham NG7 2RD  
United Kingdom

T: +44 (0) 115 951 5151  
F: +44 (0) 115 951 3666

**Legal Information**

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**Get Social**


Connect with the University of Nottingham through social media and our blogs

f t youtu.be i v o in

**Cookies**

Our site makes use of cookies. See Privacy and cookies for details

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

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### Account Sign Up

**Applicant Details**


\*First Name:

Middle Name:

\*Last Name:

\*Date of Birth:  

**Address Information**

\*Country:   United Kingdom

\*Address:  [Edit Address](#)

**Contact Information**

Telephone:

\*Email ID:

\*Confirm Email ID:

**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**

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

The University of Nottingham  
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### Registration

Your registration is complete

Your User Name is: teststudent

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



You then need to log in using your new username:

**Sign in**

Username

Password

Sign In

**Problems Signing in?**

I am a current student/member of staff at the University

I have applied for a course through UCAS or UCAS Teacher Training.

I applied direct to the university and have forgotten my username or password

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**Cookies**

Our site makes use of cookies. See Privacy and cookies for details

Click on the 'Make Application' button:

**MyNottingham** Home | Help | Sign Out

**Welcome back to MyNottingham.**

Here you can start your application for a place on a course at The University of Nottingham, or continue or track an existing application.

**Find a course**

To find details of our courses please visit our postgraduate and undergraduate prospectuses

Undergraduate >

Postgraduate >

**Apply**

To apply to study at The University of Nottingham, please click here and follow our online application process.

**Make Application**

**Already applied?**

You can visit our dedicated applicants' areas for undergraduate and postgraduate students for further information and advice.

**Any questions?**

Talk to us to find out more about studying at the University and life in Nottingham.

Phone  
+44(0)1159515559  
[Enquiry Form](#)  
International applicants  
[your country contact](#)

**Contact Us**

The University of Nottingham  
University Park  
Nottingham NG7 2RD  
United Kingdom

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**Cookies**

Our site makes use of cookies. See

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: 2020 Academic year - 1 August 2020 to 31 July 2021.

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.



### New Application

Please complete the below questions in order to begin your application to The University of Nottingham.

Academic Institution: The University of Nottingham

Campus: United Kingdom

International: Yes

Course Level: Undergraduate

Term: 3190 2019 Academic Year

Course:

Academic Load:

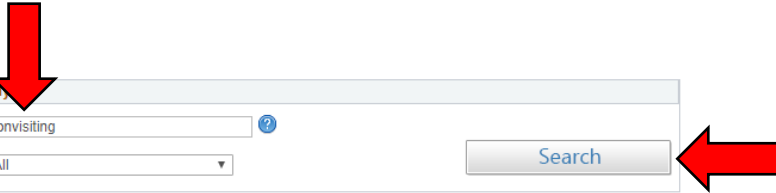
Year of Program:

Date of Entry:

Search for a Course of Study

Keyword Search  ?

\*Subject Area



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

Select your Course

- No Qualification: Undergraduate - Geography - No Award - Semester
- No Qualification: Undergraduate - Geography - No Award - Year

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: 21<sup>st</sup> September - this is the start of term for Autumn semester and full year exchanges, 28<sup>th</sup> January for Spring semester

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:



#### New Application

Please complete the below questions in order to begin your application to The University of Nottingham.

Academic Institution: The University of Nottingham

ⓘ Campus: United Kingdom

International: Yes

ⓘ Course Level: Undergraduate

Term: 3190 2019 Academic Year

Course: U6UGEOGYN No Qualification: Undergraduate - Geography - No Award - Semester

Academic Load: Full-Time

Date of Entry: 23 SEPTEMBER 23rd September

[Previous Question](#)

[Next Question](#)

[Confirm Selection](#) 

[Return to Summary](#)

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

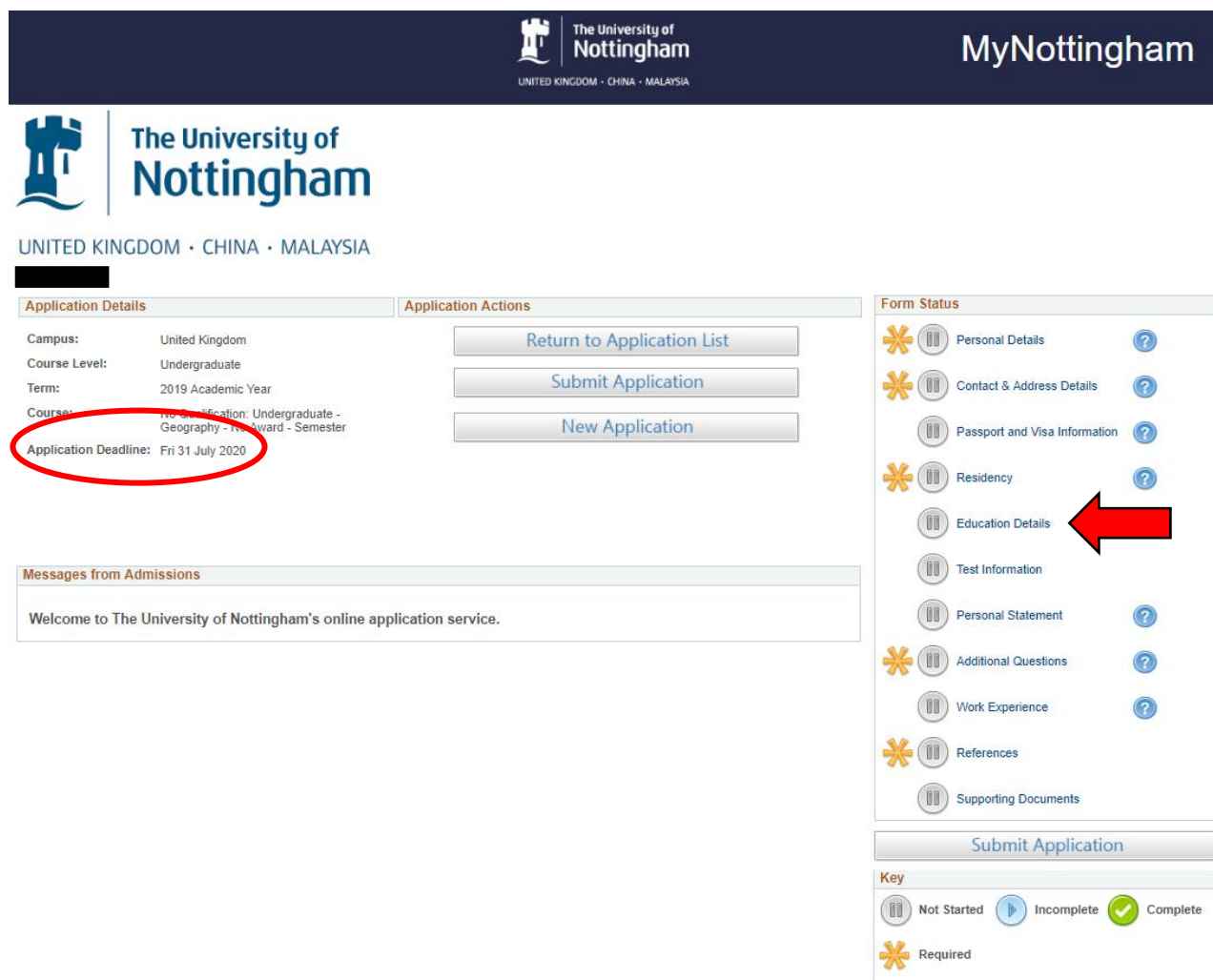
This is where you upload your supporting documents:

- 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:



The screenshot displays the MyNottingham application portal. At the top, the University of Nottingham logo and 'MyNottingham' branding are visible. The main content area is divided into three sections: 'Application Details', 'Application Actions', and 'Form Status'.  
The 'Application Details' section lists: Campus: United Kingdom; Course Level: Undergraduate; Term: 2019 Academic Year; Course: No Classification: Undergraduate - Geography - 1st Award - Semester; and Application Deadline: Fri 31 July 2020 (circled in red).  
The 'Application Actions' section contains buttons for 'Return to Application List', 'Submit Application', and 'New Application'.  
The 'Form Status' section shows a list of application sections with their completion status: Personal Details (Required, Incomplete), Contact & Address Details (Required, Incomplete), Passport and Visa Information (Incomplete), Residency (Required, Incomplete), Education Details (Required, Incomplete, highlighted with a red arrow), Test Information (Incomplete), Personal Statement (Incomplete), Additional Questions (Required, Incomplete), Work Experience (Incomplete), References (Required, Incomplete), and Supporting Documents (Incomplete).  
A 'Submit Application' button is located below the 'Form Status' section. A 'Key' at the bottom explains the status icons: Not Started (grey bar), Incomplete (blue bar), Complete (green bar), and Required (orange asterisk).

**NOTE:** the application deadline for visiting students is **15 APRIL 2020** and NOT 31 July 2020.

**If your complete application is not submitted by 15 April 2020, 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':

The screenshot shows the MyNottingham application interface. At the top, there is a dark blue header with the University of Nottingham logo and 'MyNottingham' text. Below the header, there is a section for 'Terms and conditions' with a list of 10 numbered points. At the bottom of the terms section, there is a red arrow pointing down to a form area. The form area contains a section titled 'Accept Terms and Conditions' with a checkbox labeled 'Yes, I accept'. Below this, there are two buttons: 'Return to Summary' and 'Submit Application'. A red arrow points from the 'Submit Application' button to the text below.

University for purposes directly related to the interests of the University and/or its applicants. The data will not be disclosed to external organisations other than those acting as agents for the University.

If you have particular enquiries about Data Protection, please contact Dave Feeley, Head of Admissions (Direct).  
e: myapplication@nottingham.ac.uk

**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

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](mailto: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/student-services/index.aspx>

<http://www.nottingham.ac.uk/student-services/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>