

## International Study Abroad Application Guide

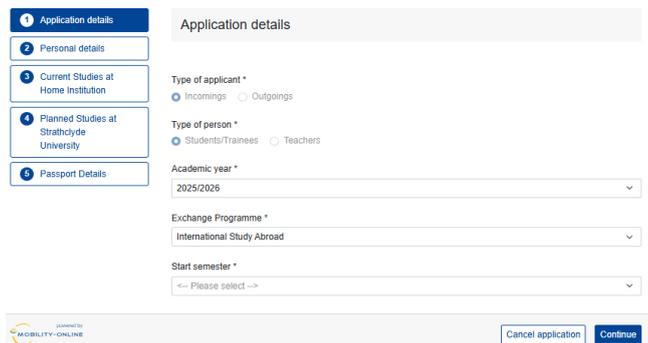
### Start the application system

When our applications are open then you will see the link for applying on our website:  
<https://www.strath.ac.uk/studywithus/studyabroad/comingtostrathclyde/feepayingstudents/>

#### Step 1: Application details

Keep all the details as they are. If you input which semester your wish to study with us.

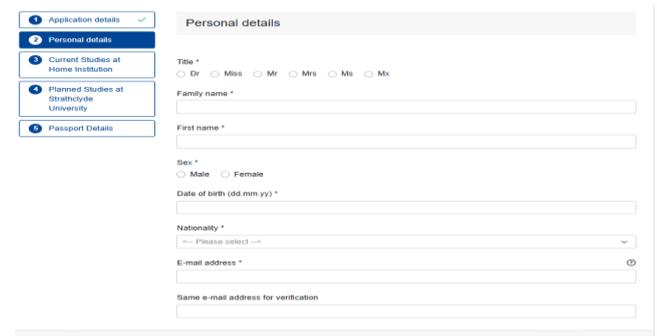
Ensure to click on **Continue** at the bottom of the screen.



#### Step 2: Personal details

Complete every section with your details.

Ensure to click on **Continue** at the bottom of the screen.

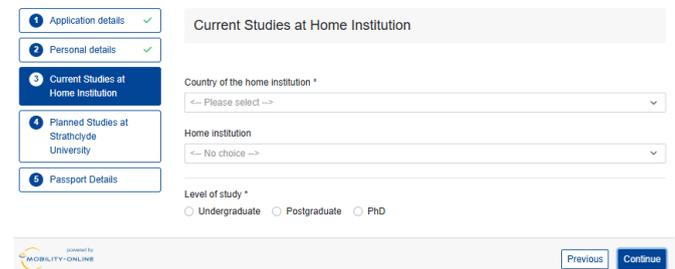
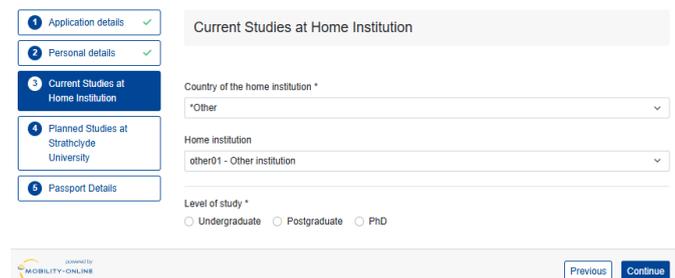


#### Step 3: Current Studies at Home Institution

Please select your current institution from the list provided.

If your institution is not there then you can choose the option for 'Other' and then under Home Institution you can select 'other01 – Other Institution'

Ensure to click on **Continue** at the bottom of the screen.

#### Step 4: Planned Studies at Strathclyde

Please enter the planned studies with us here at Strathclyde.

If you are not sure at this stage then you can select one but please email [victoria.mcmillan@strath.ac.uk](mailto:victoria.mcmillan@strath.ac.uk) to make them aware that you are unsure.

Ensure to click on **Continue** at the bottom of the screen.

Planned Studies at Strathclyde University

Host country  
Great Britain

Receiving institution  
GLASGOW02 - University of Strathclyde

Faculty \*  
-- Please select --

Department/School \*  
-- Please select --

This is where you will take at least 40 Strathclyde Credits (20 ECTS)

Previous Continue

#### Step 5: Passport details

You will need a passport to attend studies here at Strathclyde.

Input the details that is on your passport.

Ensure to click on **Send application** at the bottom of the screen.

Passport Details

Passport Number \*

Date of Issue \*

Date of Expiry \*

Passport Issuing Country \*  
-- Please select --

Place of Birth (as on your passport) \*

Country of birth \*  
-- Please select --

Have you previously studied in the UK? \*  
 yes  no

Do you have pre-settled status? \*  
 yes  no

Country of permanent residence \*  
-- Please select --

Previous Send application

If you do not have a passport, then you can input the details similar to this:

Please also email: [victoria.mcmillan@strath.ac.uk](mailto:victoria.mcmillan@strath.ac.uk) to make them aware.

Ensure to click on **Send application** at the bottom of the screen.

Passport Details

Passport Number \*  
00

Date of Issue \*  
01/01/2025

Date of Expiry \*  
01/01/2035

Passport Issuing Country \*  
\*Other

Place of Birth (as on your passport) \*  
GB

Country of birth \*  
\*Other

Have you previously studied in the UK? \*  
 yes  no

Do you have pre-settled status? \*  
 yes  no

Country of permanent residence \*  
-- Please select --

Previous Send application

If you have completed everything correctly then once you **Send application** the below screen will appear.

**Action successful!**

Thank you for your application. If you have any further queries please contact us at [incoming.exchanges@strath.ac.uk](mailto:incoming.exchanges@strath.ac.uk)

Close

Then you will receive an email from our system with a personalised link. You need to use this link to create a username and password to use our Mobility Online system.

## Using the Mobility Online system – [Log on to Mobility Online](#)

### 1. Your workflow

Your workflow allows you to keep an overview of what step you are at in the application process. As you complete each step, a green tick will appear in the box. You cannot move on to the next step without completing the previous step.

### 2. Completing your passport details

Once in your application workflow the first step is for you to submit your passport details which you can see in your workflow. (Highlighted below).

Necessary steps	Done	Done on	Done by	Direct access via following link
Student Nominated by Home University	<input checked="" type="checkbox"/>			
Nomination approved by Host University	<input checked="" type="checkbox"/>			
Complete your passport details	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Input your current passport details here</a>
Submit your passport details	<input checked="" type="checkbox"/>			<a href="#">click here</a>
Complete Permanent home Address details	<input type="checkbox"/>			

upload supporting documents 0 / 4

You will be taken to this screen. You must click on [Forward to update](#)

[Back](#) [Forward to update](#)

**Passport Details**

Submit your passport details?  Yes  No \*

[Back](#) [Forward to update](#)

Then this will let you click on the  Yes option and then you can click on [Update](#)

[Back](#) [Update](#)

**Passport Details**

Submit your passport details?  Yes  No \*

[Back](#) [Update](#)

### 3. Complete permanent home Address details

You will need to click on [Input here](#)

Necessary steps	Done	Done on	Done by	Direct access via following link
Student Nominated by Home University	<input checked="" type="checkbox"/>			
Nomination approved by Host University	<input checked="" type="checkbox"/>			
Complete your passport details	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Input your current passport details here</a>
Submit your passport details	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">click here</a>
Complete Permanent home Address details	<input type="checkbox"/>			<a href="#">Input here</a>

upload supporting documents  
Download guidance on what documents to upload

The below screen shall appear. Please input all your details and then click on [Create](#)

[Back to the application workflow](#) [Create](#)

**Personal details**

Last name

First name

Date of birth

**Permanent address details**

Street

House/apartment number

Country

Post code

City

Telephone number

[Back to the application workflow](#) [Create](#)

If you have completed this step correctly then the below screen will appear:

**Action successful!**

You data has been stored successfully. Please follow the next step in the workflow to complete your application.

[Back to the application workflow](#)

You can click on [Back to the application workflow](#) to take you back to your workflow.

#### 4. Upload supporting documents

You must review the guidance on which documents to upload, you can do this by clicking on

[Download here](#)

upload supporting documents		0 / 4
<input type="checkbox"/>	Download guidance on what documents to upload	<input type="checkbox"/> <a href="#">Download here</a>
<input type="checkbox"/>	Original Language Transcript of Records uploaded	<input type="checkbox"/>
<input type="checkbox"/>	English translation of Transcript of Records uploaded	<input type="checkbox"/>
<input type="checkbox"/>	Passport ID page uploaded	<input type="checkbox"/>

Then you can upload the 3 required documents and the process is the same for each of them. You will click on [Upload](#).

upload supporting documents		
<input checked="" type="checkbox"/>	Download guidance on what documents to upload	<a href="#">Download here</a>
<input type="checkbox"/>	Original Language Transcript of Records uploaded	<a href="#">Upload Transcript of Records</a>
<input type="checkbox"/>	English translation of Transcript of Records uploaded	<input type="checkbox"/>

Then it will take you to the below screen where you can upload your .pdf documents and then you would click on [Create](#)

Allocation of documents

[Back](#) [Create](#)

Original Language Transcript of Records uploaded

Upload name  
Transcript of records (original version)

File

  
Drag your files here  
Or [Search files](#)

[Back](#) [Create](#)

After each one that you upload then the below screen appears, click on [Back to general overview](#) and this will take you back to your workflow.

Action successful!  
Record created

[Back to general overview](#) [Enter next record](#)

#### 5. Class selection process – (pay attention to primary and secondary departments)

##### Primary department

You will need to ensure that you click on the option for the Guide to Choosing classes, once you have done this then the below screen appears:

Primary Department Class Selection		
When selecting your classes, at least 40 strathclyde credits per semester should be in your primary department. For further guidance, please refer to <a href="#">Guide to Choosing Classes</a> .		
<input type="checkbox"/>	Choose your Primary Department provisional classes	<input type="checkbox"/> <a href="#">Click here to input selection</a>
<input type="checkbox"/>	Submit your provisional class selection	<input type="checkbox"/>

For reference:

- [Guide to Choosing classes](#)
- [Class selection process workflow](#)

If you click on [Click here to input selection](#) on the above screen then the below screen appears:

[Back](#) [Update](#)

Primary Provisional Classes

I have read the webpage 'guide to choosing classes?'  Those are the classes you want to take in your primary/host department. This is the department that you were nominated to, or the department in your offer of admission. Please select a minimum of 40 strathclyde credits from this department.

Semester:  Autumn/Fall Semester  Spring Semester  Full Year \*

1st Choice Class Code: \_\_\_\_\_  
1st Choice Class Title: \_\_\_\_\_  
Class Credits: \_\_\_\_\_

Semester:  Autumn/Fall Semester  Spring Semester  Full Year \*

2nd Choice Class Code: \_\_\_\_\_  
2nd Choice Class Title: \_\_\_\_\_  
Class Credits: 2: \_\_\_\_\_

Semester:  Autumn/Fall Semester  Spring Semester  Full Year \*

3rd Choice Class Code: \_\_\_\_\_  
3rd Choice Class Title: \_\_\_\_\_  
Class Credits: 3: \_\_\_\_\_

Please ensure that you click on the box next to the question 'I have read the webpage 'guide to choosing classes', then input each of your class choices in the spaces provided and then click on [Update](#)

Your workflow should now look like the above. To submit your primary class choices then you would click on the option [Click here](#)

Please ensure that when you see the below screen that you click on [Forward to update](#) as you will not be able to enter anything otherwise:

If you are only selecting one department then you can submit the below by completing and clicking on [Update](#)

If you are only selecting 1 department then you can go to **6. Application Complete.**

If you are selecting 2 departments then please see below:

### Secondary Department

Please fill in the details as below and click on [Update](#)

Then follow the same process for secondary departments as you did the primary department:

**Secondary Department Class Selection** 0 / 2

You can select a maximum of 20 Strathclyde credits from a secondary department. For further guidance, please refer to [Guide to Choosing Classes](#).

Choose your Secondary Department Provisional Classes - (optional)  [Click here to input selection](#)

Submit your secondary department provisional class selection  [Click here](#)

Please ensure that when you see the below screen that you click on [Forward to update](#) as you will not be able to enter anything otherwise:

[Back](#) | [Forward to update](#)

**Secondary Department Provisional Classes**

I understand that I can only take up to 20 Strathclyde credits per semester in a secondary department.  Yes  No

Semester	Autumn/fall Semester	Spring Semester	Full Year
1st Choice Class Code	<input type="text"/>	<input type="text"/>	<input type="text"/>
1st Choice Class title	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Credits 1	-- No choice --		
2nd Choice Class Code	<input type="text"/>	<input type="text"/>	<input type="text"/>
2nd Choice Class title	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Credits 2	-- No choice --		
3rd Choice Class Code	<input type="text"/>	<input type="text"/>	<input type="text"/>
3rd Choice Class title	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Credits 3	-- No choice --		
4th Choice Class Code	<input type="text"/>	<input type="text"/>	<input type="text"/>
4th Choice Class title	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Credits 4	-- No choice --		

[Back](#) | [Forward to update](#)

The you need to click on [Update](#) once complete.

[Back](#) | [Update](#)

**Secondary Department Provisional Classes**

I understand that I can only take up to 20 Strathclyde credits per semester in a secondary department.  Yes  No

Semester	Autumn/fall Semester	Spring Semester	Full Year
1st Choice Class Code	M621	<input type="text"/>	<input type="text"/>
1st Choice Class title	Marketing	<input type="text"/>	<input type="text"/>
Class Credits 1	10.00 Strathclyde Credits (5 EC)		
2nd Choice Class Code	AG321	<input type="text"/>	<input type="text"/>
2nd Choice Class title	Business	<input type="text"/>	<input type="text"/>
Class Credits 2	10.00 Strathclyde Credits (5 EC)		
3rd Choice Class Code	<input type="text"/>	<input type="text"/>	<input type="text"/>
3rd Choice Class title	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Credits 3	-- No choice --		
4th Choice Class Code	<input type="text"/>	<input type="text"/>	<input type="text"/>
4th Choice Class title	<input type="text"/>	<input type="text"/>	<input type="text"/>
Class Credits 4	-- No choice --		

[Back](#) | [Update](#)

**Secondary Department Class Selection**

You can select a maximum of 20 Strathclyde credits from a secondary department. For further guidance, please refer to [Guide to Choosing Classes](#).

Choose your Secondary Department Provisional Classes - (optional)  17/03/2025 McMillan Victoria [Click here to input selection](#)

Submit your secondary department provisional class selection  [Click here](#)

Once you are happy with the selection then you can submit your secondary class choices by clicking on

[Forward to update](#)

**Applications incoming**

[Back](#) | [Forward to update](#)

**Secondary Department Provisional Classes**

Please select the total amount of credits you have selected in your Secondary department provisional classes

Submit secondary Department provisional curriculum?

[Back](#) | [Forward to update](#)

Then you can input the information and then click on [Update](#)

[Back](#) | [Update](#)

**Secondary Department Provisional Classes**

Please select the total amount of credits you have selected in your Secondary department provisional classes

Submit secondary Department provisional curriculum?

[Back](#) | [Update](#)

## 6. Application Complete

Your application will only be complete if all of the workflow steps are complete:

Applicant details		Studies at Strathclyde	
Family name	Victoria	Host country	Great Britain
First name	McMillan	Receiving institution	GLASGOW02 - University of Strathclyde
Date of birth (dd.mm.yy)	01/01/2000	Start Date	15/09/2025
Country of the home institution	*Other	End Date	22/05/2026
Home institution	other01 - Other institution		

Necessary steps	Done	Done on	Done by	Direct access via following link	13 / 16
<b>upload supporting documents</b> 4 / 4					
Download guidance on what documents to upload	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Download here</a>	
Original Language Transcript of Records uploaded	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Upload Transcript of Records</a>	
English translation of Transcript of Records uploaded	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Upload Transcript of Records</a>	
Passport ID page uploaded	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Upload passport ID page</a>	
<b>Primary Department Class Selection</b> 2 / 2					
When selecting your classes, at least 40 strathclyde credits per semester should be in your primary department. For further guidance, please refer to <a href="#">Guide to Choosing Classes</a> .					
Choose your Primary Department provisional classes	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Click here to input selection</a>	
Submit your provisional class selection	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Click here</a>	
<b>Secondary Department Class Selection</b> 2 / 2					
You can select a maximum of 20 Strathclyde credits from a secondary department. For further guidance, please refer to <a href="#">Guide to Choosing Classes</a> .					
Choose your Secondary Department Provisional Classes - (optional)	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Click here to input selection</a>	
Submit your secondary department provisional class selection	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Click here</a>	
<b>Application Complete - awaiting for document and provisional Class approval</b> 0 / 3					

Then you just need to await the departments approving your class choices.

## 7. Classes have been approved

This means that the department(s) have approved your classes and you screen should look like the below:

Applicant details		Studies at Strathclyde	
Family name	Victoria	Host country	Non-Graduating
First name	McMillan	Receiving institution	GLASGOW02 - University of Strathclyde
Date of birth (dd.mm.yy)	01/01/2000	Start Date	15/09/2025
Country of the home institution	*Other	End Date	22/05/2026
Home institution	other01 - Other institution		

Necessary steps	Done	Done on	Done by	Direct access via following link	16 / 16
<b>upload supporting documents</b> 4 / 4					
Download guidance on what documents to upload	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Download here</a>	
Original Language Transcript of Records uploaded	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Upload Transcript of Records</a>	
English translation of Transcript of Records uploaded	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Upload Transcript of Records</a>	
Passport ID page uploaded	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Upload passport ID page</a>	
<b>Primary Department Class Selection</b> 2 / 2					
When selecting your classes, at least 40 strathclyde credits per semester should be in your primary department. For further guidance, please refer to <a href="#">Guide to Choosing Classes</a> .					
Choose your Primary Department provisional classes	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Click here to input selection</a>	
Submit your provisional class selection	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Click here</a>	
<b>Secondary Department Class Selection</b> 2 / 2					
You can select a maximum of 20 Strathclyde credits from a secondary department. For further guidance, please refer to <a href="#">Guide to Choosing Classes</a> .					
Choose your Secondary Department Provisional Classes - (optional)	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Click here to input selection</a>	
Submit your secondary department provisional class selection	<input checked="" type="checkbox"/>	17/03/2025	McMillan Victoria	<a href="#">Click here</a>	
<b>Application Complete - awaiting for document and provisional Class approval</b> 3 / 3					
Documents accepted by Strathclyde	<input checked="" type="checkbox"/>	17/03/2025	Victoria McMillan		
Curriculum approved by Strathclyde (primary department)	<input checked="" type="checkbox"/>	17/03/2025	Victoria McMillan		
Curriculum approved by Strathclyde (secondary department - if	<input checked="" type="checkbox"/>	17/03/2025	Victoria McMillan		