One of the world’s top 250 universities (Times Higher Education 2019)

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.
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.
Click **New User**

<table>
<thead>
<tr>
<th>Selected Programme(s)</th>
<th>IPP Code</th>
<th>IPO Sequence</th>
<th>IPO Start date</th>
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<tbody>
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</tr>
</tbody>
</table>

**21/Nov/2019**

**IPP Login**

- **Username**: 5gaston@prosportal.ru
- **Password**: ********

**Create a new user**

[New User]
Fill in your name, date of birth, email address and create a password.

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</tr>
</tbody>
</table>

**New User Details**

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

Your password should have between 8 and 12 characters. It must contain at least one uppercase letter (A-Z), one lowercase letter (a-z), one number (0-9), one special character (! @ # $ & * ^ _ + -)
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**.

**Course selection**

Please search and choose the course you want to apply for using the search fields below. If you would like to apply for more than one course at the University of Dundee, you can add additional courses after you have chosen the first one.

New Course Search

- **Type of course**: Undergraduate, Taught Postgraduate, Pre-sessional English Language
- **Course name/Keyword**: exchange
- **Mode of Study**: Any Mode of Study

Search Now

**Your search results**

Your search has returned more results than can be displayed; please refine your search further.

- Study Exchange (UG) UFTEXDA——UUFMA1
- Keywords: Study Exchange (UG)

- Study Exchange (PGT) TFTEXDA——UUFMA1
- Keywords: Study Exchange (PGT)
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.

<table>
<thead>
<tr>
<th>Sequence</th>
<th>Year</th>
<th>Period</th>
<th>Mode of attendance</th>
<th>Start date</th>
<th>End date</th>
<th>Apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>2020/21 ACADEMIC YEAR</td>
<td>SEM1</td>
<td>Full Time</td>
<td>September 2020</td>
<td></td>
<td>Apply</td>
</tr>
<tr>
<td>0002</td>
<td>2020/21 ACADEMIC YEAR</td>
<td>SEM1/2</td>
<td>Full Time</td>
<td>September 2020</td>
<td></td>
<td>Apply</td>
</tr>
<tr>
<td>0003</td>
<td>2020/21 ACADEMIC YEAR</td>
<td>SEM2</td>
<td>Full Time</td>
<td>January 2021</td>
<td></td>
<td>Apply</td>
</tr>
</tbody>
</table>

[Back to Search Results](#)
Click **Start Application**

Application from [Redacted] for **Study Exchange (UG) - Life Sciences to start in September 2020**

**Your Application**
- Personal Details
- Contact Details
- Agent
- Other Information
- Qualifications
- Personal Statement
- Passport
- Funding
- Submit Your Application
- Print / Preview

**CHECKLIST**

Please complete each of the sections listed below before submitting your application. Any fields which are mandatory (i.e. must be completed) will be marked with "*".

You can complete the sections in any order by clicking directly on the link below or in the menu on the left, or you can click **Start Application**. If you need to, you can save and continue your application later. We will send you an email with the link to return to your application.

- Personal Details
- Contact Details
- Agent/Partner Institution
- Other Information
- Qualifications
- Personal Statement
- Passport
- Funding
- Submit Your Application

**Icon Guide**

Please complete as many fields as possible to assist with processing your application.
- This page has not been started
- Outstanding information required for mandatory fields
- All mandatory information has been provided

**Need Help?**
If you have any problems completing this application, please email us by clicking **Contact Us** below.

**Print / Preview**
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.

Partner/ Home Institution Details

Please provide some specific details to help us match your record with your agent, partner/home institution or counsellor.

Exchange, Study Abroad and Work Placement applicants, please ensure you provide the details of your Study Abroad/Exchange Office contact.

Partner Institution Name: National University of Singapore
Campus/Associated College:
Country: Singapore
Partner institution contact email address: mystudyabroadadviser@homeuniversity.edu
Complete the **other information** section, and click **save and continue**. Please note the highlighted fields are mandatory.

**Gender**

**Ethnic 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.

**Residential Category**

**Would you like to nominate someone who can discuss your application with us?**

*Denotes a mandatory field*
Enter details of your relevant qualifications

Qualification 1

Institution/School/College *
- National University of Singapore

Type of qualification *
- Academic

Select Qualification *
- EU/Overseas Honours Degree

Select Subject *
- Biology

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: 16 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

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
- Please upload your transcript

Add Qualification
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
  - Yes

- **Do you have a current passport?** *
  - Yes
  - No

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**

**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/](http://www.dundee.ac.uk/study/uploading-docs/)

**Upload passport**

**Previous Study UK**

- **Have you previously studied in the UK?** *
  - Yes
  - No

*Denotes a mandatory field
Declare your Funding arrangements

<table>
<thead>
<tr>
<th>Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Funding</td>
</tr>
<tr>
<td>Employer Funding</td>
</tr>
<tr>
<td>Scholarship Funding</td>
</tr>
<tr>
<td>Eligible for NHS Bursary</td>
</tr>
<tr>
<td>Exchange Student</td>
</tr>
<tr>
<td>Other Funding</td>
</tr>
</tbody>
</table>

Source of Funding

*Denotes a mandatory field*
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.

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<tr>
<td>Study Exchange (UG) - Life Sciences</td>
<td>UFSTEXDASLSLC</td>
<td>0002</td>
<td>01/Sep/2020</td>
<td>FULL TIME</td>
<td>2020/1</td>
</tr>
</tbody>
</table>

**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.
例电子邮件

我们已收到您的申请

亲爱的学生编号为55666666的先生/女士：

我们很高兴收到您的申请。您做出了一个杰出的选择，因为我们是《每日电讯报》优秀大学指南2020年中的年度大学。

好消息是，您可以立即访问您的应用流程并使用您的邓迪大学电子邮件地址。有关您的账户的详细信息和登录说明，请参阅下面的链接。

此致

校内招生科长

登录

如果您是第一次申请邓迪大学，您将需要重置密码并使用临时密码。如果您直接申请，记得您的用户名和密码将不再有效。请使用提供的用户名。

如果您以前申请过，或与我们有联系，请使用现有的密码。如果您忘记了密码，请遵循上述的指示。
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
Awarded TEF Gold* and in the UK top ten for teaching for five consecutive years**
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
A World Top 250 University in Times Higher Education's World University Rankings 2019