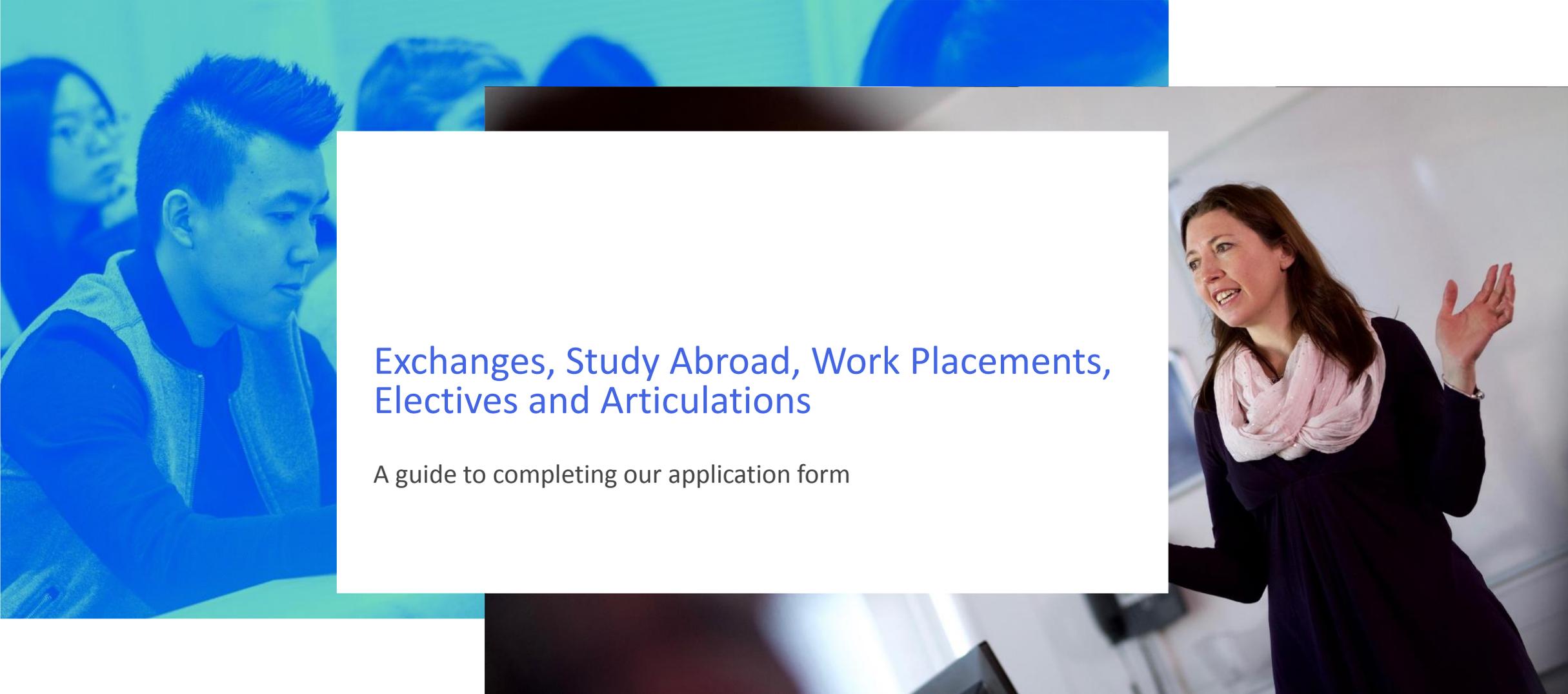


One of the world's top 250 universities (*Times Higher Education 2019*)

The background of the slide is a collage of images. On the left, a young man with short dark hair is looking down, overlaid with a blue tint. On the right, a woman with long brown hair, wearing a dark blue top and a light pink scarf, is gesturing with her hands as if speaking. The central text is contained within a white rectangular box.

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](mailto: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**



Your enquiries:

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

21/Nov/2019

IPP Login

Username
 ?

Password

Create a new user

© University of Dundee, Dundee, Scotland. DD1 4HN | Telephone: +44 (0)1382 383838
If you have any problems with this form, please email app-support@dundee.ac.uk
The University of Dundee is a Scottish Registered Charity, No. SC015096 | ([Go to top](#))



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

* Forename

Second Forename

Third Forename

* Surname/Family Name

* Date of Birth

* E-mail Address

* Confirm E-mail Address

* 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.



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

Please use any/all of the fields below to find your course. We recommend choosing the 'Type of course' first and then typing the name of the course you wish to apply for in the 'Course name/Keyword' field.

Type of course:

- Undergraduate
- Taught Postgraduate
- Pre-sessional English Language
- Exchange, Study Abroad, Work Placement, Articulation or Elective

Course name/Keyword:

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) (UFSTEXDA----/UFMA1)
Keywords: Study Exchange (UG)
- Study Exchange (PGT) (TFSTEXDA----/UFMA1)
Keywords: Study Exchange (PGT)



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

Please use any/all of the fields below to find your course. We recommend choosing the 'Type of course' first and then typing the name of the course you wish to apply for in the 'Course name/Keyword' field.

Type of course:

- Undergraduate
- Taught Postgraduate
- Pre-sessional English Language
- Exchange, Study Abroad, Work Placement, Articulation or Elective

Course name/Keyword:

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) (UFSTEXDA----/UFMA1)
Keywords: Study Exchange (UG)
- Study Exchange (PGT) (TFSTEXDA----/UFMA1)
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.

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		<input type="button" value="Apply"/>
0002	2020/21 ACADEMIC YEAR	SEM1/2	Full Time	September 2020		<input type="button" value="Apply"/>
0003	2020/21 ACADEMIC YEAR	SEM2	Full Time	January 2021		<input type="button" value="Apply"/>



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

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.

[Contact Us](#)

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.

[Start Application](#)

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

[Print / Preview](#)

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



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

Personal Details

Please complete your personal information below accurately and completely. If you are an overseas agent completing this on behalf of a student, please enter their personal details.

Personal Details

Title *	2nd Lieutenant	▼	
Forename	STEPHANE	?	
Second forename			
Third forename			
Surname/Family Name *	WIKTESTIGHWASTER	?	
Date of birth *	30	Sep	1970
Known as	STEPHANE	?	
Previous surname		?	
Country of birth *	Bangladesh	▼	?
Legal nationality *	Swedish	▼	?
Dual nationality	Please select	▼	?
Are you currently living in the UK? *	No	▼	
Area of permanent residence *	Vatican City	▼	?
Have you previously applied to or studied with us? *	No	▼	?

*Denotes a mandatory field



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

User Actions

Action Type	Direct Application	Reference Number	0097412
Date	29/Jan/2020	Time	09:46:36
Title	Programme Code	Occurrence	
Study Exchange (UG) - Life Sciences	UFSTEXDASLSC	0002	



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

Contact Details

Home Address

Please provide your permanent residential address. If you have another address and would prefer for us to contact you at that address instead you have the opportunity to add a correspondence address in the next section.

Country *

Address Line 1 *

Address Line 2

City * ?

County

Telephone (with Country and Area Code) * ?

Mobile (with Country and Area Code) ?

Correspondence Address

If you would like us to send any correspondence to an address which is not your home address please select Yes and enter an alternative address here. If you want us to send correspondence to your home address then please select No

Do you want to add a correspondence address? *

*Denotes a mandatory field

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.



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	<input type="text" value="national uni"/>
Campus/Associated College	P12096 Australian National University
Country	P12128 National University of Singapore
Partner institution contact email address	R14003C01 National University of Defense Technology
	R19005 An-Najah National University
	R19034 National University of Singapore
	R19034C01 National University of Singapore

*Denotes a mandatory field



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

*Denotes a mandatory field



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 *

Type of qualification * ?

Select Qualification * ?

Select Subject * ?

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

Completed? * ?

Expected Completion Date *



Upload a copy of your current transcript

Qualification 1

Institution/School/College *

Type of qualification * ▼ ?

Select Qualification * ▼ ?

Select Subject * ▼ ?

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

Completed? * ▼ ?

Expected Completion Date * ▼ ▼ ▼

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 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

Upload

Please upload your transcript

Upload

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.

English Language Qualifications

Please give us details of any education in English you might have had, and details of your English Language qualifications. If you have not yet sat any English Language qualifications, you can give us this information after you have applied.

What is your first Language?

Did you study at school/university where you were taught in English?

Are you a national from a majority English speaking country as defined by UKVI?

Have you completed an academic qualification that is equivalent to a UK Bachelors degree in one of the countries listed below?

Countries: Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, United States of America

Have you sat a relevant English Language Test? * ?

Type of Qualification

Documents

Please upload a photograph or scan of the front cover of your certificate. <https://www.dundee.ac.uk/study/uploading-docs/>

Please upload your english language certificate

*Denotes a mandatory field

watch our video at:

- Please select
- Certificate of Advanced English (CAE)
- Certificate of Proficiency in English (CPE)
- IELTS - International English Language Testing**
- INTO
- Kaplan International College
- Other English Language qualification
- Pearson PTE Academic
- TOEFL - Computer-based
- TOEFL - Internet-based
- TOEFL - Paper-based
- Uni of Dundee English Language test
- University level credits in English Language



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.

Personal Statement

If you wish you can provide a short statement in support of your application. If you choose to do this, you can either upload a statement or type it into the box below. Please include information on your suitability for your chosen course of study, any skills or experience that have not been included in previous areas of this application and detail on your future career ambitions related to your chosen area of study. Please limit your statement to 1000 words wherever possible.

Personal Statement

Do you have a personal statement to upload?

Please type your personal statement in the box

No
Please select
Yes
No

*Denotes a mandatory field



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? * ?

Do you have a current passport? * ?

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/.

Upload passport

Previous Study UK

Have you previously studied in the UK? *

*Denotes a mandatory field

Save

Save and continue



Declare your Funding arrangements

Funding

Please only complete this page if your tuition fees will NOT be paid by a UK government grant or loan. You can complete more than one box.

Self funding means that you or your family will pay fees directly

Employer funding means that your employer will fund some or all of your fees.

Scholarship funding means that all of some of your tuition fees will be covered by a government or funding body award.

NHS Bursary means that the National Health Service in the UK will fund the tuition of your course.

Exchange Student means that you are studying at the University of Dundee as part of a partnership agreement (no tuition fees)

If your tuition fees will be paid by any other means, please add this to the free text field called **Other Funding**.

Source of Funding

Self Funding

Employer Funding

Scholarship Funding

Eligible for NHS Bursary

Exchange Student

Other Funding

*Denotes a mandatory field



You can now submit your application.

Submit your Application

Please review the documents that you have uploaded which are listed below and read carefully the data protection statement and declaration before you agree and submit your application.

Marketing Data

How did you find out about the course?

Your Uploaded Evidence

You have not uploaded any evidence

Data Protection Statement

The personal information provided by you on this application will be used for the purposes of processing the application, communicating with you, the applicant, (and agent, if applicable) during the application process, monitoring your student career (if you go on to matriculate), and for market research and reporting. For reporting, the information will be used to produce aggregate statistics and will not be used in ways that identify any individual.

In completing and submitting this application you consent to the information which you provide being held and processed by the University of Dundee. For full details of how we use and store this information, please view our Privacy Notice (<https://uod.ac.uk/application-privacy>).

Declaration

I confirm that the information given on this application is true, complete and accurate, and no information or other material information has been omitted. I accept that if this is not the case, the University of Dundee will have the right to cancel this application and I (the applicant or the agent) will have no claim against the University of Dundee in relation thereto. The applicant also has the right to cancel this application.

If the applicant is admitted to the University, they will be required to observe University Ordinances and Regulations and to ensure payment of tuition fees and other financial liabilities to the University. All students are required to agree to our Student Terms and Conditions (www.dundee.ac.uk/governance/policies/studenttermsandconditions/) when they matriculate.

For overseas agents only

As an overseas agent, I confirm that I have the necessary authority to complete and submit the application on behalf of the applicant, and I have ensured that the applicant has had sufficient time to read and understand the University of Dundee's Privacy Notice (<https://uod.ac.uk/application-privacy>).

By ticking the checkbox below and submitting your completed online application form, you are confirming that the information given in this form is true, complete and accurate and that no information requested or other material information has been omitted. You are also confirming that you have read the Data Protection Statement.

Finally

Please be aware that you will not be able to change your application once you have submitted it. You (the applicant) will receive a short email from us confirming your application has been submitted.

If you are an overseas agent applying on behalf of one of your applicants and you entered your agency details in the application, your agency will also receive a copy of the emails that we send to the applicant. This will begin with an email to acknowledge that we have received the application and confirm what the applicant's IT account details are

I have read, understand and agree to the above *

*Denotes a mandatory field

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: **55000577** Your Personal ID: **5572546202**

We've received your application



Dear **Fiamh**,

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: **55000577@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



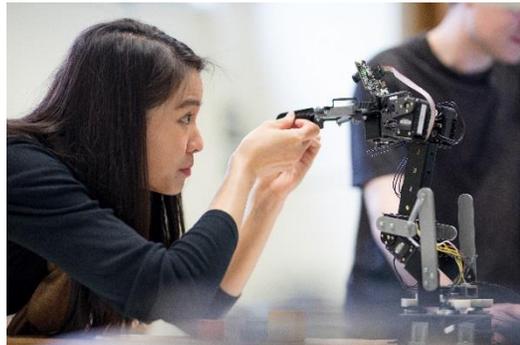
**World Top 250
University**

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



Gold standard teaching



*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

A young woman with dark hair, wearing a white lab coat, is looking through a microscope. The background is a bright, slightly blurred laboratory setting with a window.

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

*2017 CWTS Leiden Rankings

Transforming the city

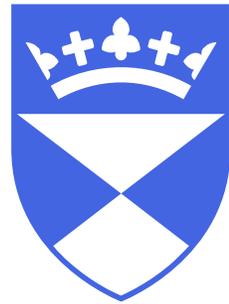


Dundee is the UK's first
UNESCO City of Design

Global top 250
university

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

Geddes Quadrangle



**University
of Dundee**

dundee.ac.uk