

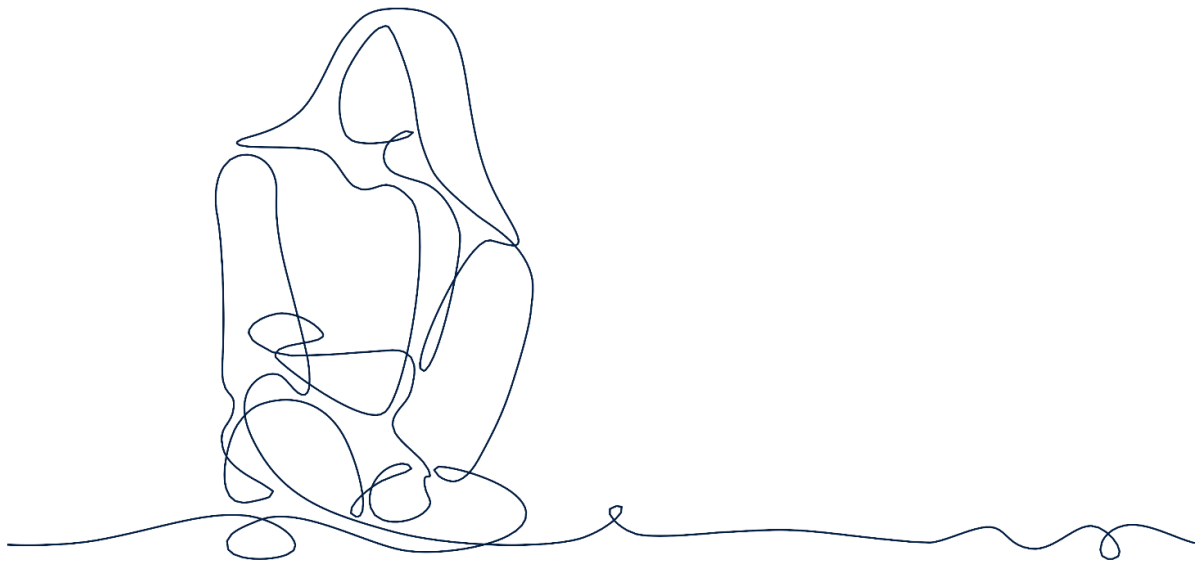
Welcome to your exchange!

Congratulations on your successful exchange application!

Going on an exchange can be really fulfilling, but it's not always easy. An exchange requires a large amount of self-guided research and organisation to make it a success. You must be prepared to be proactive and organised as you move through the different steps and fully engage in the process.

- For students going on exchange for the **Full Academic Year or only Semester 1**, you will especially need to spend time preparing for exchange during the current semester and over the summer before you depart.
- For those of you going on exchange in **Semester 2**, please note that there will be some actions for you to take this semester and during Semester 1 of the next academic year.

This document gives you an overview of what lies ahead and what actions you will need to take as you prepare for your exchange adventure!



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Key Contacts

Spending a year or semester abroad is a big undertaking, but you are not alone. Please see below for who you should contact and the best method for doing so depending on the issue at hand:

Key Contact	Can provide support on the following matters
SWAY	<ul style="list-style-type: none"> Your Mobility Online workflow and exchange-related documents Pre-departure information Advice on support options during your exchange Questions about your exchange or the host institution Questions related to your host – especially prior to your direct application to them <p><i>(Please do not contact your host institution until you have been accepted by them as enquiries will go through SWAY at this stage.)</i></p> <p>We can be contacted via email, telephone, through bookable MS Teams appointments or in person at our drop-in sessions: contact SWAY.</p>
Exchange Coordinator / Student Adviser	<p>Every School has a dedicated Exchange Coordinator. This member of academic staff will be a key contact for academic support throughout your exchange. You can find a full list of all Exchange Coordinators on our website.</p> <p>Your Exchange Coordinator will be responsible for the following:</p> <ul style="list-style-type: none"> Approving your course choices at the host institution Helping with your academic documents, e.g. Learning Agreement Providing support relating to academic concerns before, during and after your exchange <p>Your Student Adviser is your contact for pastoral support throughout your time at the University of Edinburgh and while you are abroad.</p> <p>Your Student Adviser's contact details are available on the Studies tab on MyEd (MyEd – EASE login required)</p>

Tuition Fees Team	<p>Please note that if you normally pay tuition fees to the University of Edinburgh, you will continue to pay tuition fees to the University of Edinburgh during your exchange and not to your host institution.</p> <p>You can find information about tuition fees for your exchange through our website. If you have any questions about tuition fees, please contact the Fees and Student Support team.</p>
University of Edinburgh Immigration Service	<p>If you are currently an international student studying at the University of Edinburgh on a student visa and would like information on any potential implications that studying abroad might have on your visa, please contact the Student Immigration Service.</p> <p>Information on visa requirements for your host university will be provided by your host once your application has been accepted by them.</p>
Host Institution	<p>Please do not contact your host institution with questions until you have been accepted by them, unless advised otherwise (e.g. if they've given you contact information for if there is a technical fault on the application form).</p>
Peers	<p>The best way to contact current and former students about exchanges is through our SWAY Discord Channel.</p> <p>Later in Spring, once reallocations have concluded, you will receive an email with a list of other students who will be travelling to the same host country/region.</p>
SWAY Social Media	<p>You can also follow our social media accounts for more information on events and updates:</p> <ul style="list-style-type: none"> • Go Abroad Instagram • Facebook Page • Facebook Group <p>...and read about Study and Work Away experiences of those who have been there, done that:</p> <ul style="list-style-type: none"> • The Exchange Journal • University of Edinburgh Go Abroad Blog

Expectations

We expect you to:

- Work through the **'Key Things to Consider'** independently,
- Remember to check your University of Edinburgh email (including junk folder) regularly to ensure you don't miss any communications from SWAY or your host institution and read through it carefully. **This is particularly important in the months running up to your departure (for most of you this will be over the spring/summer period) as well as during your exchange;**
- Keep on top of your tasks and complete them by the set deadlines, giving yourself plenty of time to complete these and not leaving anything to the last minute,
- Do the groundwork and research your host institution using our **Partner Guidance Notes**, your host's website and any additional documents we may send you once your nomination is completed,
- Update us about any course or academic changes as well as changes in your personal information.

We will:

- Give you clear and timely instructions on how and when to proceed,
- Be here to answer any questions or queries throughout the process,
- Signpost you to resources and support services,
- Make sure that you have all the information and resources necessary to have an amazing time on your exchange.

Together, we will make sure that you are all set and ready to go!

Keywords to remember

Mobility Online

This is the system that SWAY will use to guide you through key exchange steps. It is the same platform that you used to apply for your exchange, and going forward, it is essential that you are able to access and use it correctly, as all future paperwork will go through this system. Make sure you **save the [link to Mobility Online](#) somewhere handy** – you’ll need it! Use your EASE login details to access Mobility Online.

The overview of the exchange steps that you see when you log onto Mobility Online is called your ‘**workflow**’. As you move through the process, these steps will all become available to you in due course, and you will receive instructions to your University of Edinburgh email when it is time to start working on a new step.

Please be aware that SWAY will be releasing steps and sending you prompts at various stages of your exchange journey so please do not be alarmed that you cannot see your Learning Agreement or Risk Assessment steps just yet, for example.

Nomination

Now that you have accepted your exchange place, SWAY will inform your host institution by officially nominating you for an exchange with them. Each institution will have a slightly different nomination process and deadline. We’ll let you know when we’ve nominated you – please don’t worry if your friends receive communication about the nomination sooner than you, it just means their host has an earlier nomination deadline.

Once you have been nominated, the host will have your details on record, and they will be aware that you intend to study with them for your exchange.

Application

After you have been nominated by SWAY, you will have to officially apply to your host institution. It is very important that you read through any information that you receive from SWAY and your host very carefully. **Please note down any deadlines** (as you may not receive subsequent reminders) as well as any other documents that you may require as part of the application (e.g. copy of a valid passport, a police check, proof of finance, etc.)

Please bear in mind that being allocated an exchange place does not automatically guarantee that your application will be accepted by your host university. Although unlikely, host institutions reserve the right to reject applications. It’s your own responsibility to ensure that you meet your host institution’s application deadlines. **SWAY are unable to re-instate your nomination if you fail to follow your host institution’s instructions and meet the set deadlines.**

Timeline - What happens next?

When?	What?
Now	<ul style="list-style-type: none"> • Research your host institution, location, and country. <ul style="list-style-type: none"> ○ Use our Partner Guidance Notes which outline important information about our partner institutions. ○ Have a look at their website, which will provide useful insights into student life, course options, finances, and accommodation. ○ Start to research appropriate courses at your host institution. For more information about the academic side of your exchange, including how many courses/credits you should take, consult our Academic Matters webpage. If you have any questions regarding the suitability of the course offering at your host institution, please contact your Exchange Coordinator. • Complete the available steps in your Mobility Online workflow. • Thoroughly review the ‘Key Things to Consider’ • Join us on social media: <ul style="list-style-type: none"> ○ Connect with your fellow and former exchange students through the SWAY Discord Channel. ○ If you have Facebook, join the University of Edinburgh Go Abroad Facebook Group. ○ Do you have an Instagram account? Follow us on Instagram. ○ Get a feel for other students’ stories on The Exchange Journal and our blog. • Look out for the SWAY Newsletter with reminders about tasks you need to complete as well as updates and information about things you should be aware of
February – June (Full Year/Sem1 students)	<ul style="list-style-type: none"> • Nomination SWAY will nominate you, i.e. formally endorse you, to your host institution and you will receive an email from us once this has been completed.
July – November (Sem2* students)	<p>Please do not apply to your host institution unless prompted by us or your host university!</p> <p><i>*Where possible, SWAY will also submit Semester 2 nominations in Spring. However, some host institutions do not open their Semester 2 nomination and application processes until later in the year. If that’s the case, we will submit your nomination in late Summer/Autumn.</i></p>

	<ul style="list-style-type: none"> Host Institution Application <p>Depending on the partner university, your host institution or SWAY will send you instructions for completing the application to your host institution and the deadline by which you need to do so. Keep an eye on your university email for this information arriving and read it carefully, noting down any deadlines.</p> <p>Some applications have multiple steps and may require lots of different paperwork – be clear what you need to do and plan ahead. Please get in touch in advance of the deadline, if you have any questions.</p> <p>Application instructions will be sent out to students in order of the hosts' application deadlines. Do not worry if another student receives theirs before you - this just means your hosts have different application deadlines.</p> <p>Although the application to the host institution is normally just a formality, please be aware that your host reserves the right to reject applications. Your place on exchange is not confirmed until you receive acceptance from them.</p> <p>You should not be making any financial commitments towards your exchange at this stage, unless required by the application process.</p> Language Assessment <p>Most students may have to undertake a language assessment during this period if you are planning to study in a language other than English.</p> <p><u>Please find more information about Language Requirements here.</u></p>
March – July (Full Year/Sem1 students)	<p>You will be notified of the outcome of your application, either by your host directly or by SWAY.</p> <p>Our partners are aware of the visa processing times in their respective countries, and this is factored into their application decision deadlines.</p>
September – December (Sem2* students)	<p>Once you have received confirmation of acceptance, you should begin your visa application as soon as possible.</p> <p>Your host institution will provide information on the visa process and other preparations for exchange such as accommodation.</p>

	However, please note it is your responsibility to research and complete the visa process well in advance of your exchange commencing, and to secure suitable accommodation.
April - May	<ul style="list-style-type: none"> Pre-Departure preparation <p>The Pre-Departure orientation will be held in Spring 2025 and is compulsory to attend. Further details, including dates and times, will be provided by SWAY closer to the time.</p> <p>Some of the sessions we held in the past to accompany SWAY Pre-Departure include SWAY-adapted Carbon Literacy Training (delivered by the Department for Social Responsibility and Sustainability) and Intercultural Communication Skills workshop (delivered by the Centre for Open Learning) so keep an eye out for further details and register promptly to secure your place on these.</p> Peer Support <p>If you've opted for this when you submitted your application, we'll give you the opportunity to contact other students going on exchanges to the same country as you. In the meantime, you can connect with your peers using the SWAY Discord.</p>
Prior to Exchange	<p>You should complete all Pre-Departure steps and available document steps in your workflow on Mobility Online.</p> <p>Your required exchange documents will be made available in your workflow on Mobility Online in due course. We will go over the various steps in the Pre-Departure Sessions and follow this up by email with guidance on how to complete them.</p>

Key Things to Research

Now that you have accepted your exchange allocation, you can start researching aspects that are specific to your host. Our [‘Before You Go’ webpages](#) have lots of useful prompts for you to inform yourself and prepare for your time away.

At this stage, we’d particularly like to draw your attention to the following points:

- **Funding**

The University of Edinburgh will provide financial support to all of our students undertaking study abroad as a **mandatory** requirement of their undergraduate degree programme during the academic year 2025/2026.

To help you structure your budget considerations and plan your exchange-related finances, please use our [Exchange Budgeting tool](#).

Further guidance and information on funding is available on [our Funding webpage](#).

- **Visa & Immigration**

While SWAY staff are not authorised to offer visa advice, we have pulled together resources on [our Visa information webpage](#) to help you get started with your research into that aspect of your exchange (if required).

Your host institution will be best placed to advise on specific visa and immigration requirements for incoming exchange students though so please refer to them for guidance. Please also visit websites of the appropriate consulates and embassies for further guidance on the visa application process and timelines.

If you are a non-UK national and have questions about any potential impact of your exchange on your immigration status in the UK, please contact the [University of Edinburgh's Student Immigration Service](#).

- **Language Assessment**

Most students studying in a language other than English will need to evidence having a minimum B2 level (according to [the Common European Framework of Reference for Languages](#)) in that language to be eligible for their exchange. Your host may require that

you submit a language certificate as part of your application so please establish if you will need to do that, plan for passing the relevant test and budget for it as well.

Please see the [Language Requirements webpage](#) for more details.

- **Accommodation**

As an exchange student service, we help to facilitate your exchange process as much as possible, but SWAY are unable to arrange accommodation for outgoing students. Instead, we recommend that you follow the guidance provided by your host institution as they are best placed to advise you on accommodation options and related queries.

Please find more information on the [Accommodation section of our website](#).

Keeping in touch

SWAY will keep in touch with you before, during and after your exchange via email including our quarterly exchange newsletters. These will include reminders about tasks you need to complete as well as updates and information about things you should be aware of throughout your exchange period. Newsletters will be sent to your university email so don't forget to check this regularly – you should expect to receive your first Newsletter in February!



We hope your exchange experience will be exciting and developmental in equal measure.

Please remember we are [here for you](#) throughout the journey!

Study and Work Away