This guide provides general tips for using the online exchange applications. It is not required that applicants read this but those who do will learn helpful information about applying.

All Applications

- Use Google Chrome, Mozilla Firefox, or Microsoft Edge to complete your online application(s).
- The application(s) will time out if left unattended. Ensure to save your work and aim to complete your application(s) when you have gathered all information and supporting documentation.
- The online application system may not recognize all characters; ensure your computer’s language settings are on “English (United States)” when completing your application.
- Remember, you may only apply once! Ensure you are confident with your selected universities and ranking before you apply.
- You are welcome to apply for multiple exchange programs (i.e. you could apply for both bilateral and the University of St Andrews exchange programs).
- **Do not wait until the final hour to apply.** Exchange programs are highly competitive and late applications cannot be accepted. Give yourself lots of time to apply.

Bilateral Exchange Application Tips

- Consider term dates at universities you are considering. Also know that some universities will only host students for one semester or one full year – make sure to research these nuances!
- Ensure you include your name and student number on your supporting documents.
- Third or fourth year student? Do not forget to attach your additional documents. Applications without required supporting documents are considered incomplete.
- Select universities that offer courses which will help you progress in your degree program.
- Some universities have language requirements. Watch for these and ensure your language proficiencies are demonstrated in your application (i.e. on your transcript through courses taken).
- It is advisable that you consider a diverse array of universities.

Good luck with your exchange application(s)!