INSTRUCTIONS FOR COMPLETING HOST UNIVERSITY APPLICATIONS

Scotland

UCEAP cannot guarantee placement at any one university. Our ability to honor your preferences is limited by appropriateness of academic program, space availability, student demand, impacted major departments, etc.

► You may or may not need to add a host university application plus supplemental materials to your UCEAP application. It depends upon (a) your first choice of host university and (b) whether or not that host university has an online or hard copy application.
► Read Section 1, then check the TABLE in Section 2. The TABLE shows which applications are online and which are hard copy, as well as what supplemental documents are required with each one.
► See Section 3 for host university application forms and sample application forms.

Section 1: Instructions

(1) Do NOT complete an online application until you are instructed to do so by UCEAP via email.

(2) Keep scanned copies of everything you submit to your campus EAP office. You may need to upload some of these documents in a host university online application later.

(3) Look over the appropriate Sample Form before completing an application. Many fields are difficult to understand or complete without referring to the Sample Form.

(4) Your nationality refers to the country issuing your passport (ex: United States) - it does not refer to your ethnicity.

(5) Course choices must be made from the host university’s own course listing or catalog. Do not choose courses from a University of California catalog. Before you select your courses:
   (a) Go to the UCEAP Programs page for the Scottish Universities Program
   (b) Click on the Courses & Credit tab
   (c) Choose an individual host institution link
   (d) Choose the host institution online catalog link
   to review the host university’s current online catalog or course listing and also see which courses are restricted for international students. Not all courses are offered every term. The word “module” means the same as “course” and “class.” The word “unit” means the same as “credit.”

(6) Do not write the names of your other host university choices if the form has a field for this information. Your UCEAP application is sent to only one university at a time.

(7) Forms are updated as they become available. Use whatever version appears here.

(8) Do not staple anything. Documents will be rearranged and photocopies may be made.

(9) Application Fee: Do not submit an application fee.

(10) Letter(s) of Recommendation: If required, letters must be academic references from professor or TA and should NOT mention the name of a host university or city. Letters should be on letterhead and have a signature.

(11) Personal Statement: If required, personal statement should NOT mention the name of a host university or city.

(12) Art Studio Applicants: Submit a vinyl sleeve of approximately one dozen slides of your art work or other type of portfolio (such as a CD).

(13) Non-US Citizens: You may be required by the host university to submit an English Language Certificate (no more than 2 years old, showing your English language level of B2 or above). The UKBA is no longer accepting ETS tests (TOEFL) as evidence of English language ability. You should take a test with an alternative provider from this official list: https://www.gov.uk/government/publications/guidance-on-applying-for-uk-visa-approved-english-language-tests.
Section 2: TABLE

<table>
<thead>
<tr>
<th>If your first choice is:</th>
<th>Host University Application</th>
<th>Official Transcript(s)</th>
<th>Personal Statement</th>
<th>Letter(s) of Recommendation</th>
<th>Passport Photocopy</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edinburgh</td>
<td>Online: Submit to host university when instructed by UCEAP</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td>Upload in online host university application</td>
<td>Not required for UCEAP students</td>
<td>Submit with UCEAP application</td>
<td>Applicants for School of Art See Section 3</td>
</tr>
<tr>
<td>Glasgow</td>
<td>Online: Submit to host university when instructed by UCEAP</td>
<td>Submit with UCEAP application, and upload in online host university application</td>
<td>Upload in online host university application</td>
<td>Not required for UCEAP students</td>
<td>Submit with UCEAP application</td>
<td></td>
</tr>
<tr>
<td>St Andrews</td>
<td>Hardcopy: Submit with UCEAP application</td>
<td>Submit with UCEAP application</td>
<td>Submit with UCEAP application</td>
<td>Not required for UCEAP students</td>
<td>Submit with UCEAP application</td>
<td></td>
</tr>
</tbody>
</table>

Section 3: Host University-Specific Instructions

(A full load is 120 credits for the year and 60 credits for the semester.)

**University of Edinburgh**

**UCEAP Application:** Under the Institution Preference tab in the first comment box, applicants for School of Art must add the subject area (Painting, Photography, Intermedia, or Sculpture) in the School. Refer to the School of Art webpage. These are 3rd-year level courses, and students must have some art background. Detail your art background in the comment box.

**University of Edinburgh online application instructions:**

- **University of Edinburgh Application Form**
  - When completing the "Course Selection" section, note that some courses have two codes: S V or V V. Choose S V for year courses and V V for semester courses. Do not worry if you choose the wrong codes. You will be able to correct them during registration after arrival.
  - As part of the application, you will need to select your College at the University: either the College of Science and Engineering, or the College of Humanities and Social Sciences. Regardless of your major at your home campus, select the college in which you intend to take the majority of your courses at Edinburgh.
  - You must upload an official academic transcript, and write in a personal statement. EAP students do NOT need to upload an Academic Reference.
  - When selecting a Visiting Student Category, choose Coming as Nominated Exchange, International Exchange Programme.

- After submitting your application, you may receive an automated message saying that your application cannot be processed without uploading references. You may ignore this message; EAP students are not required to upload references.

- Do not complete the Edinburgh online Accommodation Form until you have been notified by EAP that your application will be referred to Edinburgh. At that time, complete and submit the form electronically to Edinburgh (only if you want to reserve on-campus housing).

**University of Glasgow**

- **University of Glasgow Application Form:** If you are interested in honors-level courses in English literature, film and television, theater, or politics, you must indicate this interest on your application.
- **University of Glasgow Application Instructions**
- **EAP Application Guidance**
- **The Glasgow School of Art Studio Art Program for Study Abroad Students (SASAP):** Use this link to see the studio art course offerings that are available to EAP students (Photography, Life Drawing & Painting, and Figurative Sculpture). Note that the 250 GBP per course is a LAB FEE which you are responsible to pay directly to the Glasgow School of Art after arrival. For EAP purposes, the courses will be processed exactly the same as your other courses on EAP.
- **Bagpipes: History & Repertoire At the National Piping Center:** Use this link to see the bagpiping course offerings that are available to EAP students. Note that any equipment/materials fees resulting from participation in the piping classes would be separate from your EAP fees. For EAP purposes, the courses will be processed exactly the same as your other courses on EAP.

**University of St. Andrews**

*Updated Dec 1, 2014*
• **Application Form**: Ignore St Andrews’ instructions regarding application submission and supplementary documents; EAP students should follow the instructions in this document.

• **Sample Form**