



UNIVERSITY OF
PORTSMOUTH

Application guide for incoming exchange students

Autumn 2025/26

Welcome to Portsmouth

Congratulations on your successful nomination to the University of Portsmouth. We are delighted that you have chosen to study with us and look forward to welcoming you soon.

Portsmouth is a city packed with history but with a modern heart. Miles of seafront and old fortifications mix with luxury shopping outlets, quirky bars, and cafés dotted throughout the city. Portsmouth offers a little bit of everything and we hope you love the city as much as we do!

This guide will support you during the application process and has core information about our university, student accommodation, and other practical details regarding your exchange. Please read though this guide carefully.

We wish you all the best with your application and please remember that you can contact us, the Global Mobility Team, at any point via: exchange-admissions@port.ac.uk



Glossary of Terms

The following terms appear throughout this document in **BOLD**. Please see below for an explanation of each term

Teaching Block

A teaching block (or **TB**) is used to describe the semester of study.

Students for the Autumn semester will study in **TB1** only. Students for the Spring will study in **TB2 only**

Students studying for a full year will study in **TB1 and TB2**

Conditional Offer

Students will receive a **conditional offer** once they are nominated to study with us. A conditional offer does not guarantee your place with us.

You must complete all required steps of the application process to obtain an **unconditional offer**.

Unconditional Offer

Once you have submitted all required documents and they have been approved by our Admissions Team you will receive an **unconditional offer** from us.

At this point you can apply for your accommodation, visa, and start making preparations for travel.

Applicant View

After the submission of your application, an automated email will be sent asking you to create an **Applicant View** (application account).

Follow the instructions in that email to log in and create your own applicant account, where you can track the progress of your application and upload any required documents.

Module

A **module** is the term used to describe a course of study at the University of Portsmouth. Normally you would select three modules per **TB**.

Please check the Learning Agreement page in this guide for more information.

Enrolly

Some applicants may be asked to provide further information via **Enrolly**. **Enrolly** is a database that allows us to process CAS applications and carry out English Language Verification.

Additional guidance will be sent to you if this step is required.

Essential Information

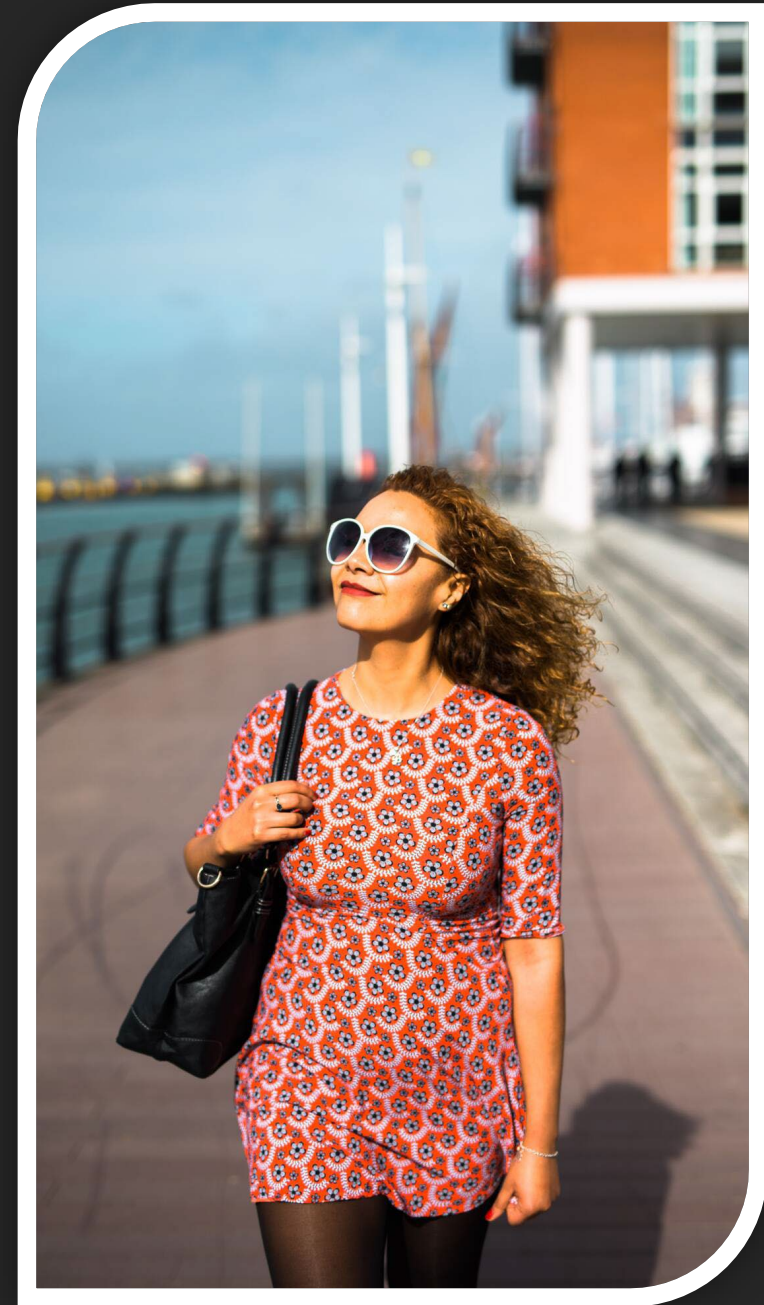
Your application must be started using the following link:

[*CLICK HERE FOR ONLINE APPLICATION FORM*](#)

Application deadline: – 30 May 2025

- 1) You currently have a nomination to the University of Portsmouth.
- 2) Once you complete the online application form you will receive a **Conditional Offer**.
- 3) You will then be asked to create an **Applicant View** where you can track the progress of your application, submit all required documents and respond to offers from us.
- 4) If you are coming for a full year, require a CAS, or need English Language verification you will be invited to **Enrolly**.
- 5) Once you have met the conditions of your application you will receive an **Unconditional Offer**. You should not enter the UK until you have received this **Unconditional Offer** and obtained the correct visa for your studies.

Please note that applications received after the given deadline may not be accepted.



Required Documents

The following documents need to be uploaded to your **Applicant View**. You will be able to create your **Applicant View** once you have completed the online application form in this guide. If you have issues uploading these documents they can also be emailed to exchange-admissions@port.ac.uk

Transcript of recent grades:

An official transcript from your home university. It must be stamped and signed by your home university, and in English.

It is essential that your transcript shows both your most recent available grades and that you have completed at least one year of study.

English language proficiency

All applicants must provide evidence that meet our English Language requirements listed here.

<https://www.port.ac.uk/study/international-students/english-language-requirements>

Copy of your Passport

Must be a valid passport that will cover the duration of your studies.

Learning Agreement

Signed by yourself and your home university. Must show all approved **modules**. A copy of this document can be sent to you on request.

Language Requirements



Our courses are delivered in English. You need a sufficient standard of English to take part in classes and discussions, submit assessments such as coursework and complete examinations

ALL APPLICANTS* must provide evidence of their English language proficiency at a minimum of IELTS band 6.0 with no component score below 5.5 or an approved equivalent - please see a full list of accepted English language tests on our website:

<https://www.port.ac.uk/study/international-students/english-language-requirements>

*Native English speakers will still need to provide English language test grades or acceptable evidence (high school diploma etc) to meet the English language requirements for your course. Accepted tests can be found via the above link under “English qualifications in the rest of the world”.

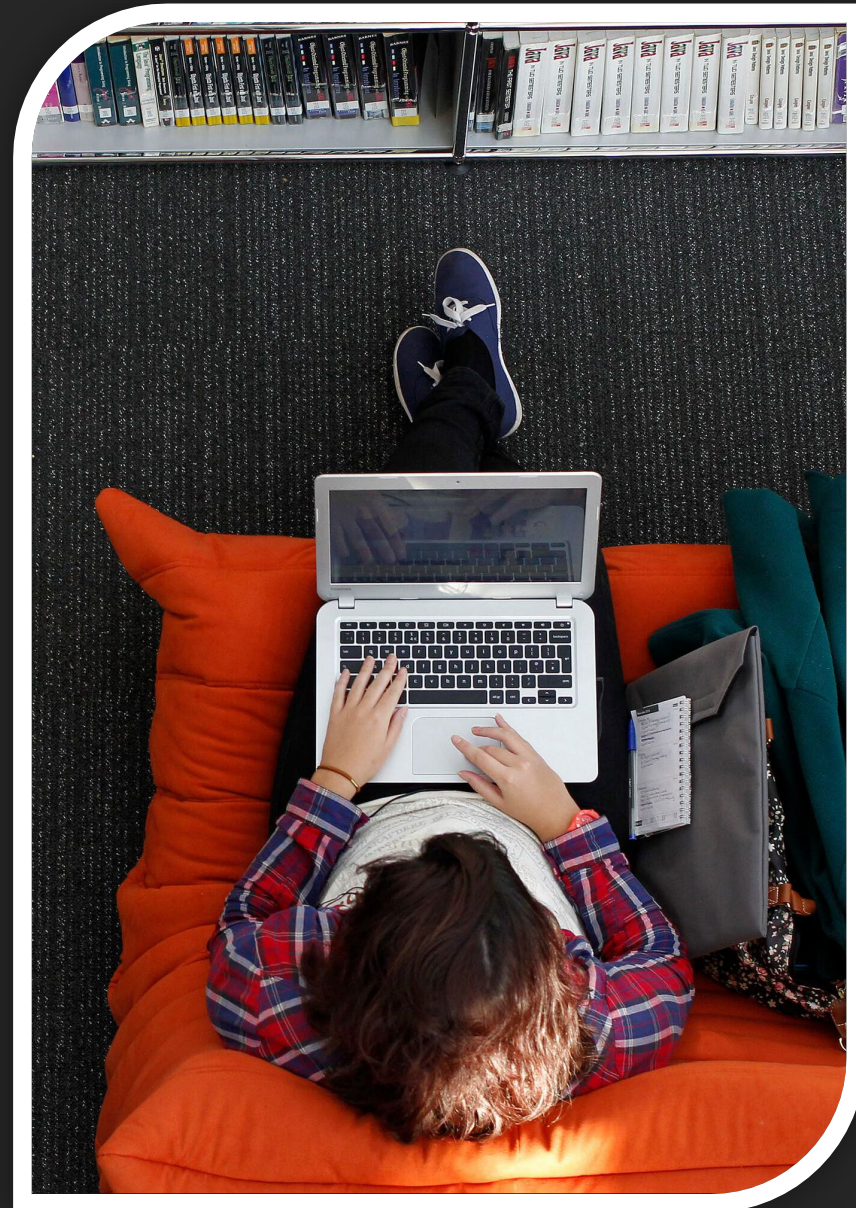
Learning Agreement

Module choices for your **learning agreement** can be found on our [choose what you'll study page](#). You should select three modules per **teaching block** you are attending. **Modules** should only be chosen from the subject area you were nominated for.

You can find more details for each module through our [module catalogue](#). Just copy the module code for that module into the "Search Text" field and make sure you have the right academic year selected.

Any questions in relation to **module** choices should be sent directly to exchange-admissions@port.ac.uk

Please note - If your **learning agreement** is not ready at the point of completing your online application, please provide it to us as soon as it is finalised and no later than the start of your mobility. You can still complete and submit the online application, so we can process it from our side.



Visa

All students applying to study on an Exchange or Study Abroad Programme must apply for the correct visa to study in the UK. The type of visa is dependant on the duration of your mobility:

VISAS FOR 6 MONTHS OR LESS

If the exchange programme lasts for 6 months or less, you will need to apply for a visa from the '[Standard Visitor for the purpose of study](https://www.port.ac.uk/student-life/international-students/visa-advice/visas-for-exchange-and-study-abroad-students)' category. The 'Standard Visitor for the purpose of Study' visa cannot be extended and you are not permitted to work on this visa. Please check further information about this visa on our website: <https://www.port.ac.uk/student-life/international-students/visa-advice/visas-for-exchange-and-study-abroad-students>.

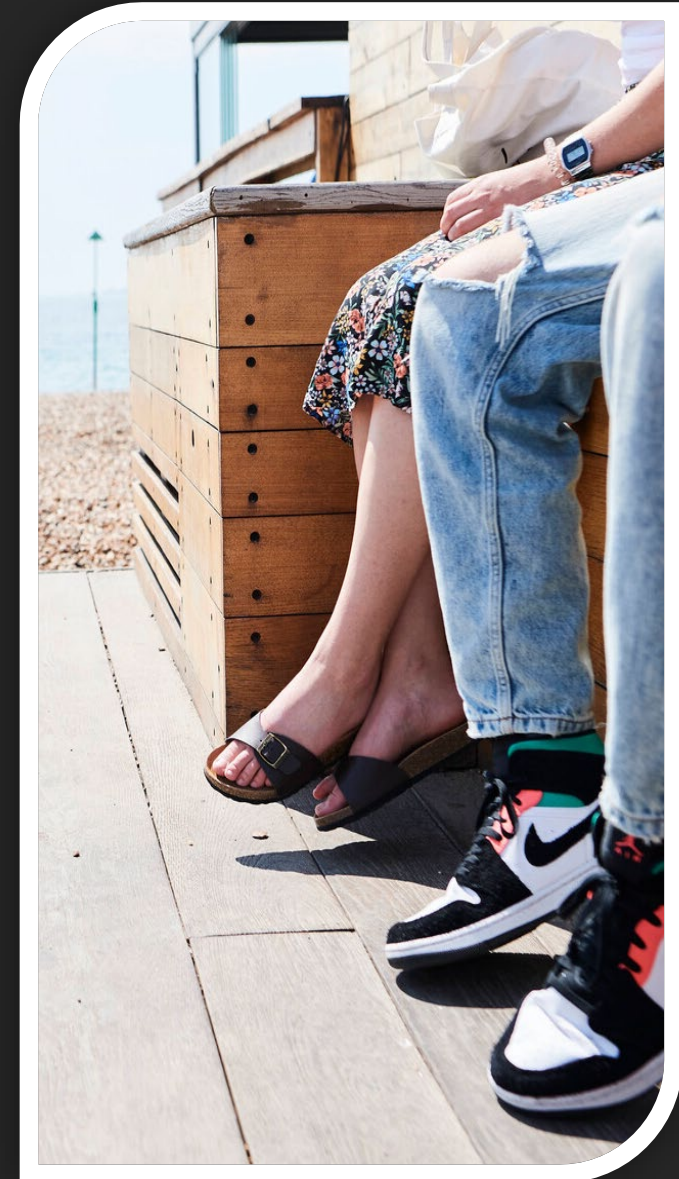
VISAS FOR MORE THAN 6 MONTHS

If the exchange programme lasts for more than 6 months, you will need to apply for a [Student Route visa](https://www.port.ac.uk/student-life/international-students/visa-advice/visas-for-exchange-and-study-abroad-students).

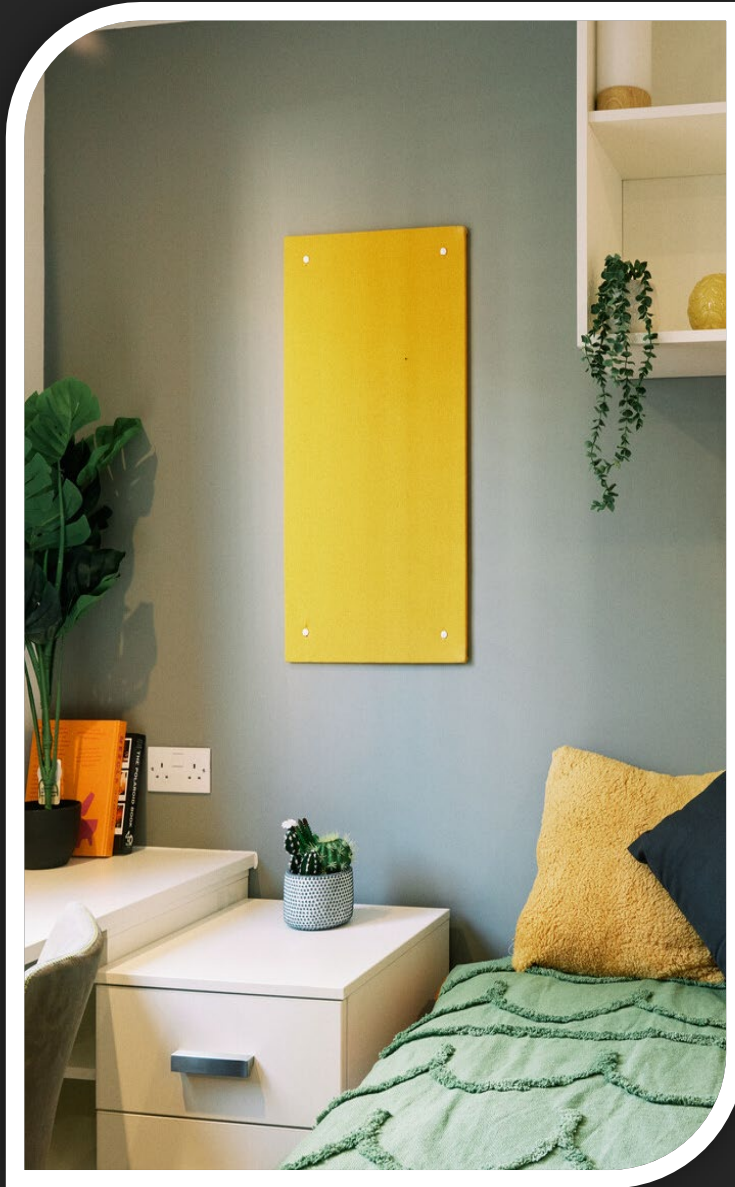
You cannot switch to the Student Route visa in the UK if you have entered as a Standard Visitor. You must apply in your home country. A Student Route visa for an Exchange programme cannot be extended in the UK.

Please check further information about this visa on our website:

<https://www.port.ac.uk/student-life/international-students/visa-advice/visas-for-exchange-and-study-abroad-students>.



Accommodation



Once you have accepted your **conditional offer** from us you will be contacted by our Student Housing team to arrange accommodation. Application for accommodation is completed online and the Student Housing team will assist you in finding a place to live either in a Hall of Residence or a student house in the private sector.

Places in halls of residence are allocated in order of receipt of the accommodation application in Student Housing. Applicants will be allocated to their highest available preference of accommodation, subject to availability.

Students, who have received an **unconditional offer** from university and applied for halls of residence, will be notified from April onward of the outcome of their application. If allocated to halls, a £250 deposit or advanced rent will be required within 2 weeks of receiving a room offer to secure the room (refundable, if cancelled by set deadline).

Students who choose to live in student houses in the city, are given support and advice on finding private rented accommodation through secure online resources.

Email: student.housing@port.ac.uk

Website: <https://www.port.ac.uk/student-life/accommodation/guaranteed-room-in-halls>

Key Dates 25/26

Essential dates for your application and studies are listed below. For full term date information click [this link](#)

30 May	Application deadline	12 Jan	Assessment Period TB1
15 Sep	International Orientation Week	26 Jan	Start of Teaching Block 2
22 Sep	Start of Teaching Block 1	30 Apr	Easter Break
19 Dec	Christmas Break	18 May	Assessment Period TB2

Recap and next steps



After the submission of your online application, an automated email will be sent asking you to create your **Applicant View**. Follow the instructions in that email to create your account, where you can track the progress of your application and upload any required documents.

You will then receive a **CONDITIONAL OFFER** from us, which means that we will be checking your application and submitted documents. A **CONDITIONAL OFFER** does not confirm your place with us.

Your place is only guaranteed once all documents are approved and an **UNCONDITIONAL OFFER** is made to you. Once you have received and accepted your **UNCONDITIONAL OFFER**, you will be able to confirm your accommodation with the University Student Housing team

Please remember to check your emails and your **Applicant View** regularly for updates and if you have any questions, please do not hesitate to contact:

exchange-admissions@port.ac.uk

We look forward to meeting you in the autumn!