

Filling out your Erasmus Application

Please read carefully before filling out your Erasmus Application.

University of Galway uses an online application system for Incoming Erasmus students.

- A link to the online form will be sent to the e-mail addresses of all students who are formally nominated by their home universities.
- Please note that we can only accept applications from students who have been nominated by the Erasmus coordinator in the home institution, and where there is a valid Erasmus Bilateral Agreement between that institution and University of Galway in the relevant subject area.
- Students cannot study subjects outside of their current mode of studies i.e. Business students must study Business, Biology students must study Biology.
 - Please assure your application aligns with this.

Please make sure you have all the required documentation to hand before beginning your application:

- Copy of your Transcript (applicable only to Science and Engineering students).
- Headshot photograph from the shoulders up.
 - **This will be used for your Student Card.**
- Copy of Your Passport.
 - **A National Identification Card will not be accepted**
- Certification of your English Level.
 - **Accepted certs can be found on our [Website](#).**

Take careful note of our DEADLINES:

- *Semester 1 / Full Year*: Midnight (GMT) on April 15th.
- *Semester 2*: Midnight (GMT) on October 31st.

Our online system will close on the dates of the respective deadlines, and no further applications can be submitted after that.

Understanding the Application

Section 1: Personal Details

- You will be asked to fill out your duration of studies, full name, date of birth and gender.
- Please **do not use any special characters** when filling in this information.
 - Our system cannot recognise special characters.
 - If they are not caught before your enrolment, your First Name, Surname and Email will all be wrong.
- **This information must be double checked for errors before submission.**
 - This information will be used to register you as a University of Galway student.

Section 2: Address Details

- You will be asked to fill in your permanent home address.
 - Please **do not fill in temporary student accommodation.**
- **This information must be double checked for errors before submission.**

Section 3: Contact Details

- You will be asked to fill in your phone number.
 - Make sure you **include your country code.**
- You will be asked to fill in a personal email address as well as your University email address.
- This information must be double checked for errors before submission.

Section 4: Home University Details

- You will be asked for the name of your Home University and Your Home University Academic Coordinator.
- **This information must be double checked for errors before submission.**

Section 5: Course Details

- You will be asked for the name of your Academic Coordinator.
 - This information can be found here:
<https://openpress.universityofgalway.ie/visitingstudenthandbook2425sem1/chapter/erasmus-academic-coordinators-2-2/>
 - **Your Academic Coordinator is also your Receiving Responsible Person on your OLA.**
- You will be asked about your current area of studies at your Home University.
- You will be asked which College you are studying under at University of Galway.
 - The information can be found here: <https://www.universityofgalway.ie/colleges-and-schools/>
- You will be asked to specify further which course you will be taking within that College.
 - This should align very similarly with your current studies at Home.
- You will be asked to provide an Emergency Contact.
 - It is extremely important that this information is correct.
- **This information must be double checked for errors before submission.**

Section 6: Outlining your Chosen Modules:

(only applicable to science and engineering students)

- Science students must rank at least 8 modules which they hope to do whilst at University of Galway.
- All Science modules must be approved by the relevant module coordinators, so your choices will be passed on to them upon completion of the application.
- **It is vital you have your transcripts ready to upload before this step**
 - Your modules will not be approved, and your application will be considered incomplete, without a copy of your most recent transcript.

Section 7: Uploading your Documents

- To complete your application, you will need to upload a:
 - Copy of your Transcript (applicable only to Science and Engineering students).
 - Headshot photograph from the shoulders up.
 - This will be used for your Student Card.
 - Copy of Your Passport - this is an official form of ID
 - **A National Identification Card will not be accepted**
 - Certification of your English Level.
 - **Accepted certs can be found on our [Website](#).**
- **Failure to upload these documents will result in your application being marked as incomplete.**

Section 8: Emergency Contact

- **Please make sure this information is correct.**