**Application to be considered as a visiting student - Guidance Notes**

Who may apply to be a visiting student?

Visiting student status is open only to those students who wish to use University facilities, but who are ineligible to be included on this University’s Return to HESA, because EITHER (a) they are not receiving teaching or supervision with the intention of being assessed for formal award of credit which counts towards award of a qualification; OR (b,) while receiving such teaching or supervision, they are concurrently registered at another UK HEI. They do not get reported to HESA, and neither the institution nor the Colleges receive funding– beyond any fee they may negotiate independently.  Registry levies a Special Registration Fee to cover administration and ID card costs.

Students who are receiving supervision or teaching and are being formally assessed for University credit, and who are not registered at another UK HEI, may NOT be registered as visiting students and should instead be registered for Individual Subject Study (ISS) or Registered Postgraduate Study (RPS), as appropriate, with the appropriate tuition fees being charged, and attributed to the School(s) concerned. Applications for ISS or RPS should be made through the Student Recruitment and Admissions Service (SRAS), [www.abdn.ac.uk/sras](http://www.abdn.ac.uk/sras).

Applications for registration of postgraduate students on joint degree programmes, including research consortia, where Aberdeen is not the institution of primary registration, should be submitted not as Visiting Students but to the Fees & Postgraduate Team of the University Registry. Such admissions should normally be within the framework of a Memorandum of Understanding approved through the Research & Innovation and the Academic Secretariat, allowing for transfer of fees and FTEs where appropriate.

Students applying to undertake an ERASMUS Work Placement should apply as visiting students rather than as ERASMUS students as the work placement does not fall under the auspices of an ERASMUS Bilateral agreement.

Application process

An application to be considered as a visiting student available at should be completed by the student and signed by the Head of School and sent to the College for approval. It should indicate whether the student is personally liable for the registration fee or whether the School will pay this (specifying the ledger code to be charged). The form should be completed and submitted to the Student Records Team, F65 Edward Wright Building, Kings College (email studentrecords@abdn.ac.uk) at least 10 working days before the student is due to start their visit.

Once the student’s details have been entered on the student record system the student will be notified by email of their student ID number.

The student should then:

 Set an IT password so that you can activate an IT and email account at <https://www.abdn.ac.uk/it/account-registration/>

Complete electronic registration at <http://www.abdn.ac.uk/ereg>

Submit a photograph at <https://abdn.ac.uk/photoupload/> for a student ID card to be printed.

Once e-registration is completed and the ID card is printed it can be collected from the Infohub.

Registration Fee:

0-3 months: £30, 3-6 months: £60, 6-9 months: £90, 9-12 months: £120