



APPLICATION INSTRUCTIONS – EXCHANGE STUDENTS ON UNIVERSITY WIDE AGREEMENTS

Dear student,

You have been nominated, by your home university, as an exchange student to the University of Gothenburg. In this document you'll find useful information about the application procedures. Make sure to follow all the steps and don't hesitate to contact me if you have any questions.

ONLINE APPLICATION

The application period for the spring semester is **September 1 – November 15**. Please note that due to the current waiting lines for visa/residence permit students who need visa/residence permit should apply before **October 1**. The application is done entirely **ONLINE**. No hardcopies are needed.

A link to the online application will appear on this web page once it opens on **September 1**:
<http://utbildning.gu.se/education/application/exchange-student>

Since you are coming as an exchange student within one of the university wide agreements, you'll also find information about special instructions and supporting document at this webpage
<http://utbildning.gu.se/education/application/exchange-student/required-documents>

COURSES OPEN FOR EXCHANGE STUDENTS - IMPORTANT

Before you start the online application you should prepare a list of the courses that you are interested in. You find available courses for exchange students at this web page:

<http://www.utbildning.gu.se/education/courses-and-programmes/courses-for-exchange-students/>

If a list of courses for spring semester 2017 has not yet been published, please refer to the course list from previous year, spring semester 2016.

Please read the information about courses carefully and list selected courses in the online-application. Those of you applying with the earlier deadline, October 1 will be given a second chance for course selection at a later stage when course list has been updated.

HOW TO FILL OUT THE ONLINE APPLICATION – IMPORTANT SECTIONS

All mandatory fields in the online application are marked with a red *

Pay extra attention to the fields described below to make sure those are filled out correctly:

EDUCATIONAL BACKGROUND

INSTITUTION: Select your home university in the drop-down list

SUB-INSTITUTION: State which faculty/department you are currently studying at

SUBJECT AREA: Write your major/main area of study

DETAILS OF STAY

SUB-INSTITUTION: chose **“University of Gothenburg (university wide agreements)”**

FRAMEWORK: Chose **“BILATERAL Studies”**

SUBJECT AREA: State which subject you are planning to study at the University of Gothenburg

PREFERRED SUBJECTS/MODULES TO STUDY AT HOST INSTITUTION: Write the **name and the code of the courses** you are interested in.

MISCELLANEOUS

UPLOAD REQUIRED DOCUMENTS

The following documents should be uploaded in the online application:

- **Official Transcript of Records**
- **Letter of Motivation**

SUBMIT

Click on the submit-button on the final page of the online-application. You'll then get a copy of the full application and a **CONFIRMATION EMAIL** will be sent to you.

If you do not receive the confirmation email upon submission, or if you have other technical problems with the online application please contact moveon@gu.se

HOUSING APPLICATION

Instructions for housing application are included in the confirmation email that you receive upon submission of the online application. It is very important that you submit your housing application as soon as possible once the housing application opens. The deadline for housing application is **November 15**. No late applications will be accepted.

NEXT STEP?

Your application will now be sent to relevant faculties/departments for screening and course approval. Acceptance letter will be issued in mid October for students who applied before October 1 and needs to apply for visa/residence permit. For students applying between October 1 – November 15, acceptance letter will be issued after mid-November.

NOTE: The acceptance letter will not include specific course information and does not guarantee enrolment to specific courses. We will notify you of the course selection result in a separate course enrolment letter closer to the start of the semester.

Acceptance letter will only be sent as digital copies by email to you and the International coordinator at your home university. Along with the Acceptance letter I will also send you information about how

to apply for residence permit. No original hardcopies will be sent since digital copy is enough for the visa/residence permit application.

If you need help during the application process, or if you have any questions about your exchange, courses etc, don't hesitate to contact me

Best regards,
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