



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 procedure. Make sure to follow all the steps and don't hesitate to contact us if you have any questions.

ONLINE APPLICATION

The application deadline for **fall semester or full academic year is May 15th** (online application is open March 1 – May 15). <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, special instructions and supporting document at this webpage <http://utbildning.gu.se/education/application/exchange-student/required-documents> (UPPDATERA!)

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 fall semester 2019 has not yet been published, please refer to the course list from previous year, fall semester 2018.

Please read the attached document "COURSE APPLICATION FOR EXCHANGE STUDENTS ON UNIVERSITY-WIDE AGREEMENTS" carefully and list selected courses both in the online-application and on the attached template "Course application sheet". We have very limited ability to change courses after the course application deadline **May 15** since we have no add/drop week. Make sure that the courses you select have been approved by your home university for credit transfer.

HOW TO FILL OUT THE ONLINE APPLICATION – IMPORTANT SECTIONS

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

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

STEP 1

DATA CONCERNING YOUR CURRENT STUDY

COUNTRY OF THE HOME INSTITUTION: Select the country for your home university in the drop-down list

HOME INSTITUTION: Select your home university in the drop-down list
HOME FACULTY/DEPARTMENT: Please write the name of your home faculty/department/college
STUDY FIELD: Write your major/main field of study
STUDIES THIS SEMESTER: Please write what courses you are taking at your home university this semester

DATA CONCERNING YOUR EXCHANGE STUDY

TYPE OF STAY: Choose "Studies"

FACULTY: choose "**University of Gothenburg (university wide agreements)**"

EXCHANGE PROGRAM: Choose "**BILATERAL Studies**"

STUDY FIELD: Choose which subject you are planning to study at the University of Gothenburg from the drop-down list.

SUBJECT YOU WANT TO STUDY AT THIS INSTITUTION: Write the **name and the course code of the courses** you are interested in. **Please note:** this is an indication of which courses you intend to apply for. The final course selection will be made via the Course Application Sheet that you will e-mail to your exchange coordinator at the University of Gothenburg at the latest May 15th.

SWEDISH LANGUAGE SKILLS: If you have never studied Swedish please choose "none". Please note that this will not affect your chances of being accepted as an exchange student at the University of Gothenburg.

SEND IN APPLICATION FOR COMPLETION OF STEP 1

When you have filled in all the information required in the form please press "Send Application". In a few moments a confirmation e-mail will be sent to your e-mail address with further instructions on how to **complete the application**.

The instructions are as follows:

1. register **via the attached link in the end of this mail** to the MOBILITY-ONLINE system
2. create a login name and a password
3. enter the Mobility Online
4. complete your personal data by clicking the link "Complete personal data"
5. upload the application documents to finish the application.

link

Please follow the link in the end of the e-mail, you will now be asked to confirm your date of birth and create a username and password. Note: Your username must be at least 6 characters and cannot contain any special characters. Your password must be at least 6 characters and contain at least one number, one upper case letter, and no special characters.

Please proceed and log in to Mobility Online.

STEP 2

CREATE A USER ACCOUNT AND UPLOAD REQUIRED DOCUMENTS

When you are logged in to your personal user account in Mobility Online please complete your personal data. Once you have done this you will be asked to upload application documents.

REQUIRED DOCUMENTS

- **Official Transcript of Records**

- **Letter of Motivation/Personal Letter** (A Letter stating why you want to study at the University of Gothenburg 400-600 words)
- **Copy of passport**

Application workflow				
Last name	TESTARSSON	Study field	Sociology - SC	
First name	ELIN TESTARE	Country of host institution	Sweden	
Date of birth	1990-03-01	Host institution	SEGOTEBOR01 - UNIVERSITY OF GOTHE	
Country of the home institution	Australia	Start Semester	Autumn2019/20	
Home institution	AUMELBOUR03 - La Trobe University			
> Necessary steps	Done	Done on	Done by	Direct access via following link
Application and registration				
Online-Application	<input checked="" type="checkbox"/>	2019-03-14	ELIN TESTARE TESTARSSON	Display/Edit Application Data
Personal data completed	<input checked="" type="checkbox"/>	2019-03-14	ELIN TESTARE TESTARSSON	Complete personal data
Upload and print documents				
Wishlist of courses uploaded (Excel:xls)	<input type="checkbox"/>			Upload wishlist of courses
Nomination uploaded (PDF)	<input type="checkbox"/>			Upload nomination
CV uploaded (PDF, Word)	<input type="checkbox"/>			Upload CV
Personal letter uploaded (PDF, Word)	<input type="checkbox"/>			Upload personal letter
Copy of passport uploaded (Image file: jpg, png etc.)	<input type="checkbox"/>			Upload passport copy
Learning agreement uploaded (PDF)	<input type="checkbox"/>			Upload Learning agreement
Portfolio uploaded (PDF)	<input type="checkbox"/>			Upload Portfolio
Portfolio link provided	<input type="checkbox"/>			Provide portfolio link
Immunisation record certificate uploaded (PDF)	<input type="checkbox"/>			Upload immunisation record certificate
<input type="checkbox"/> Transcript uploaded (PDF)	<input type="checkbox"/>			Upload Transcript (Your application is sent in automatically after this step is finished)
Exchange ended (This checkbox is automatically filled in after end date has passed for your exchange)	<input type="checkbox"/>			

Please note: If you are applying for the Faculty of Fine and applied Arts you are required to upload a portfolio.

Once you have uploaded your Transcript of records your application is automatically submitted.

Note: There is no special button for submitting the application, this is done automatically when the transcript of records is submitted.

If you have technical problems with the online application please contact exchangestudies@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 ones the housing application opens. The deadline for housing application is **May 15th**. 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 May 1 for students who applied before April 15 and needs to apply for visa/residence permit.

Acceptance letter will only be sent as digital copies by email to you and the International coordinator at your home university.

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.

Along with the Acceptance letter we will also send you information on 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 us at exchangestudies@gu.se