



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 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 15**. 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 2019 has not yet been published, please refer to the course list from previous year, spring 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 **November 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 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 field 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/Personal Letter** (A Letter stating why you want to study at the University of Gothenburg)

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 November 1 for students who applied before October 15 and needs to apply for visa/residence permit. For students applying between October 15 – November 15, acceptance letter will be issued after mid-November.

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 I 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