

## Application Portal instructions - Incoming Exchange Students to Uppsala University

Creating an account (right hand side of the page);

\*Passwords need to be at least 8 characters, with at least one letter, one number and one special character (!#?%)

\*If you have trouble with the functionality or appearance of the application: try changing your web browser to a recent version of Google Chrome or Opera.

Welcome to the Uppsala University's application portal for general University-wide exchanges. Below you will be able to find links to all current applications. Please note the following:

1. This application form is only for students nominated for exchange at Uppsala University. It is only intended for students coming on a centrally administered or university-wide exchange agreements or a couple of departmental agreements. Your contact at Uppsala must be one of the international officers at Uppsala University's central International Office: **University-wide exchange agreements**. If you are unsure please check with your exchange coordinator at your home university.
2. You may start a maximum of 1 (one) application. You can save your progress as you go.
3. A number of different documents are required in order to complete an application. Please ensure that you have all the required documents.
4. Each application closes on a given day at a given time. This deadline is absolute. Even if you have started an application you will not be able to submit it after the deadline.

### Current application rounds

#### Exchange application

The exchange application is done entirely online. Here are a few helpful pointers about completing your application:

1. You will need a photo of yourself, in jpeg format. The photo will not be published nor shared outside of UU. Another photo will be required after arrival for the access card. Further instructions will come later.
2. You will be asked to choose the "framework" of your exchange. If you are from any of our European partners with the exception of Switzerland and the Russian Federation, you should choose "Erasmus SMS". If you are one of our Nordic students, you should choose "Nordplus". All other students should choose "General university-wide".
3. You must propose courses for your first semester at UU that you intend to study here, including a number of alternatives in case you are unable to be admitted to your first choices. Place them in order of priority and preference. Please suggest 8 choices, but you will not be admitted to more than fulltime studies and only for a reasonable workload.
4. Selecting Courses: most courses have Entry requirements. In the application you must show how you are eligible for each course suggested. To do this you must refer to specific courses from your transcript.
5. You must upload a pdf copy of your official transcript of records. We can only accept transcripts in English. The document must be uploaded as a pdf.

6. If you are applying as a master's student you must be able to upload a copy of your degree certificate for your undergraduate qualification. We can only accept pdf documents in English.
7. If you have studied at a different university or higher education institution than your current one, make sure you can upload a transcript of records in English for that institution as well.
8. If you need to upload more documents (for example, two degree certificates) you will have to make sure you can merge the two documents into one pdf-document.

### **More about the course proposal**

It is important that your course proposal is as correct as possible and pre-approved from your home university for all your course choices. We will ask you to prioritize up to 8 courses and show how you are eligible for each choice by referring to courses from your transcript or current courses.

- If you do not have Swedish skills sufficient to study in Swedish then you may only choose courses from the following website: [Courses for Exchange Students](#).
- Please carefully check the information about [course mapping](#). Example of course overlapping is given, which should be avoided, but consult with your coordinator at UU if you have any concerns. Shorter periods of overlapping are accepted (1-2 weeks). Evening classes and distance learning courses can be combined with other courses. Our office will ensure that you are confirmed on courses that do not have significant overlaps, even though we cannot guarantee that course schedules will not clash.
- Basic Swedish will be applied to after arrival and you'll be able to choose from several different class times, including evening class times also. More details will be given upon arrival.
- Engineering and Natural Science students: Please note that we offer very few lower level courses in English in these fields. Most of the courses have substantial entry requirements and it is very important that you meet the requirements precisely.
- Your application for exchange will be approved as soon as your coordinator at the International Office receives confirmation from the UU departments that are responsible for your selected courses. Notification with your confirmed courses will be sent well before you need to apply for a residence permit and/or visa.
- There is no add/drop week at Uppsala. To give you the best chance of being admitted to the courses you would prefer to take, ensure that your course proposal is in order of your priority and preference and that you have pre-approval from your home University for each course, even the reserve/alternative choices, before submitting your exchange application.

**Students intending to study courses in Business:** Students who wish to apply for courses in **business** must submit their applications as early as possible but no later than **April 1st/October 1st**. All others: **April 15<sup>th</sup>/October 15th**

**Good luck with your application!**