Application Guide For Exchange Students

Linnaeus University – Autumn Semester 2017

(170301)

Part 1 – Preparation

This guide will lead you through the steps of applying to Linnaeus University as an Exchange student. The application consists of three parts;
1) Preparation, 2) Choosing Courses and 3) Online Application.

Preparations – Getting started!

- Check out Linnaeus University! You can find lots of information on: lnu.se ; facebook.com/linnaeusuniversity and instagram.com/linneuniversitetet/

- Read through the e-mail with your application information carefully! The information is personal so do not forward it to other students.

- Be extra alert when reading the accommodation section in the e-mail and whether or not you are eligible for housing service from Linnaeus University.

- Check if there are any documents you need to order/prepare in advance.
- Do you have an official transcript of Records?
- Is your passport valid?
- Do you need to book an appointment for an English-proficiency test?
- It is important to make sure to have your supporting documents prepared before submitting your application (part 3 below) as your application may not be processed until it’s complete.

Preparations – Check the course offering!

- The admission to Linnaeus University is dependent on admission to courses. For that reason, selecting which courses to apply for is the most important step in the application process, so please take your time and do it carefully!

- Before applying, make sure that there are enough courses within your field of study, your level of study and that you meet the specific entry requirements.

- Make sure to check with your home university that the courses you are interested in are eligible for credit transfer after your exchange. There are very limited possibilities of changing the course selection after the application is submitted/processed and there **is no add/drop period** for courses upon arrival.

- In the e-mail you received from us, you will find the lists of courses available. The course lists contain courses for both campuses, however you may only apply for courses from one campus.

- For Erasmus students, and other students coming under agreements with specific faculties, it is often needed to take a certain percentage of credits at that specific faculty. There may also be restrictions regarding the level of study you may apply for. This information is found in the e-mail we sent you.

Preparations – How the semesters are organized and examples on how to combine courses

- The semester lasts 20 weeks
- Full time studies for one semester are 30 credits (ECTS)

Here are few examples on how to combine courses in order to reach full time studies:

Full semester course:

A full semester Course = 30 Credits, 100 % pace

Consecutive Single Subject Courses

Single subject course	Single subject course	Single subject course	Single subject course
7,5 credits, 100 % pace	7,5 credits, 100 % pace	7,5 credits, 100 % pace	7,5 credits, 100 % pace
Starts on 28th August, Ends on 1st October	Starts on 2nd October, Ends on 5th November	Starts on 6th November, Ends on 10th December	Starts on 11th December, Ends on 14th January

Parallell single subject courses

Single subject, 7,5 credits, 50 % pace, Starts on 28th August, Ends on 5th November

Single subject, 7,5 credits, 50 % pace, Starts on 6th November, Ends on 14th Jan.

Single subject course, 15 credits, 50 % pace, Starts pm 28th August, ends on 14th January

Consecutive and parallel single subject courses

Single subject course
15 credits, 100 % pace
Starts on 28th, Ends on 5th November

Single subject course, 7,5 credits, 50 %, Starts on 6th November Ends on 15th Jan.

Single subject course, 7,5 credits, 50 %, Starts on 6th November, Ends on 14th Jan.

Preparations - Preparing your supporting documents

The following documents must be prepared for the online application.
You will then be asked to submit them in ”Online Application – Step 10” below

1. Course Application Form (fill it out, print it and scan it as pdf before uploading)
2. Scan of Official Transcript of records in English from all previous university studies. Must be in pdf format. If you cannot get an official copy, it must be certified (signed and stamped) by an appropriate representative of your home university. We do not accept unofficial copies or print-outs from student account pages etc, unless they are signed and stamped by the university.
3. Copy of passport (or Identity Card for European citizens) in pdf format
4. English Language Proficiency Report in pdf format.
5. If applying for second cycle courses (master), you must also submit a copy of diploma or other proof that you fulfill the prerequisites for second cycle studies.

The Course Application Form and Language Proficiency Report can also be downloaded via the links that were sent to you in the e-mail with application instructions.

Prepare your documents according to the instructions on the following page.

Portfolio for design students should NOT be uploaded on universityadmissions.se. Instead e-mail your portfolio to portfolio@lnu.se with copy to inexchange@lnu.se

Preparations - Preparing Your Supporting documents (Continued)

Make sure to prepare your supporting documents according to these instructions.

- You must scan your original documents, not copies. If the document is in color, scan it in color.
- Be sure to scan ALL document pages, even those that just contain instructions or keys or other information that is not necessarily your grade information. It must be the complete document.
- All documents that are in the same category (for example transcripts and diploma copies) must be scanned into ONE file - do not make a separate file for each page. There are programs on the internet that can help you with this.
- Check your scan to see that everything on the original document can be read on the scan, including text, stamps, numbers, etc. If it can't be read when it's uploaded, it cannot be accepted.
- We do not recommend that applicants take photos of their documents. The quality is not at a level where we can guarantee we can accept the document in that format.
- **Use short filenames (one word) and only containing letters from the English alphabet**. Also avoid spaces, numbers etc.
- All files must be in **PDF-format** to be accepted for uploading.

Important information about file sizes

- There are certain rules to follow regarding file sizes and how many uploads that are possible per day. The most important to remember is that each file can be a maximum of 10 MB and you can upload a maximum of 50 MB at a time. You'll receive an error message if you go over the maximum.

Remember that once you've uploaded your documents, you can't see them or delete them. You'll be provided with the name you've given the file, and the file name for reference.

Part 2. The Course Application

This part will explain how to navigate the course lists and how to fill out the course application form. The course application form must be submitted with the online application.

Part 1. Preparation

Part 2. Choosing Courses

Part 3. Online Application

The Course Application - Navigating the Course Lists

- The course lists (example below) contain the following information; application code, course name, amount of credits, study pace, start date, end date, and information regarding the requirements. By clicking the course name you will find a link to the website of each course where entry requirements are found.
- **Course lists are attached to the email that you received from us. You need to choose courses from the lists that are sent to you by email.**

Faculty of Health and Life Sciences - KALMAR - Bachelor/Undergraduate Level

Application Code	Course Name	Credits	Study pase	Start date	End date	Entry requirements
U8A00	Industrial Ecology	7.5	100	August 28, 2017	October 1, 2017	Specific requirements - See webpage
U8A01	Marine Ecology	15	50	August 28, 2017	January 14, 2018	Specific requirements - See webpage
U8A02	Freshwater Ecology	7.5	50	August 28, 2017	November 5, 2017	Specific requirements - See webpage
U8C00	Project Work in Biology	7.5	50	October 30, 2017	January 14, 2018	Specific requirements - See webpage
U8C01	Fish Ecology	7.5	50	October 30, 2017	January 14, 2018	Specific requirements - See webpage

Faculty of Health and Life Sciences - KALMAR - Master/Graduate Level

Application Code	Course Name	Credits	Study pase	Start date	End date	Entry requirements
U8E00	Marine Ecology, Advanced Level	15	50	August 28, 2017	January 14, 2018	Specific requirements - See webpage
U8E01	Freshwater Ecology, Advanced Level	7.5	50	August 28, 2017	November 5, 2017	Specific requirements - See webpage
U8E02	Project Work in Biology	15	100	August 28, 2017	November 5, 2017	Specific requirements - See webpage
U8E03	Project Course in Environmental Science	15	50	August 28, 2017	January 14, 2018	Specific requirements - See webpage
U8G00	Fish Ecology, Advanced Level	7.5	50	October 30, 2017	January 14, 2018	Specific requirements - See webpage
U8G01	Project Work in Biomedical Science	45	100	October 30, 2017	January 14, 2018	Specific requirements - See webpage
U8G02	Current Pure and Applied Chemistry	15	100	October 30, 2017	January 14, 2018	Specific requirements - See webpage
U8G03	Project Work in Chemistry	45	100	October 30, 2017	January 14, 2018	Specific requirements - See webpage
U8E05	Project Work in Biomedical Science	45	100	August 28, 2017	January 14, 2018	Specific requirements - See webpage
U8E06	Project Work in Chemistry	60	100	August 28, 2017	January 14, 2018	Specific requirements - See webpage
U8E07	Research Methodology in the Natural Sciences	15	100	August 28, 2017	November 5, 2017	Specific requirements - See webpage

The Course Application - How to combine the courses

- The tempo (intensity) for each course may be full-time (100%), or part-time (25-75%).

- An example of course is “European Integration in a Global order” (7,5 credits). It takes 5 weeks to complete the course.

Course code	Course Name	1st Period (28th August- 1st October)	2nd Period (2nd October-5th November)	3rd Period (6th November 10th November)	4th Period (11th December-14th January)
U4M07	European Integration in a Global Order				

- Part-time (50 % pace) courses has a lower study load and lasts longer. This example is for “Swedish Culture, Leisure and Sports” (7,5 credits) which has a 50 % study pace for week 1-10:

Course code	Course Name	1st Period (28th August- 1st October)	2nd Period (2nd October-5th November)	3rd Period (6th November 10th November)	4th Period (11th December-14th January)
U4M02	Swedish Culture, Leisure and Sports				

- A course at 25% study load last all semester. In this example the course “Art Music in Sweden” (7,5 credits) runs over the whole semester with 25% study pace per week.

Course code	Course Name	1st Period (28th August- 1st October)	2nd Period (2nd October-5th November)	3rd Period (6th November 10th November)	4th Period (11th December-14th January)
U4M02	Art Music in Sweden				

Note! All three courses in the examples above are worth the same amount of credits. The difference is the intensity, i.e the expected workload per week)!

The Course Application - How to combine the courses (Continued)

It is important to try and get a well balanced study load over the semester. It is therefore important to combine the courses so that the total workload per week is around 100%. You can check the examples to understand how to get a balanced study load.

Example 1: Combination of four full-time (100 % study pace) courses.

Course code	Course Name	1st Period (28th August- 1st October)	2nd Period (2nd October-5th November)	3rd Period (6th November 10th November)	4th Period (11th December-14th January)
U4M05	Welfare Policy in Sweden (7,5 credits, 100 % pace)				
U4N02	International Human Rights Law (7,5 credits, 100 % pace)				
U4O03	International Law (7,5 credits, 100 % pace)				
U4P00	Introduction to International Economic Law, Trade Law And Investment Law (7,5 credits, 100 %pace)				

Example 2: Combining part time (50 % study pace) courses.

Course code	Course Name	1st Period (28th August- 1st October)	2nd Period (2nd October-5th November)	3rd Period (6th November 10th November)	4th Period (11th December-14th January)
U6M11	Probability theory and Statistics (7,5 credits, 50 % pace)				
U6M15	Internet Security (7,5 credits, 50 % pace)				
U6O00	Problem Solving and Programming (7,5 credits, 50 % pace)				
U6O08	Database Theory(7,5 credits, 50 % pace)				

Example 3: Combining two 15 credits (100 % study pace) courses

Course code	Course Name	1st Period (28th August- 1st October)	2nd Period (2nd October-5th November)	3rd Period (6th November 10th November)	4th Period (11th December-14th January)
U7Q03	Contemporary Marketing Research (15 credits, 100 % pace)				
U7S03	E-business Management (15 credits, 100 % pace)				

Example 4: Full time semester course- 30 credits (100 %)

Course code	Course Name	1st Period (28th August- 1st October)	2nd Period (2nd October-5th November)	3rd Period (6th November 10th November)	4th Period (11th December-14th January)
U7M03	Modern Marketing Practices (30 credits, 100 %)				

Example 5: Combining three different courses that have different study load.
Note that total study load is approximately full time for each period.

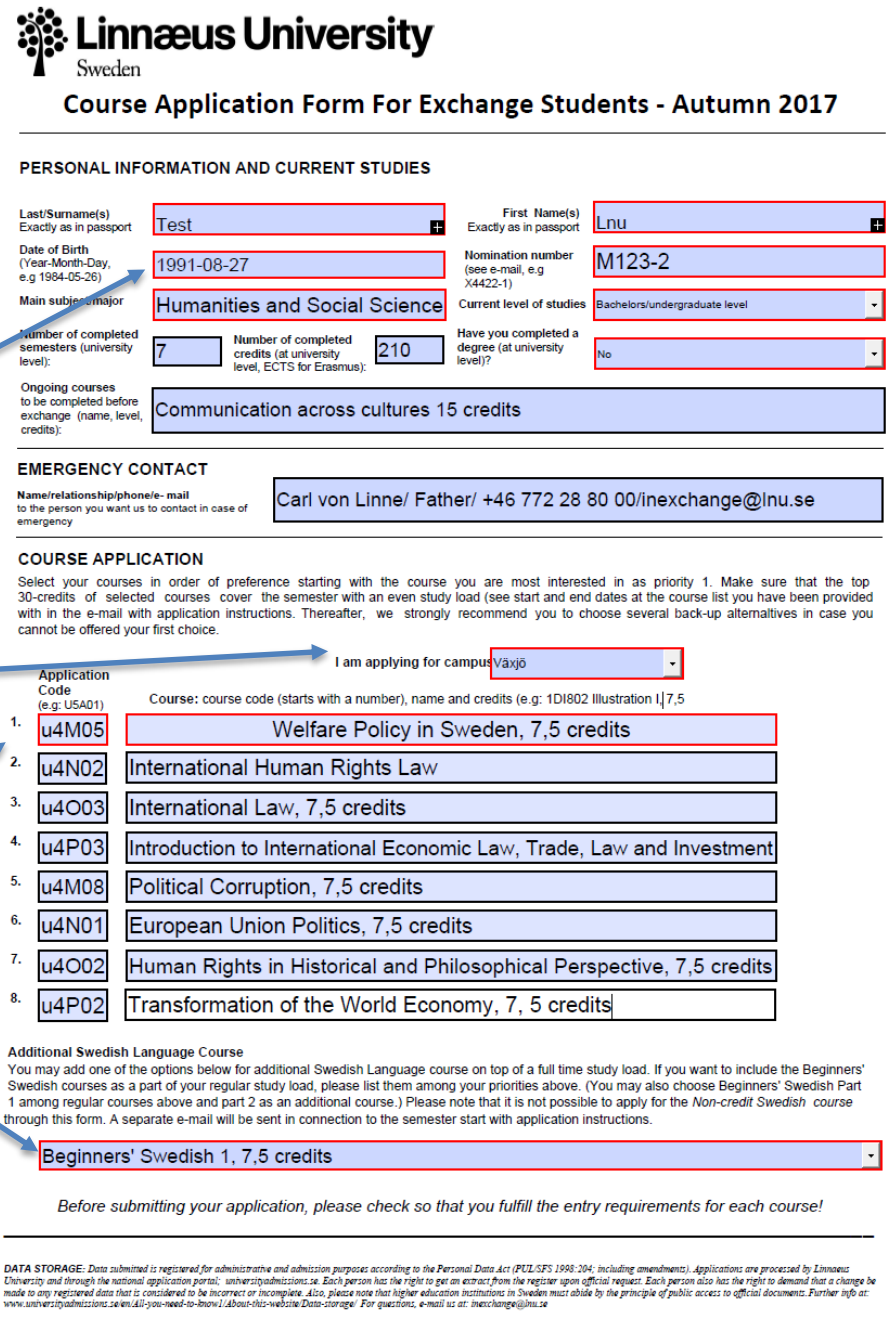
Course code	Course Name	1st Period (28th August- 1st October)	2nd Period (2nd October-5th November)	3rd Period (6th November 10th November)	4th Period (11th December-14th January)
U5M12	Harry Potter from an Intermedial Perspective (7,5 credits, 33 % pace)				
U5M15	Basic Swedish 1 (15 credits, 67 % pace)				
U4P01	Terrorism a Multidisciplinary Approach (7,5 credits, 100 % pace)				

The Course Application - Check list before filling out the course application

- ❑ Choose courses at your level of study, first level (undergraduate) or second level (master) and from **one campus only**.
- ❑ Check entry requirements for each course carefully, even some undergraduate courses require extensive previous studies in the subject in question. **It is very important make sure you fulfill the entry requirements for each course you choose to apply for.**
- ❑ Select your courses so that they cover the whole semester with a balanced study load (see examples in previous slide)
- ❑ Rank your courses in order of preference, but also taking into account that your top ranked options should cover the whole semester and that the study load is evenly distributed (approx. 100% per week).
- ❑ Choose several back-up options, also spread out over the semester, in case you can not be admitted to your first choice.
- ❑ **Make sure to use the correct application code (Starts with "U")** for each course you apply for.
- ❑ Fill out the **Course Application Form** (Use the link in the e-mail with application instructions to download the document). When you have filled out the form, it is necessary to **print it and scan it** (as pdf). You may find an example of the Course Application Form below.

Choosing Courses step 6. continued
Example form

- When filling out the form, note that several fields are mandatory.
- Also note that the date of birth should be written in the order in the example (YYYY-MM-DD) which is the same order as needed when creating your account on universityadmisisons.se
- Do not forget to choose campus!
- Make sure to to type in the application code correctly. The courses always start with ”U”.
- Mark if you wish to add an additional Swedish language course or not
- When complete, print and scan the form (pdf)



Linnæus University
Sweden

Course Application Form For Exchange Students - Autumn 2017

PERSONAL INFORMATION AND CURRENT STUDIES

Last/Surname(s) Exactly as in passport	Test	First Name(s) Exactly as in passport	Lnu
Date of Birth (Year-Month-Day, e.g 1984-05-26)	1991-08-27	Nomination number (see e-mail, e.g X4422-1)	M123-2
Main subject/major	Humanities and Social Science	Current level of studies	Bachelors/undergraduate level
Number of completed semesters (university level):	7	Number of completed credits (at university level, ECTS for Erasmus):	210
		Have you completed a degree (at university level)?	No
Ongoing courses to be completed before exchange (name, level, credits):	Communication across cultures 15 credits		

EMERGENCY CONTACT

Name/relationship/phone/e- mail to the person you want us to contact in case of emergency: Carl von Linne/ Father/ +46 772 28 80 00/inexchange@lnu.se

COURSE APPLICATION

Select your courses in order of preference starting with the course you are most interested in as priority 1. Make sure that the top 30-credits of selected courses cover the semester with an even study load (see start and end dates at the course list you have been provided with in the e-mail with application instructions. Thereafter, we strongly recommend you to choose several back-up alternatives in case you cannot be offered your first choice.

I am applying for campus: Växjö

	Application Code (e.g: U5A01)	Course: course code (starts with a number), name and credits (e.g: 1DI802 Illustration I, 7,5
1.	u4M05	Welfare Policy in Sweden, 7,5 credits
2.	u4N02	International Human Rights Law
3.	u4O03	International Law, 7,5 credits
4.	u4P03	Introduction to International Economic Law, Trade, Law and Investment
5.	u4M08	Political Corruption, 7,5 credits
6.	u4N01	European Union Politics, 7,5 credits
7.	u4O02	Human Rights in Historical and Philosophical Perspective, 7,5 credits
8.	u4P02	Transformation of the World Economy, 7, 5 credits

Additional Swedish Language Course

You may add one of the options below for additional Swedish Language course on top of a full time study load. If you want to include the Beginners' Swedish courses as a part of your regular study load, please list them among your priorities above. (You may also choose Beginners' Swedish Part 1 among regular courses above and part 2 as an additional course.) Please note that it is not possible to apply for the *Non-credit Swedish course* through this form. A separate e-mail will be sent in connection to the semester start with application instructions.

Beginners' Swedish 1, 7,5 credits

Before submitting your application, please check so that you fulfill the entry requirements for each course!

DATA STORAGE: Data submitted is registered for administrative and admission purposes according to the Personal Data Act (PUL/SFS 1998:204; including amendments). Applications are processed by Linnaeus University and through the national application portal; universityadmissions.se. Each person has the right to get an extract from the register upon official request. Each person also has the right to demand that a change be made to any registered data that is considered to be incorrect or incomplete. Also, please note that higher education institutions in Sweden must abide by the principle of public access to official documents. Further info at: www.universityadmissions.se/en/All-you-need-to-know1/About-this-website/Data-storage/ For questions, e-mail us at: inexchange@lnu.se

Part 3. Online Application

You are now at the third part of the application process to Linnaeus University. Before you begin, please check so that you have made your preparations (part1) and selected courses (Part 2)

Part 1. Preparation

Part 2. Choosing Courses

Part 3. Online Application

Online Application - Important information

Your application will be made through the national university admission portal. The application portal is used for all students (national and international) applying to all Swedish universities. It therefore contains information that is not valid for you as an exchange student. It is therefore very important to:

- **Follow the steps in this guide exactly**
- **Disregard from all other information, including course listings, on universityadmissons.se as they are for independent applicants.**
- **In case these instructions are not followed, your application may not be processed or may be registered as an independent (non-exchange) application**.
- **As an exchange student you do NOT need to pay application fee at universityadmissions.se If you are asked to do so, do NOT pay it. Instead contact us so that we can check the status of your application.**
- **Any fees or charges paid in case of submitting an independent (non-exchange) application are non-refundable (even if it is done by accident).**

We strongly suggest to submit the application by April 1, in case there are any questions or concerns that need to be resolved. The final deadline is 15th April. The applications are processed through the national university admission system and the deadline cannot be postponed.

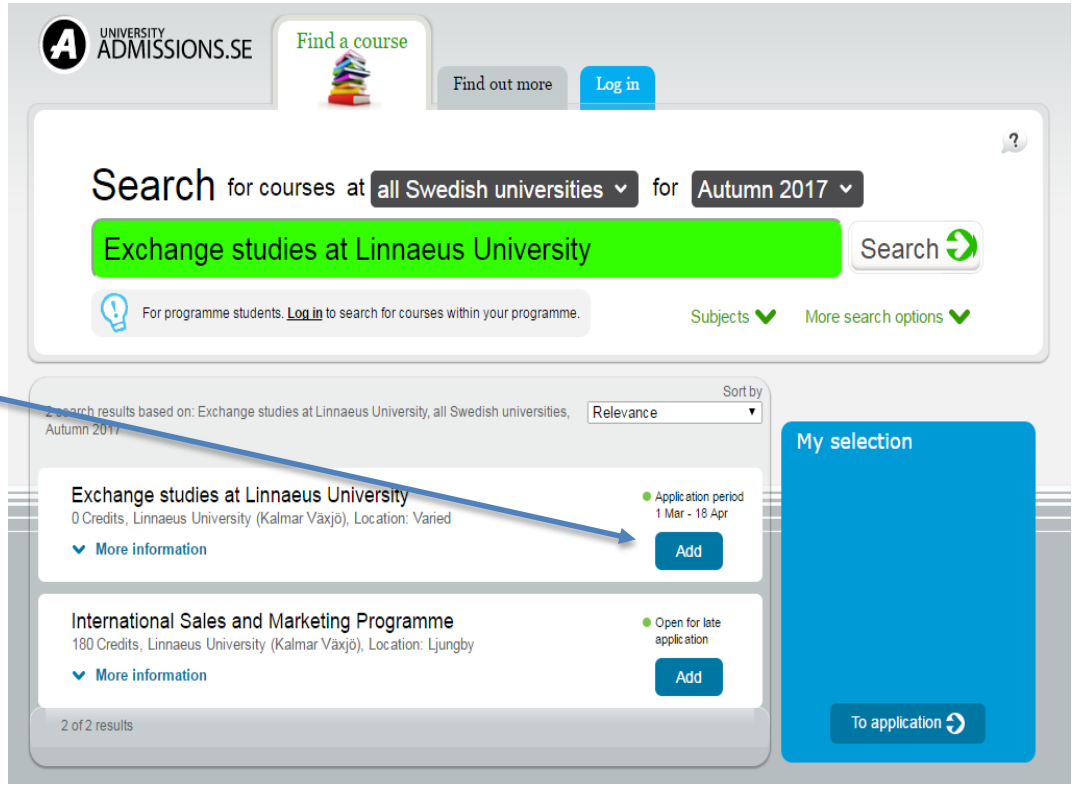
Don't hesitate to contact us if you have any questions at: inexchange@lnu.se
(Do NOT use the contact information on universityadmissions.se as that is for non-exchange students)

Online Application Step 1. Go to application

- Click on this link: https://www.universityadmissions.se/intl/search?period=VT_2017&freeText=Exchange+studies+at+Linnaeus+University

- The course “Exchange Studies at Linnaeus University” Should appear exactly as in the image to the right. (If you have already logged in to your account, it will appear as in step 5)

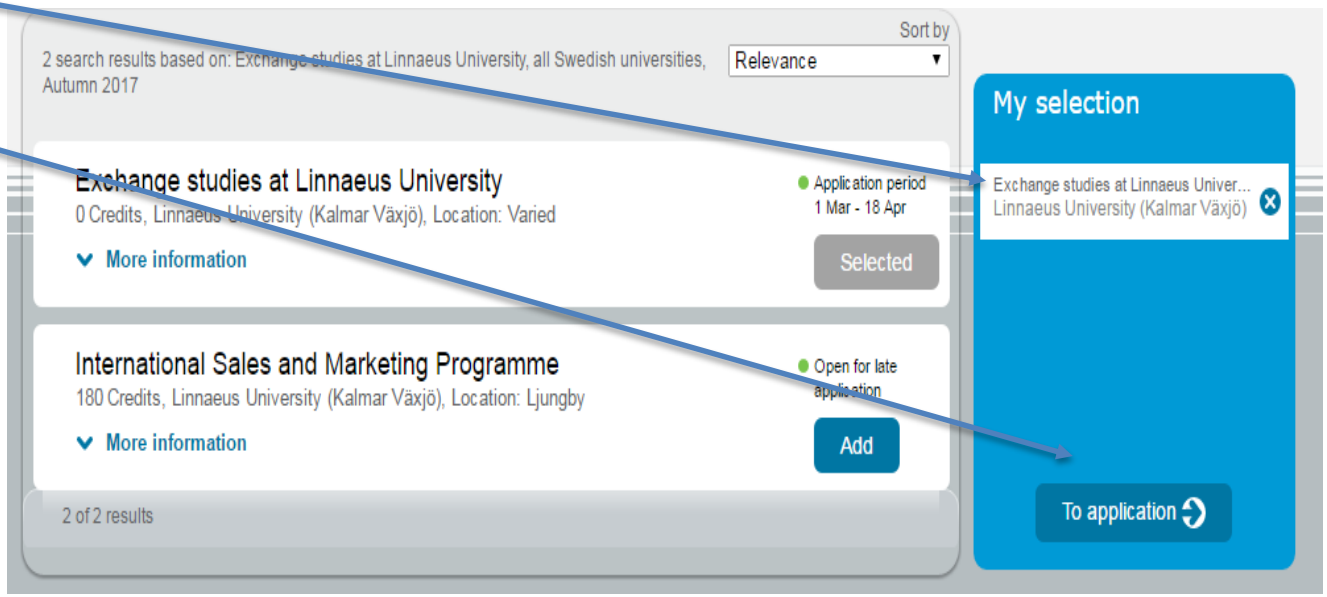
- Click on ”add” button next to the course.



Important! *As an exchange student, you must choose this specific option or your application will not be processed. Please note that you may NOT choose other courses from the lists/search functions on universityadmissions.se. Instead follow the Course Guide for information on how to select your courses and submit the Course Application Form together with supporting documents.*

Online Application Step 2. You should now find a blue box to the right called ”My Selection” .

- Check that “Exchange studies at Linnaeus University” now appears as a selected course under “My selection” to the right
- Then click on the ”To application” link.

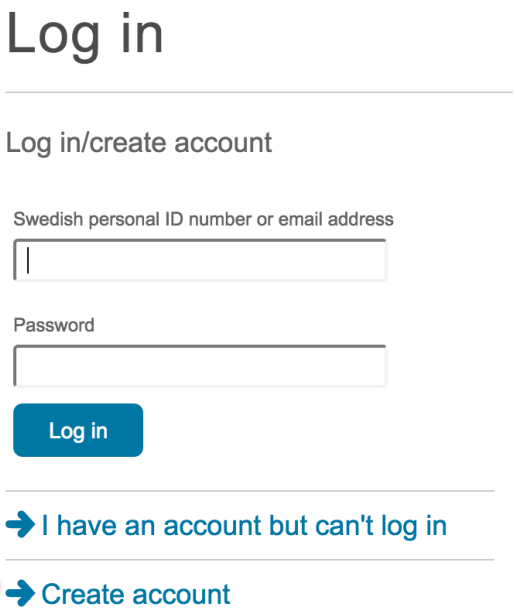


Online Application Step 3. Log in/create account

You will now be asked to log in.

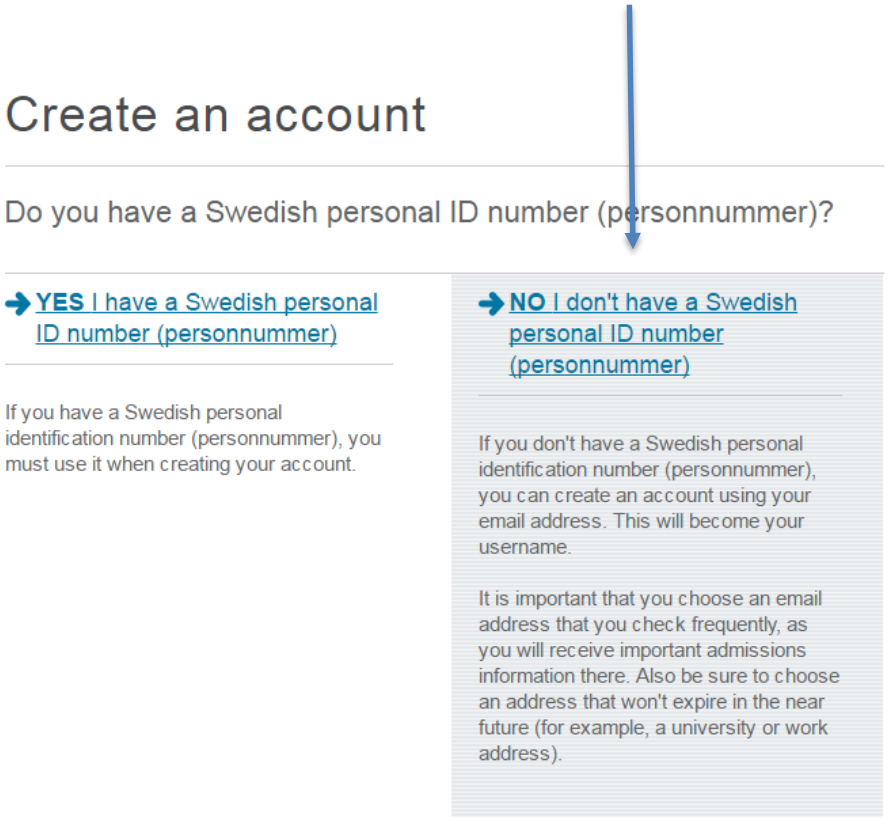
Click ”Create account”

(if you already have an account on universityadmissions.se, you do not need to create a new one. If so, go to step 6)



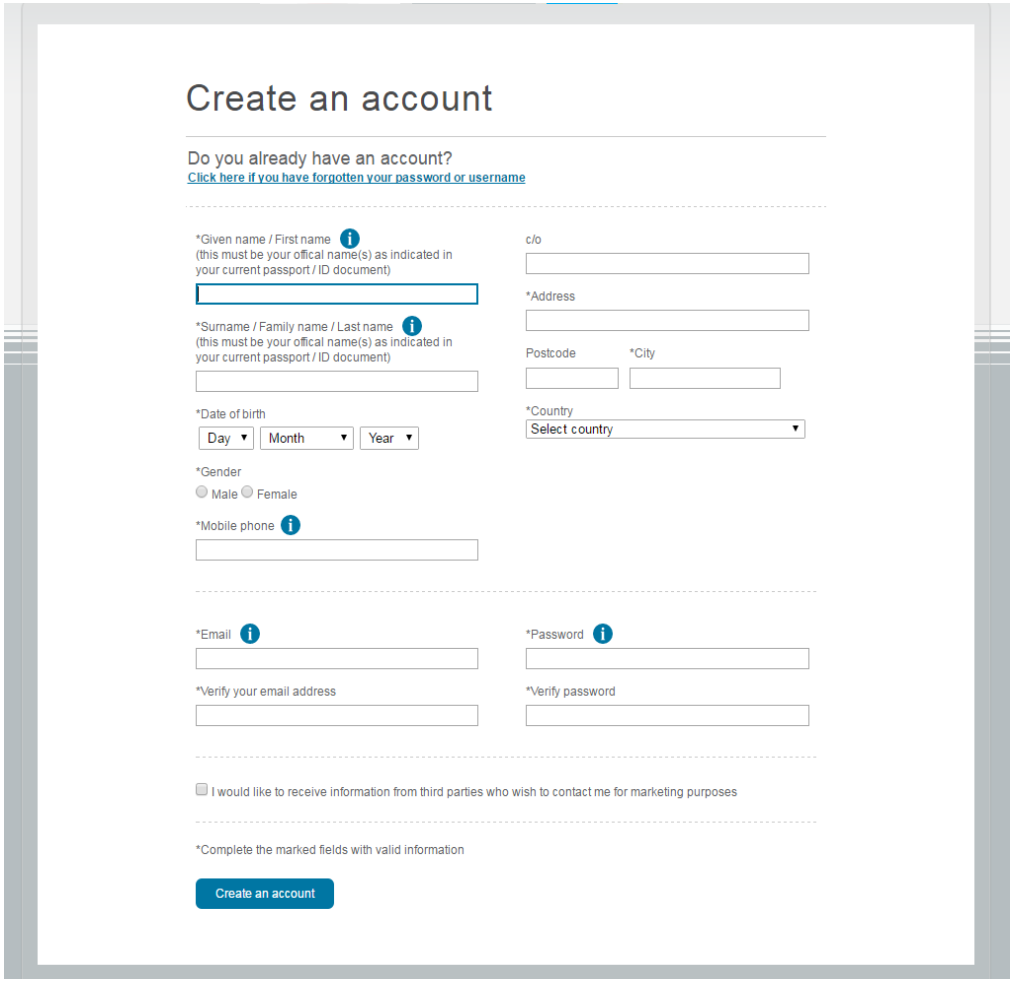
Online Application Step 4: Create account

- Click ”No I don’t have Swedish Personal ID number (personnummer)”



Online Application Step 5. Create account

- Fill out all the mandatory information and create your account.



Do only use the link to create an account disregard from all other information that appears on the website!

Online Application Step 6. Confirmation from University Admissions in Sweden

You will receive a confirmation e-mail when your account is successfully created. The confirmation e-mail looks like this:

Dear Student,
Your user account at universityadmissions.se has been successfully created. You are now able to create, submit and follow your admissions application. With our centralized application system, you can apply for all courses and programmes at all Swedish universities on one electronic application, right on our website.

You have submitted the following information to your profile. Please check that the information is correct:
Name:
Date of birth:
Gender:
Address:
Email address:
Telephone:

If you need to make any corrections, simply log in to your account at universityadmissions.se and go to My profile. You will also be able to track the progress of your admission application on the website.

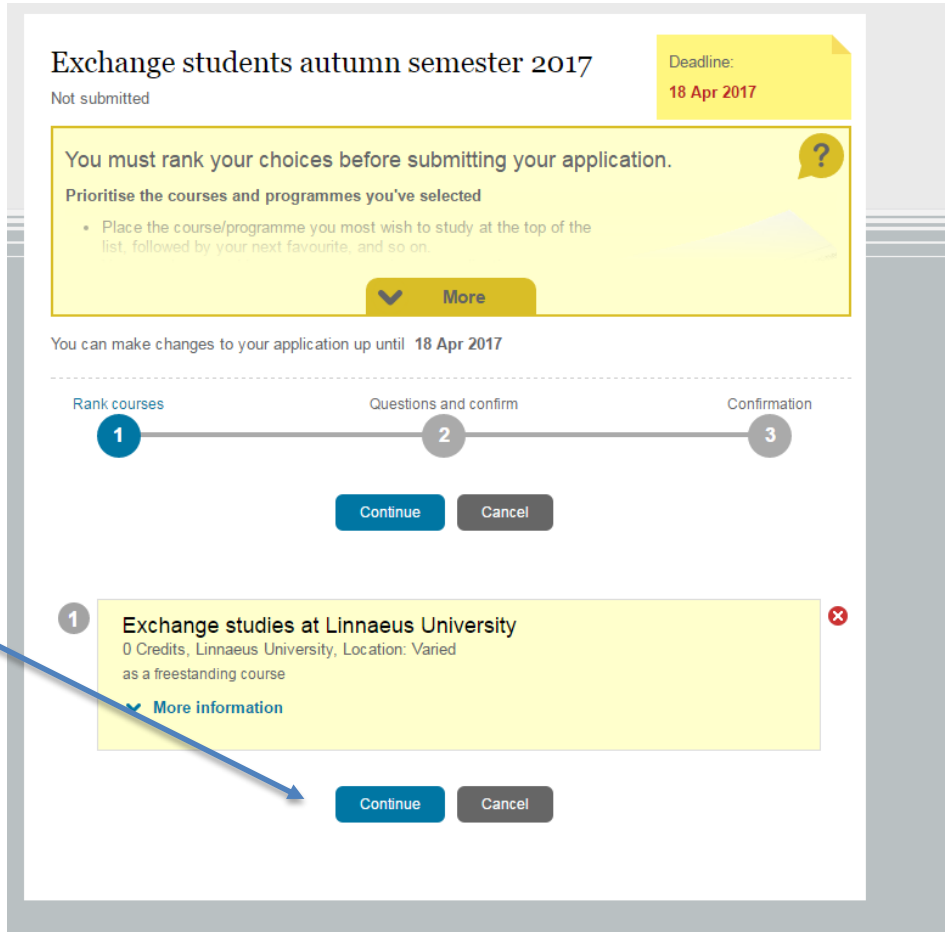
Please note that you cannot reply to this email. If you have any questions regarding your account or the application process, please see universityadmissions.se for further information, frequently asked questions and contact information.

Best regards,
University Admissions in Sweden

*Please note that **the confirmation e-mail contains information that is NOT valid for you.** As an exchange student you cannot apply for courses and programs shown on universityadmissions.se or at other Swedish Universities.*

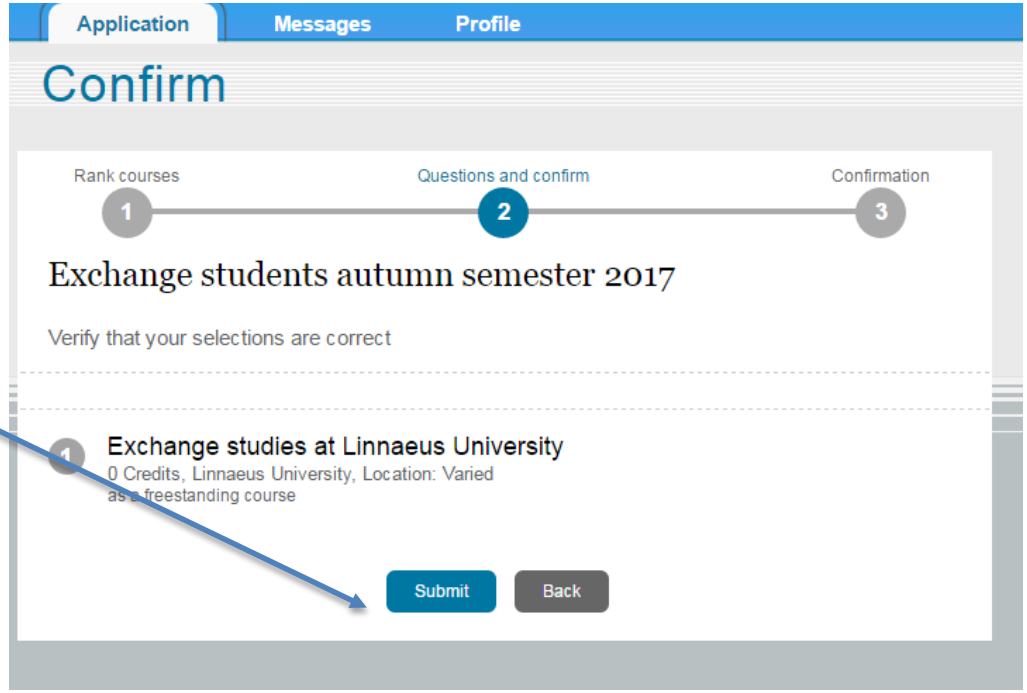
Online Application Step 7. Overview ”My applications”

- You should now see the overview of ”My Applications” with ”Exchange Studies at Linnaeus University” as the **only** selected course
- Press continue



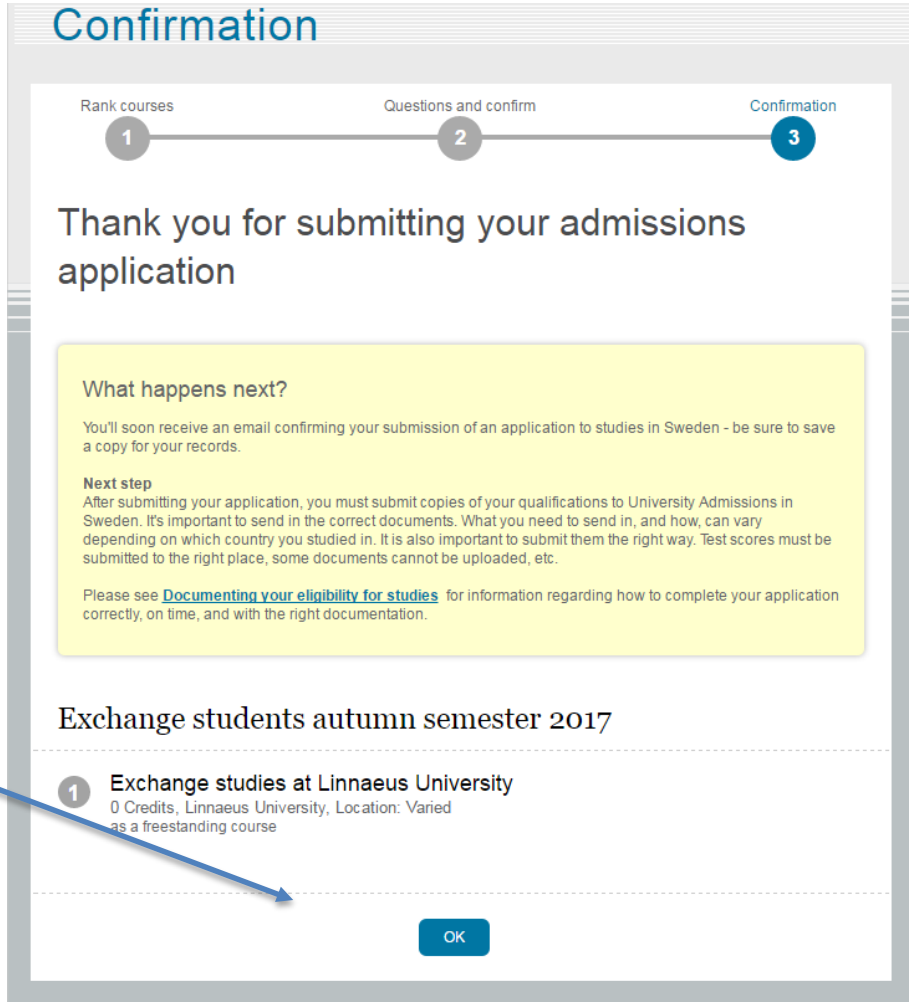
Online Application Step 8. Submit application

- Press “submit”



Online Application Step 9. Confirmation

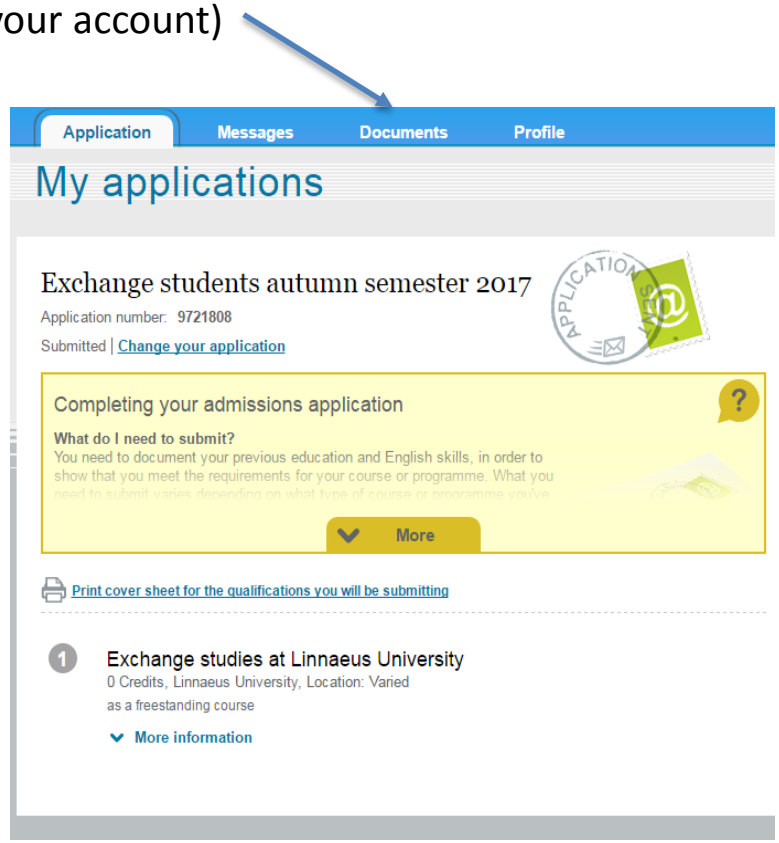
- You will now get a confirmation that you have applied for “Exchange studies at Linnaeus University”.
- Check again that “Exchange Studies at Linnaeus University is the only course that appears.
- Click “OK”
- Important! You must now submit your supporting documents. See step 10-18 below.



You will now receive a confirmation e-mail from universityadmissions.se. Save it for future reference.

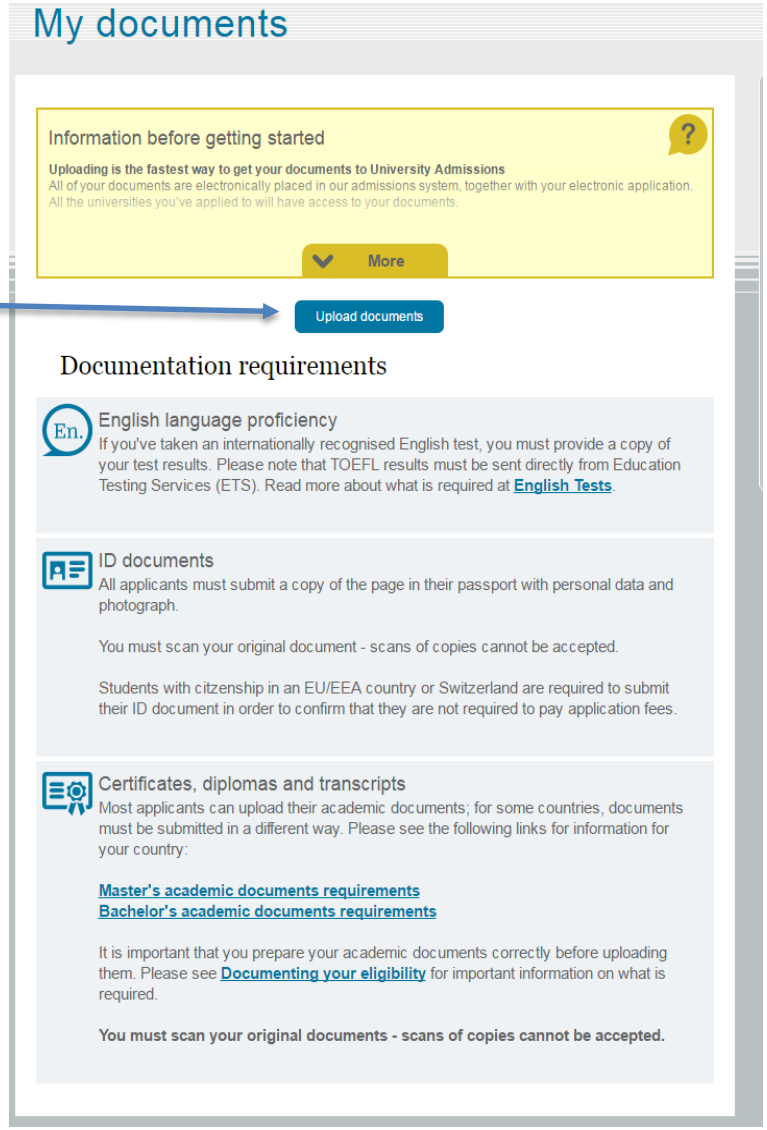
Online Application Step 10. Supporting documents

- Go to the "documents" link in the blue bar (when logged into your account)



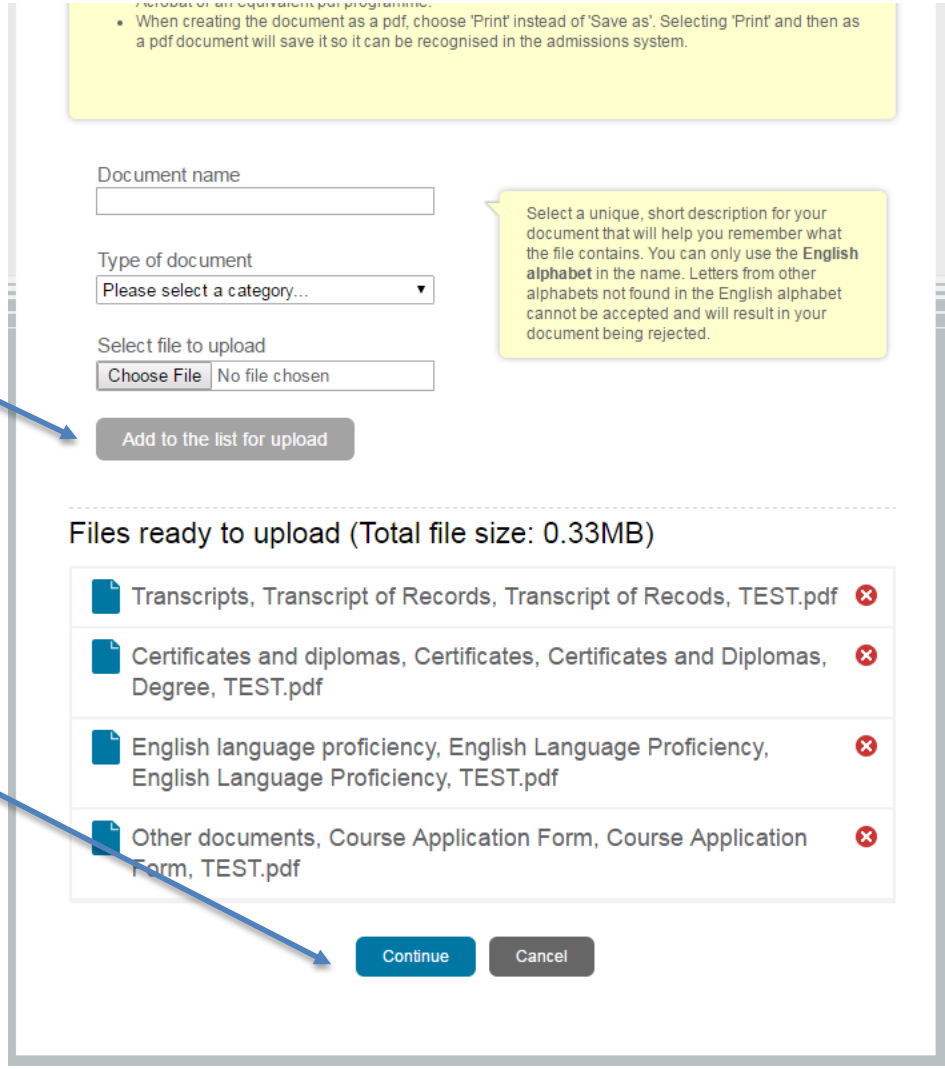
Online Application Step 11. Supporting documents (Continued.)

- You will now see “Documentation Requirements”
- Click ”Upload Documents”
- **Make sure to have all your documents ready to be uploaded according to the instructions above “Preparations – Preparing your supporting documents”**!



Online Application Step 12. Upload your documents

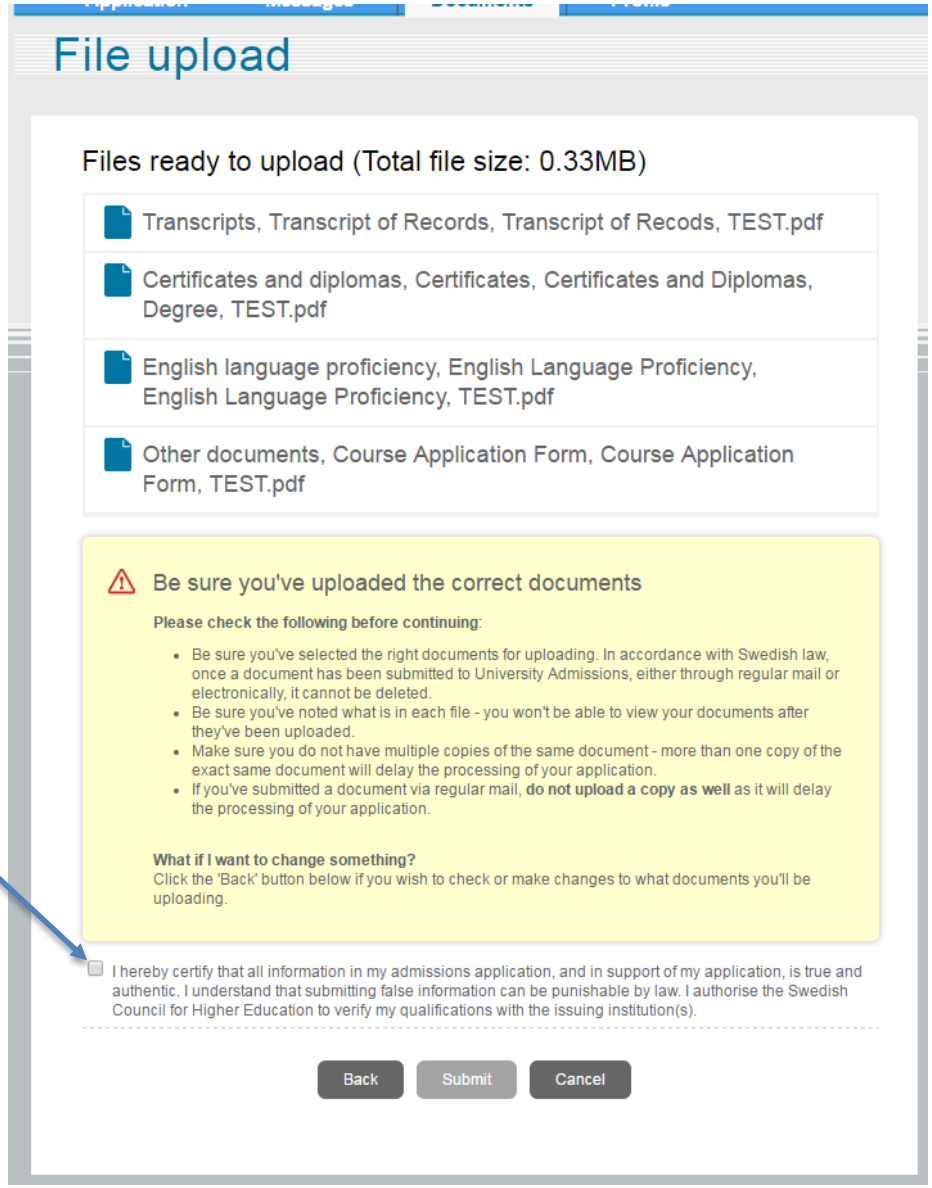
- Upload a document by giving it a name, choose category and select the document
- Press “Add to the list for upload”
- Repeat for each document
- When you upload all documents, Press “Continue”



Online Application Step 13. Upload your documents (continued)

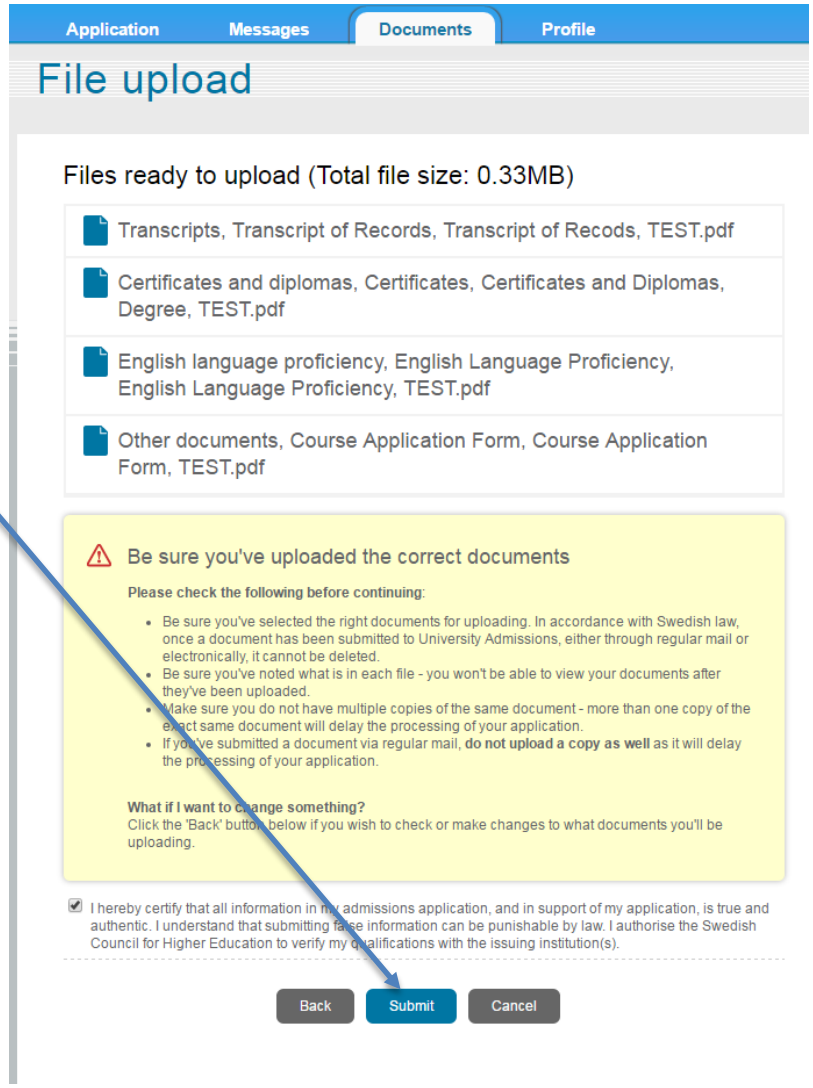
- You will now be asked to confirm that you have selected the correct documents and that all information you have submitted is true and authentic etc.

- Check the information carefully and then tick the box "I hereby confirm…"



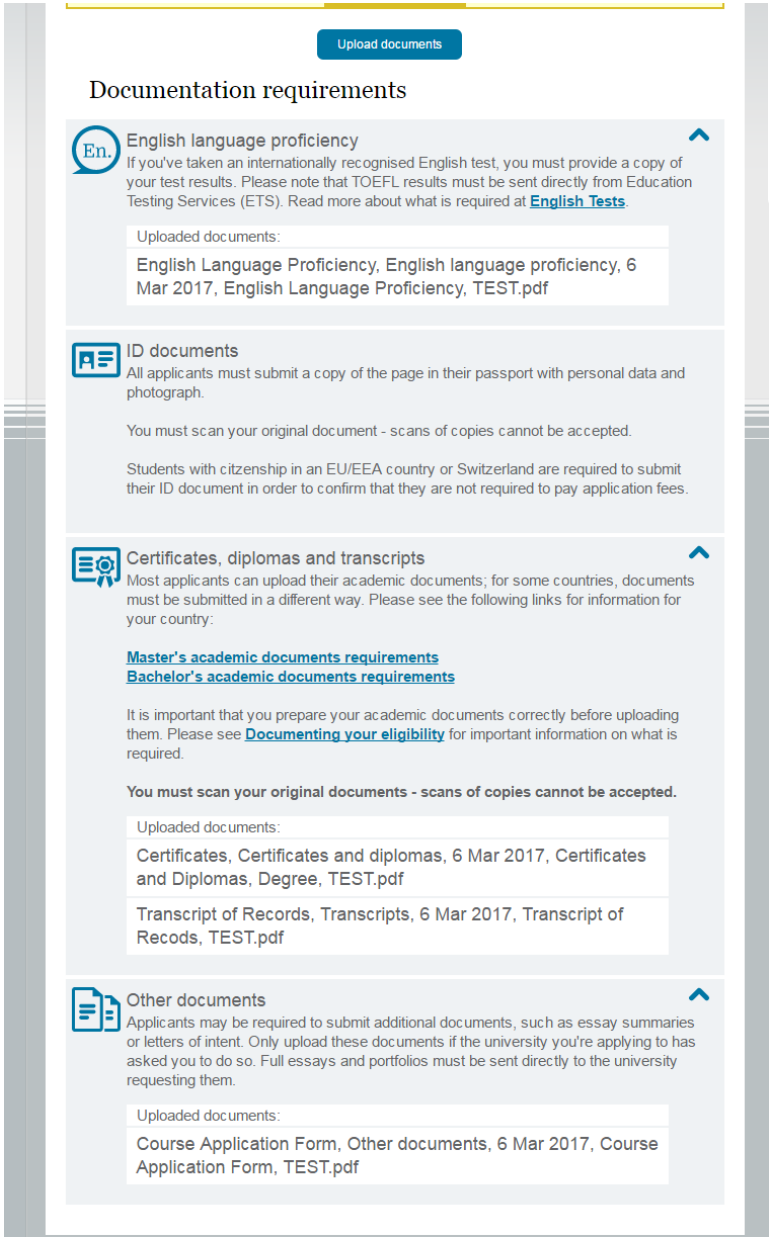
Online Application Step 14. Upload your documents (continued)

- Click submit



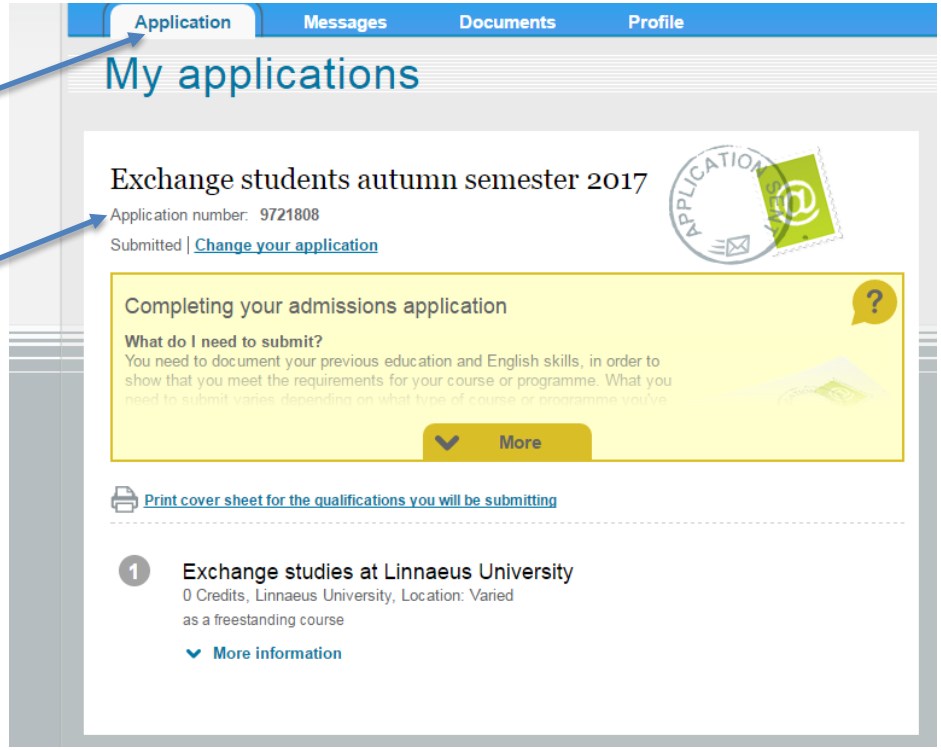
Online Application Step 15. Confirmation of uploaded documents

- You will now see a confirmation of which documents you have submitted, divided under different categories.
- You cannot open or access the documents, only see the the names and filenames.



Online Application Step 16. Send e-mail to inexchange@lnu.se

- You have now completed all steps of the application on universityadmissions.se
- Click on “Application”
- Write down your application number
- Send an e-mail with your name and application number to inexchange@lnu.se in order to notify us that your application is ready. This way we know that you do not intend to add any further documents and will review your application.



Online Application Step 17. Your application is submitted! What happens next?

- You can log into your account any time: https://www.universityadmissions.se/intl/mypages/applications?premaintenance=false&showpdf=true

- When your application is reviewed, it will appear on your account if you fulfill the prerequisites of each course or not. Please note that this is not a decision of admission as the allocation of seats among eligible applicants is done at a later stage.

- The notification of selection results (admission letters) are ready **at the end of May.** We will notify you when it's ready and you can download it from your account. Please note that you are required to be admitted to a full study load in order to be admitted to Linnaeus University.

*Your application is submitted! Have a **coffee break**!*

If you have any questions please do not hesitate to contact us, we are here to assist you!

Good luck with the application!

International Office, Linnaeus University

inexchange@lnu.se