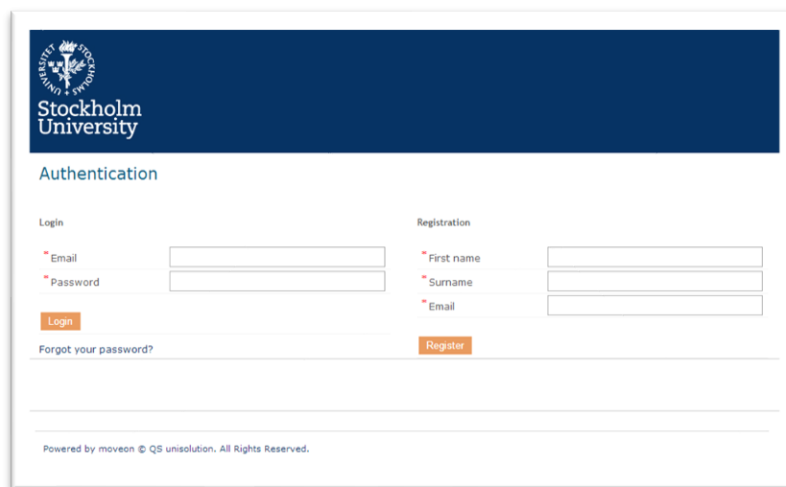# Exchange at Stockholm University (SU) - Application Instructions

Applications open in March/September. Application deadlines for students:
- o   Autumn semester: 1 April
- o   Spring semester: 1 October

Step 1. Log in to the online application portal

- Please note that the online application has been optimized to work with Microsoft Internet Explorer version 8 or higher, Firefox 5 or higher. We cannot guarantee that it will function correctly with other browsers.
- The online application can be accessed at:
  https://su.moveon4.de/form/52209ff90f9d30d05d000000/eng
- On your first entry, you'll need to register in the right-hand column. Type your name and e-mail address and the characters in the picture that will show up after you have filled out the boxes. Click "Register".
- Create a password according to the instructions.

- A confirmation e-mail will be sent to the address you registered. Please click on the link to activate your account.
- Log in with your e-mail address and password. Type the characters shown in the picture that will show up.

Step 2. Start application

- Click on "Start new application".

- Read the information under "Welcome to the online application for incoming students!"

Below are some guidelines on how to fill out the different sections of the application. If you put the pointer on the circles with an "i" you will receive specified information on how to answer a question. Mark every page as complete at the bottom when everything has been entered correctly.

Step 3. Enter your Personal Information
- Enter your first name and surname <u>as stated in your passport</u>. This is very important for your visa application.

Step 4 . Enter your Emergency Contact

Step 5. Enter your Educational Background

Step 6. Enter your Preferred Stay

- Framework: Select framework according to the following:
    - If you are applying to SU through an Erasmus CIVIS bilateral agreement, select "CIVIS".
    - If you are applying to SU through the Erasmus Nordlys network, select "Nordlys".
    - If you are applying to SU through the north2north network, select "north2north".
    - If you are applying to SU through a university wide agreement, select "Bilateral University Wide Agreement".
    - If you are not sure which category you belong to, please contact the exchange coordinator at your home university.
- Department: Choose the department you wish to study at during your exchange at SU. If you wish to take courses at more than one department please choose either one of them – you will still be able to apply for courses at other departments.
- Level: Select the appropriate study level.
- Study area: Type your study area.
- Start semester: Choose the semester you wish to start your exchange.
- Duration in semester: Choose the number of semesters for your stay.

Step 7. Fill out your Language Proficiency

Important information

If you have a documented, long-term disability and receive assistance from your home university, you can apply for targeted study support at Stockholm University during your exchange. You are advised to contact the international coordinator at the department where you wish to study well ahead of time, to plan your studies at Stockholm University.

To ensure that the support may be arranged, your coordinator or adviser at your home university must contact the Disability Services well before your arrival at disability@su.se. Please visit su.se/disability for further information.

For CIVIS and Nordlys students: Funding is available via Erasmus+. Please contact your home coordinator for more information.

Step 8. Course selection

- Use our course catalogue as described in the document "Guide on how to select courses…" to find courses.
- For additional courses for exchange students only, please see the information in the fact sheet.
- Fill in courses with a total of 30 credits per semester. Courses should be divided between period 1 (A-B) and period 2 (C-D).
- Do not select online courses or courses at the Department of Law (unless you are plan to do a exchange through the CIVIS network)
- Information about Swedish language courses can be found at: su.se/studyswedish.
  All exchange students will be able to register for Swedish courses on the link above or during the first week of Welcome activities.

Step 9. Mandatory documents to be uploaded

- Upload your **Transcript of Records** (in English) as a pdf file (max size 10 MB). This is an official document from your home university that specifies the courses you have completed and the credits/grade achieved. The departments need this to assess your eligibility for the courses selected. In cases where the transcript is only available in the national language, students have to submit a translation officially signed by your home university.
- Upload your **Proof of English Language Proficiency** as a pdf file.
  - Students whose mother tongue is English, do not need to upload any document.
  - Students coming through Erasmus+, Nordlys, and CIVIS networks need to upload the Erasmus Online Linguistic Support test or an equivalent official language certificate.
  - Erasmus+ students do not need to take any additional English Language test unless specifically required by the department.
  - Students from Nordic countries coming through the north2north network do not need to submit an English Language certificate.

Step 10. Declaration

- Read the text and approve by ticking "yes".
- Remember to click the "Submit"-button to finalize your application. No more changes will be possible after submitting the application.

If your application has been submitted successfully you will receive a confirming text and can download your application. Please note that we do not want to receive soft or hard copies of the application. You will receive an outcome of your application by the end of April/beginning of May. Note that course selections may take longer to process, but a letter of admissions is issued within this time frame.