



LUNDS  
UNIVERSITET

# Incoming exchange student application guide

This guide is intended to be used as a tool for nominated exchange and study abroad students in order to help them with their application to Lund University. Note that students who are nominated to agreements signed with Lund University School of Economics and Management, LUSEM or Faculty of Engineering, LTH use a separate system to apply to Lund University.



## 1. Login and access

When your home university has nominated you in our application system you should receive an email containing a web link, access code and some information.

Once the application is open you can click on the link provided in the email and be directed to the application portal shown on the picture to your right. Use the Access Code provided in the email to log in. If you cannot login make certain you entered the correct password and that you did not enter any blank spaces before or after the password.



The screenshot shows the Lund University Application for Exchange Studies page. At the top right is the Lund University logo and the text "Application for Exchange Studies". Below that is a message: "Deadline 25 oktober 2015 00:00" and "This is a test application for incoming students." A large blue button at the bottom right says "Log in".

## 2. Information for applicants

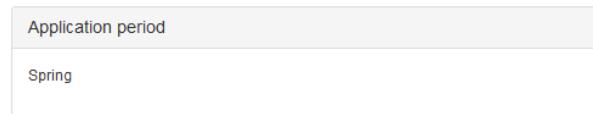
In the header of the application page you will be able to find information specific to your application. Read the information and follow all instructions given.



The screenshot shows the Lund University Application for Exchange Studies page. At the top right is the Lund University logo and the text "Application for Exchange Studies". Below that is a message: "Deadline 25 oktober 2015 00:00" and "This application is for students applying as exchange students via the university-wide agreements at Lund University. For courses please refer to this website: www.lunduniversity.lu.se/exchange-courses You should attach the following documents to your application: transcript of records, CV and statement of purpose. If you are applying for Architecture, Industrial Design or Fine Arts you also need to submit a portfolio." A large blue button at the bottom right says "Log in".

## 3. Application period

Here you can see what semester your home university has nominated you to. The spring semester at Lund University is between January and June, the autumn semester is between August and January. If the period is incorrect you should not continue to fill out the application. Instead you should contact your international coordinator at your home institution and ask them to change their nomination.



The screenshot shows the Lund University Application for Exchange Studies page. On the left, there is a sidebar with a blue header "Application period" and a white section below it containing the word "Spring".

## 4. Personal details

Fill out all personal data. Be mindful that you enter the correct information since it will be used by Lund University to create your account in our student registry system.

## 5. Current Contact information

Fill out all fields. If you change the email field it is important that you use a valid email address.

Do not write your full address in the Address field. Instead write only your street address in the Address field, your zip code/postal code in the Postal code field and your city in the City field.



## 6. Contact Person in case of Emergency

Your contact person will be the one Lund University will contact if there is an emergency during your stay in Lund. Remember to ask the person for permission to submit their contact information.

## 7. Academic background

7.1) Fill out your major field of study. In the case of double majors write down both.

7.2) If you are studying courses that will not appear on your submitted transcript you should include them here. You should, as soon as you have the results, send an updated transcript to Lund University that contains all your completed courses.

7.6) Enter the number of credits that constitutes a full year's worth of studies at your home university. Use the credits/units used by your home university.

Academic background
Main field of study
<input type="text"/>
I am currently studying/have studied courses (all subjects) that can be considered as prerequisites for my period of study, and are not presented on my enclosed Transcript of Records
<input type="text"/>
Number of higher education study years completed at the time of application *
<input type="text"/>
Name of degree for which I am currently studying
<input type="text"/>
Total number of years to complete the degree
<input type="text"/>
Number of credits/units per year for full-time studies (full workload)
<input type="text"/>

## 8. Arrival and departure

Fill out the intended arrival and departure dates. You can find the academic calendar for Lund University [here](#). If you have specific reasons and need to arrive after arrival day you should contact your coordinator at Lund University.

## 9. Other information

While a lot of incoming students find them useful, both the IMP and SUSA are voluntary.

It is important that you read the information regarding eligibility requirements since it is of vital importance to your admission to courses.

The statement regarding unsigned application refers to attached official documents, i.e. transcripts; needs to be signed in order to be considered.

Other Information
Do you wish to participate in the International Mentorship Programme?
<input checked="" type="radio"/> Yes <input type="radio"/> No
<i>Read more at <a href="http://www.lunduniversity.lu.se/mentors">www.lunduniversity.lu.se/mentors</a></i>
Do you wish to participate in the Introductory Swedish Language Course – SUSA during the orientation weeks?
<input checked="" type="radio"/> Yes <input type="radio"/> No
<i>Read more at <a href="http://www.sol.lu.se/en/sfs/susa/">www.sol.lu.se/en/sfs/susa/</a></i>
Link to eligibility requirements <a href="http://www.lunduniversity.lu.se/exchange-requirements">www.lunduniversity.lu.se/exchange-requirements</a>
<input type="checkbox"/> I hereby confirm that I fulfil the application requirements. I am aware that my application will not be considered if incomplete, unsigned or late *

## 10. Upload files

Upload the documents that are requested at the top of the application page. In order to facilitate a quicker process the .pdf format is preferred. Unreadable documents may result in delays of your application or, in the worst case, that you do not get accepted.

Upload transcripts from all your previous studies if you have studied at more than one university. Upload each document as one file, do not split the transcript into several different uploads.

Upload files
<input type="button" value="Select files..."/>
<input checked="" type="checkbox"/> official transcript (2).pdf <input type="button" value="X"/>



## 11. Course application

Before you start to add courses it is important that you read the information regarding admission requirements found [here](#).

Each semester in Lund is divided into two study periods. Study periods 1 and 2 are in the autumn semester (Aug-Jan) and study periods 3-4 are in the spring semester (Jan-June). While many courses only cover one study period some will run in two periods. This is determined by the size and pace of the course. E.g. a 15 credit course on full pace can be held in a single period but another 15 credit course given at half-pace may cover two periods.

Courses can be found on the various webpages of the faculties. Links to all the faculties' course pages can be found [here](#).

Note that not all courses given at Lund University are suitable or available for incoming exchange students. While some faculties have issued specific lists of courses available for exchange students others have not. If you enter a course code / course name in the application system and do not find a match then the course is not a valid option for exchange students. Lund University does not have a drop and add period and will only change your study plan once you have been admitted if there is a valid reason why you cannot take a specific course.

Before adding a course to the application you should have done the following:

- Made certain that you meet the prerequisites for the course
- Discussed your study plan with your home university and, if you intend to transfer the course back home, received your home university's approval
- Read the description of the course and consider if any aspects (such as grading or topics) of the course will not work for your situation. You should also consider at this stage if you are prepared to take the course should you be admitted.

If you are nominated for one semester two study periods will be visible; if you are nominated for two semesters all four study periods will be visible. Students coming for a full year still only pick courses for their first semester when they apply. **The courses full year students take for the second semester will be added after arrival.**

To add courses to the application simply press the blue  symbol. All courses in the application are sorted by the study period in which they start.

While Lund University strives to give all students their most preferred courses we strongly recommend that you add alternative courses in case we should not be able to give you a position in the course you desire. For each course you select you can add up to two alternative courses. Since not all courses have their schedules published by the time you submit your application it can be good to add alternatives in case two courses should turn out to clash schedule-wise.

If you're admitted to a course we will assume you prefer the course over the alternative courses. Adding a course several times will not increase your chances of getting admitted to the course.

Once you have added all the courses you want to apply to for your first Study period do not forget to enter courses for the second part of the semester. Ideally regular exchange students should study 15 credits in each study period for a total of 30 credits per semester.

The field Extra should only be used for courses that for one reason or another do not follow the regular study period.

Below you can find an example how a course application can look for an exchange student nominated for a full year with courses for the autumn semester.



The official academic year at Lund University is divided into two semesters (autumn and spring), each lasting 20 weeks. The autumn semester usually runs from early September to mid-January (period 1 and 2). The spring semester runs from mid-January to early June (period 3 and 4). Lund University also offers courses during summer (period 4). The exact dates vary and it is advisable to look up the current dates on <http://www.lunduniversity.lu.se/admissions/why-study-at-lund-university/academic-calendar>.

Read more about available exchange courses at <http://www.lunduniversity.lu.se/find-exchange-courses>.

Period 1						
	Course code	Credits	Language	Start period	End period	Course name
Main choice	FEKG10	Change 7,5	English	1	1	Strategic Organizing
Alternative 1	FEKH46	Change 7,5	English	1	1	Leadership and Change Management
Alternative 2	FEKH45	Change 7,5	English	1	1	Managing and Developing Organizations
Main choice	SASA20	Change 7,5	English	1	1	Education, Culture and Lifestyle in Sweden
Alternative 1	SVEE11	Change 7,5	Swedish	1	1	Swedish for Exchange Students, Level 1
Alternative 2	Select course code...					<input type="button" value="Search"/>

Period 2						
	Course code	Credits	Language	Start period	End period	Course name
Main choice	SASH81	Change 7,5	English	2	2	One World, One Language
Alternative 1	Select course code...					<input type="button" value="Search"/>
Alternative 2	Select course code...					<input type="button" value="Search"/>
Main choice	SASIO1	Change 7,5	English	2	2	Greening the Economy - Lessons from Scandinavia
Alternative 1	SASE21	Change 7,5	English	2	2	Social innovation - a strategy for sustainability
Alternative 2	sase					<input type="button" value="Search"/>
SASE21 - Social innovation - a strategy for sustainability						
SASE31 - International Economics						
Period 3						
	Course code	Credits	Language	Start period	End period	Course name

## 12. Save and send

Once you are done with the application don't forget to press the save and send button located at the end of the page. You will be able to change your application all the way up the application closes. Lund University will review the application and send an electronic Letter of Acceptance to the email provided in the application together with a summary of what courses you have been admitted to.

If you have not already, we strongly advise you to apply for accommodation now. Information regarding accommodation can be found here: <http://www.lunduniversity.lu.se/student-life/housing>

If you want to apply for accommodation directly from Lund University you can do so here:  
<http://www.luaccommodation.lu.se/apply>

