

Application process for exchange students applying to Linnaeus University for the academic year 2011/2012

Linnaeus University has developed an online application for exchange students applying to the University. The online application will be active from February 15th. Please inform all of the students that are applying as exchange students to use the online application instead of the paper based application formerly used.

Routines for the online application

1. Coordinators need to send an e-mail to nomination@lnu.se with the students that have been nominated as exchange students to Linnaeus University. The e-mail should include:
 - Name of the student
 - E-mail address to the student
 - The semester of the exchange
 - Subject area code on the agreement that you want to send students under (European partners only).

*Please note that we need the nominations no later then **15 April** for the students applying for the autumn semester, and **1 October** for the students applying for the spring semester.*

2. The students will receive an e-mail with their log in information and instructions on how to apply. To the online application form, the student will be asked to add the following documents electronically:
 - Transcripts of records,
 - English Languages Proficiency report,
 - A copy of the passport photo page. For EU citizens an identity card with nationality is sufficient. This should be attached as a PDF file, no larger than 5 MG. Please ask the students to prepare this before starting the online application. The Language proficiency report can be printed off the <http://lnu.se/future-students/exchange-students/how-to-apply/application-procedure?l=en>
3. When the application form is filled out and submitted with all the attachments required the International Relations Office will start the process of admitting the student.
4. Once the students are formally accepted, their letter of acceptance and the welcome package will be sent out to their home address.

The following information will be sent out in the e-mail to the students once their home university has nominated them:

You have been nominated by your home university to study as an exchange student at Linnaeus University. We are happy to invite you to submit an application for admission to Linnaeus University.

To apply for admission, you must submit an online application. It may be a good idea to print this e-mail to assist you when going online to submit your application. Please read the information below carefully.

Please note that you must attach the following documents to the application:

1. Transcripts of records in English

2. Language Proficiency Report (to be completed if English is not your native language OR if you are planning to study in another language than English and this language is not your native language).
The document can be found at <http://lnu.se/future-students/exchange-students/how-to-apply/application-procedure?l=en>

3. A copy of your passport photo page. For EU citizens an identity card with nationality is sufficient.

Please prepare these documents before starting your online application so you can attach them when submitting your application. The application will not be considered complete without the attachments.

1. To submit your application, please go to web link provided below. Please note that your password is a personal identification code.

Log on by entering the e-mail address to which this message was sent and the personal password which has been assigned to you:

Log in User name: xxxxxx

Log in Password: yyyyyyy

2. Before starting the online application read the information on our website to prepare your choice of courses and campus.

Please note that you will be asked to choose which campus you want to do your studies at while studying at Linnaeus University. If you are a full year student you can choose to study at different campuses during your two semesters. You will choose this in the application and then make up your study plan for each semester. Course information can be found at: <http://lnu.se/future-students/exchange-students/courses-and-programmes-for-exchange-students?l=en>

All information needed to prepare for your exchange can be found on our website, <http://lnu.se/future-students/exchange-students?l=en>

You can log out of your application at any time. Changes will be saved and you can log in to continue completing the application later.

3. Once logged in, read the information and check the (I agree) box on the first page of your application to continue.

4. Complete your online application and add the required supporting documents (transcripts of records in English, Language Proficiency Report and passport photo page by uploading them in your application. Please note that all fields of the application must be completed.

5. After finishing the application, submit it by clicking (Submit).

6. The application period for autumn semester and full year is from 15 February until the deadline 15 April. Please note that the courses are filled on a first come first served basis during this time period.

The application period for spring semester is from 15 September until the deadline 15 October. Please note that the courses are filled on a first come first served basis during this time period.

We are looking forward to welcoming you to Linnaeus University!

Sincerely,

The International Relations Office

inexchange@lnu.se