

Greetings from Aarhus University (AU).

Application procedure and application form:

It is important to note that exchange students must use the online application form when applying for exchange studies at Aarhus University. The form also includes the applications for housing. Paper based application forms are not accepted. Please be aware that students have to upload their Transcript of Records and attach it to the online application form. If the Transcript of Records is not attached, we cannot process the application. If this is not possible for your students, please inform us as soon as possible.

The online process is outlined as follows:

1. Sign-up for an account on our Self Service website (www.au.dk/selfservice)
2. Log in and create a new application
3. It is **important** that the student start filling in the application **within 24 hours** after creating the self service account. It is not necessary to complete the entire application at once. The student can save what he/she has entered and exit the application form as required.
4. Fill in the application. Detailed instructions can be found here: <http://www.au.dk/en/exchange/admissiontoau/>.
5. During the application process, the student is able to save, exit and re-enter the application at any time.
6. The student will be asked to upload a transcript of records in .pdf format.
7. As part of the application, the student will be required to fill in the contact information for their coordinator at their home university. This information will be used to send an e-mail to the coordinator requesting confirmation that the student has been nominated by the home university.
8. Once the application is complete and the coordinator has confirmed the nomination, the student can submit the application.
9. The student is able to follow the status of his/her application on the self service website. They will also receive standard confirmation emails.
10. All accepted exchange students will receive a Welcome e-mail with important information and further instructions.

The application process is also outlined on our website, <http://www.au.dk/en/exchange/admissiontoau/> and we kindly ask you to send the link to your nominated students. If you, or your students, have any further questions regarding the application process, please do not hesitate to contact us at ic@au.dk or phone +45 871 50220.

Deadlines and academic year:

Application deadline 2012:

May 1st 2012 for Autumn semester 2012

Autumn semester incl. exams:

September 1st 2012 – January 31th 2013

Please note that the academic calendar for the Faculty of Science and Technology may vary from the above stated. For further information, please see this link:

<http://science.au.dk/en/studies/teaching/teaching-calendar/>.

Due to the high number of incoming applicants, we kindly ask that the application deadline of May 1st, 2012 is respected since we cannot guarantee that applications submitted after this deadline will be processed.

Housing:

All exchange students applying before the deadline of May 1st 2012 are guaranteed housing. Students must fill out the Housing Section included in the online application form and be aware of the Terms and Conditions for housing. For further details please see <http://www.au.dk/en/exchange/housing/housingforexchangestudents/>.

Other relevant web pages:

All academic and practical information:

<http://www.au.dk/en/exchange/studies/>

The International Centre on Facebook:

Search for “Internationalcenter Aarhus”

General information about Aarhus University:

<http://www.au.dk/en/>

Arriving and living in Aarhus:

<http://www.au.dk/en/exchange/arrivingindk/arrivalinformation/>

The official tourist site of Aarhus:

<http://www.visitaarhus.com/danmark/da-dk/menu/turist/turist-maalgruppe-forside.htm>