



KARLSTADS UNIVERSITET

Dear colleagues,

You are welcome to nominate your students online on Moveonnet for exchange studies in the fall 2014, according to the instructions below.

HOW TO NOMINATE STUDENTS

1. You nominate the student in Moveonnet **no later than April 1**. To nominate students please follow the link <https://www.moveonnet.eu/mymoveonnet/enomination>

Most of you have done this before but if you want to refresh your memory, read the enclosed document. Skip the first part and start on page 4 under "Step 2". If this is your first time, you need to register on the website first. Read the instructions from the top. Registration is free of charge. E-nomination simplifies the student nomination for the International Office and keeps students updated about the status of their nomination. We realize that using it the first time may be inconvenient and we appreciate your effort. All information needed is available at the following link <http://www.moveonnet.eu/institutions/faq>

Any technical problems in connection with the nomination should be referred to Moveonnet support team, either by phone (+49 711 2535 91 88) or by email support@gs-unisolution.com. You are welcome to contact me on any other nomination question.

HOW STUDENTS APPLY

2. When Karlstad University have received the nomination and confirmed it the student will be informed directly by e-mail about the application procedure at our institution and about accommodations.
3. The student fill in the application form online, print it, get your signature and upload the application, transcripts and motivation letter via a link that has been sent to the student together with the application information. It should be uploaded no later than April 15.
Online applications ONLY!

NOMINATING/APPLYING LATE

We do not accept late nominations. The last day to nominate your students is April 1. Due to the increasing amount of students we receive and since we need to have time to process. Also, the student needs to know about admission before applying for accommodation. Late application and admission also mean that the student will be last in the housing queue and assigned the least attractive options, that is, the most expensive ones, or at worse find that there are no vacancies left. There is also the risk that the courses are full when applying late.

COURSES

All courses offered in English are found at <http://www.kau.se/en/education/courses/in-english>

LEARNING AGREEMENT (Only European universities)

Please do not send any Learning Agreement before the student got the Letter of Admission.

FALL SEMESTER 2014

Introduction week August 19-22, 2014

Classes begin August 26, 2014

Classes end January 18, 2014

Note that the Winter semester (WS) on the nomination site is equivalent to the Swedish fall semester, starting at the end of August. The Summer semester (SS) is consequently called the spring semester, starting at the end of January. Since the same form is used throughout the world, there is unfortunately nothing we can do to adapt this terminology.

It will be a pleasure receiving your students at Karlstad University! If you have any questions, do not hesitate to contact me.