

Application Guide For Exchange Students

Linnæus University – Autumn Semester 2017

Part 1 – Preparation

This guide will lead you through the steps of applying to Linnaeus University as an Exchange student. The application consists of three parts; 1) Preparation, 2) Choosing Courses and 3) Online Application.



Part 1. Preparation

Part 2. Choosing
Courses

Part 3. Online
Application

Preparations – Getting started!

- Check out Linnaeus University! You can find lots of information on: lnu.se ; facebook.com/linnaeusuniversity and instagram.com/linneuniversitetet/
- Read through the e-mail with your application information carefully! The information is personal so do not forward it to other students.
- Be extra alert when reading the accommodation section in the e-mail and whether or not you are eligible for housing service from Linnaeus University.
- Check if there are any documents you need to order/prepare in advance.
- Do you have an official transcript of Records?
- Is your passport valid?
- Do you need to book an appointment for an English-proficiency test?
- It is important to make sure to have your supporting documents prepared before submitting your application (part 3 below) as your application may not be processed until it's complete.

Preparations – Check the course offering!

- The admission to Linnaeus University is dependent on admission to courses. For that reason, selecting which courses to apply for is the most important step in the application process, so please take your time and do it carefully!
- Before applying, make sure that there are enough courses within your field of study, your level of study and that you meet the specific entry requirements.
- Make sure to check with your home university that the courses you are interested in are eligible for credit transfer after your exchange. There are very limited possibilities of changing the course selection after the application is submitted/processed and there **is no add/drop period** for courses upon arrival.
- In the e-mail you received from us, you will find the lists of courses available. The course lists contain courses for both campuses, however you may only apply for courses from one campus.
- For Erasmus students, and other students coming under agreements with specific faculties, it is often needed to take a certain percentage of credits at that specific faculty. There may also be restrictions regarding the level of study you may apply for. This information is found in the e-mail we sent you.

Preparations – How the semesters are organized and examples on how to combine courses

- The semester lasts 20 weeks
- Full time studies for one semester are 30 credits (ECTS)

Here are few examples on how to combine courses in order to reach full time studies:

Full semester course:

A full semester Course = 30 Credits, 100 % pace

Consecutive Single
Subject Courses

Single subject course
7,5 credits, 100 % pace
Starts on 28th August, Ends on
1st October

Single subject course
7,5 credits, 100 % pace
Starts on 2nd October, Ends on 5th
November

Single subject course
7,5 credits, 100 % pace
Starts on 6th November, Ends on
10th December

Single subject course
7,5 credits, 100 % pace
Starts on 11th December, Ends on
14th January

Parallell single subject
courses

Single subject, 7,5 credits, 50 % pace, Starts on 28th August, Ends on 5th November

Single subject, 7,5 credits, 50 % pace, Starts on 6th November, Ends on 14th Jan.

Single subject course, 15 credits, 50 % pace, Starts pm 28th August, ends on 14th January

Consecutive and
parallel single
subject courses

Single subject course
15 credits, 100 % pace
Starts on 28th, Ends on 5th November

Single subject course, 7,5 credits, 50 %, Starts on 6th November Ends on 15th Jan.

Single subject course, 7,5 credits, 50 %, Starts on 6th November, Ends on 14th Jan.

Preparations - Preparing your supporting documents

The following documents must be prepared for the online application. You will then be asked to submit them in "Online Application – Step 10" below

1. [Course Application Form](#) (fill it out, print it and scan it as pdf before uploading)
2. Scan of Official Transcript of records in English from all previous university studies. Must be in pdf format. If you cannot get an official copy, it must be certified (signed and stamped) by an appropriate representative of your home university. We do not accept unofficial copies or print-outs from student account pages etc, unless they are signed and stamped by the university.
3. Copy of passport (or Identity Card for European citizens) in pdf format
4. [English Language Proficiency Report](#) in pdf format.
5. If applying for second cycle courses (master), you must also submit a copy of diploma or other proof that you fulfill the prerequisites for second cycle studies.

The Course Application Form and Language Proficiency Report can also be downloaded via the links that were sent to you in the e-mail with application instructions.

Prepare your documents according to the instructions on the following page.

Portfolio for design students should NOT be uploaded on universityadmissions.se. Instead e-mail your portfolio to portfolio@lnu.se with copy to inexchange@lnu.se

Preparations - Preparing Your Supporting documents (Continued)

Make sure to prepare your supporting documents according to these instructions.

- You must scan your original documents, not copies. If the document is in color, scan it in color.
- Be sure to scan ALL document pages, even those that just contain instructions or keys or other information that is not necessarily your grade information. It must be the complete document.
- All documents that are in the same category (for example transcripts and diploma copies) must be scanned into ONE file - do not make a separate file for each page. There are programs on the internet that can help you with this.
- Check your scan to see that everything on the original document can be read on the scan, including text, stamps, numbers, etc. If it can't be read when it's uploaded, it cannot be accepted.
- We do not recommend that applicants take photos of their documents. The quality is not at a level where we can guarantee we can accept the document in that format.
- **Use short filenames (one word) and only containing letters from the English alphabet.** Also avoid spaces, numbers etc.
- All files must be in **PDF-format** to be accepted for uploading.

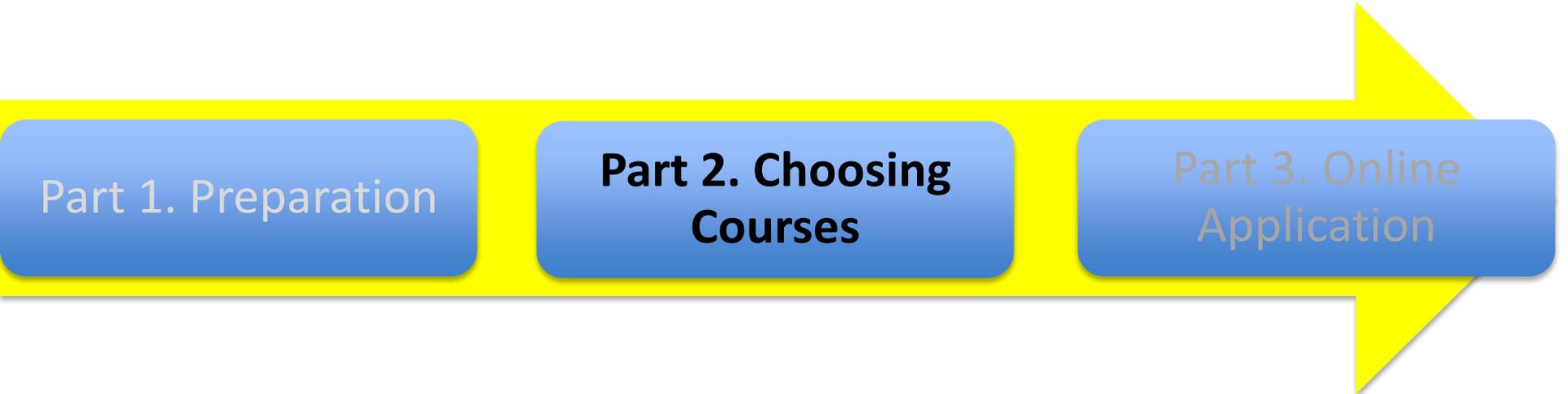
Important information about file sizes

- There are certain rules to follow regarding file sizes and how many uploads that are possible per day. The most important to remember is that each file can be a maximum of 10 MB and you can upload a maximum of 50 MB at a time. You'll receive an error message if you go over the maximum.

Remember that once you've uploaded your documents, you can't see them or delete them. You'll be provided with the name you've given the file, and the file name for reference.

Part 2. The Course Application

This part will explain how to navigate the course lists and how to fill out the course application form. The course application form must be submitted with the online application.



Part 1. Preparation

**Part 2. Choosing
Courses**

Part 3. Online
Application

The Course Application - Navigating the Course Lists

- The course lists (example below) contain the following information; application code, course name, amount of credits, study pace, start date, end date, and information regarding the requirements. By clicking the course name you will find a link to the website of each course where entry requirements are found.
- **Course lists are attached to the email that you received from us. You need to choose courses from the lists that are sent to you by email.**

Faculty of Health and Life Sciences - KALMAR - Bachelor/Undergraduate Level						
Application Code	Course Name	Credits	Study pace	Start date	End date	Entry requirements
U8A00	Industrial Ecology	7.5	100	August 28, 2017	October 1, 2017	Specific requirements - See webpage
U8A01	Marine Ecology	15	50	August 28, 2017	January 14, 2018	Specific requirements - See webpage
U8A02	Freshwater Ecology	7.5	50	August 28, 2017	November 5, 2017	Specific requirements - See webpage
U8C00	Project Work in Biology	7.5	50	October 30, 2017	January 14, 2018	Specific requirements - See webpage
U8C01	Fish Ecology	7.5	50	October 30, 2017	January 14, 2018	Specific requirements - See webpage

Faculty of Health and Life Sciences - KALMAR - Master/Graduate Level						
Application Code	Course Name	Credits	Study pace	Start date	End date	Entry requirements
U8E00	Marine Ecology, Advanced Level	15	50	August 28, 2017	January 14, 2018	Specific requirements - See webpage
U8E01	Freshwater Ecology, Advanced Level	7.5	50	August 28, 2017	November 5, 2017	Specific requirements - See webpage
U8E02	Project Work in Biology	15	100	August 28, 2017	November 5, 2017	Specific requirements - See webpage
U8E03	Project Course in Environmental Science	15	50	August 28, 2017	January 14, 2018	Specific requirements - See webpage
U8G00	Fish Ecology, Advanced Level	7.5	50	October 30, 2017	January 14, 2018	Specific requirements - See webpage
U8G01	Project Work in Biomedical Science	45	100	October 30, 2017	January 14, 2018	Specific requirements - See webpage
U8G02	Current Pure and Applied Chemistry	15	100	October 30, 2017	January 14, 2018	Specific requirements - See webpage
U8G03	Project Work in Chemistry	45	100	October 30, 2017	January 14, 2018	Specific requirements - See webpage
U8E05	Project Work in Biomedical Science	45	100	August 28, 2017	January 14, 2018	Specific requirements - See webpage
U8E06	Project Work in Chemistry	60	100	August 28, 2017	January 14, 2018	Specific requirements - See webpage
U8E07	Research Methodology in the Natural Sciences	15	100	August 28, 2017	November 5, 2017	Specific requirements - See webpage

The Course Application - How to combine the courses

- The tempo (intensity) for each course may be full-time (100%), or part-time (25-75%).
- An example of course is “European Integration in a Global order” (7,5 credits). It takes 5 weeks to complete the course.

Course code	Course Name	1 st Period (28 th August- 1 st October)	2 nd Period (2 nd October-5 th November)	3 rd Period (6 th November 10 th November)	4 th Period (11 th December-14 th January)
U4M07	European Integration in a Global Order				

- Part-time (50 % pace) courses has a lower study load and lasts longer. This example is for “Swedish Culture, Leisure and Sports” (7,5 credits) which has a 50 % study pace for week 1-10:

Course code	Course Name	1 st Period (28 th August- 1 st October)	2 nd Period (2 nd October-5 th November)	3 rd Period (6 th November 10 th November)	4 th Period (11 th December-14 th January)
U4M02	Swedish Culture, Leisure and Sports				

- A course at 25% study load last all semester. In this example the course “Art Music in Sweden” (7,5 credits) runs over the whole semester with 25% study pace per week.

Course code	Course Name	1 st Period (28 th August- 1 st October)	2 nd Period (2 nd October-5 th November)	3 rd Period (6 th November 10 th November)	4 th Period (11 th December-14 th January)
U4M02	Art Music in Sweden				

Note! All three courses in the examples above are worth the same amount of credits. The difference is the intensity, i.e the expected workload per week)!

The Course Application - How to combine the courses (Continued)

It is important to try and get a well balanced study load over the semester. It is therefore important to combine the courses so that the total workload per week is around 100%. You can check the examples to understand how to get a balanced study load.

Example 1: Combination of four full-time (100 % study pace) courses.

Course code	Course Name	1 st Period (28 th August- 1 st October)	2 nd Period (2 nd October-5 th November)	3 rd Period (6 th November 10 th November)	4 th Period (11 th December-14 th January)
U4M05	Welfare Policy in Sweden (7,5 credits, 100 % pace)				
U4N02	International Human Rights Law (7,5 credits, 100 % pace)				
U4O03	International Law (7,5 credits, 100 % pace)				
U4P00	Introduction to International Economic Law, Trade Law And Investment Law (7,5 credits, 100 %pace)				

Example 2: Combining part time (50 % study pace) courses.

Course code	Course Name	1 st Period (28 th August- 1 st October)	2 nd Period (2 nd October-5 th November)	3 rd Period (6 th November 10 th November)	4 th Period (11 th December-14 th January)
U6M11	Probability theory and Statistics (7,5 credits, 50 % pace)				
U6M15	Internet Security (7,5 credits, 50 % pace)				
U6O00	Problem Solving and Programming (7,5 credits, 50 % pace)				
U6O08	Database Theory(7,5 credits, 50 % pace)				

Example 3: Combining two 15 credits (100 % study pace) courses

Course code	Course Name	1 st Period (28 th August- 1 st October)	2 nd Period (2 nd October-5 th November)	3 rd Period (6 th November 10 th November)	4 th Period (11 th December-14 th January)
U7Q03	Contemporary Marketing Research (15 credits, 100 % pace)				
U7S03	E-business Management (15 credits, 100 % pace)				

Example 4: Full time semester course- 30 credits (100 %)

Course code	Course Name	1 st Period (28 th August- 1 st October)	2 nd Period (2 nd October-5 th November)	3 rd Period (6 th November 10 th November)	4 th Period (11 th December-14 th January)
U7M03	Modern Marketing Practices (30 credits, 100 %)				

Example 5: Combining three different courses that have different study load.
 Note that total study load is approximately full time for each period.

Course code	Course Name	1 st Period (28 th August- 1 st October)	2 nd Period (2 nd October-5 th November)	3 rd Period (6 th November 10 th November)	4 th Period (11 th December-14 th January)
U5M12	Harry Potter from an Intermedial Perspective (7,5 credits, 33 % pace)				
U5M15	Basic Swedish 1 (15 credits, 67 % pace)				
U4P01	Terrorism a Multidisciplinary Approach (7,5 credits, 100 % pace)				

The Course Application - Check list before filling out the course application

- Choose courses at your level of study, first level (undergraduate) or second level (master) and from **one campus only**.
- Check entry requirements for each course carefully, even some undergraduate courses require extensive previous studies in the subject in question. **It is very important make sure you fulfill the entry requirements for each course you choose to apply for.**
- Select your courses so that they cover the whole semester with a balanced study load (see examples in previous slide)
- Rank your courses in order of preference, but also taking into account that your top ranked options should cover the whole semester and that the study load is evenly distributed (approx. 100% per week).
- Choose several back-up options, also spread out over the semester, in case you can not be admitted to your first choice.
- Make sure to use the correct application code (Starts with “U”)** for each course you apply for.
- Fill out the **Course Application Form** (Use the link in the e-mail with application instructions to download the document). When you have filled out the form, it is necessary to **print it and scan it** (as pdf). You may find an example of the Course Application Form below.

Choosing Courses step 6. continued

Example form

- When filling out the form, note that several fields are mandatory.
- Also note that the date of birth should be written in the order in the example (YYYY-MM-DD) which is the same order as needed when creating your account on universityadmissions.se
- Do not forget to choose campus!
- Make sure to type in the application code correctly. The courses always start with "U".
- Mark if you wish to add an additional Swedish language course or not
- When complete, print and scan the form (pdf)



Course Application Form For Exchange Students - Autumn 2017

PERSONAL INFORMATION AND CURRENT STUDIES

Last/Surname(s) Exactly as in passport	Test	First Name(s) Exactly as in passport	Lnu
Date of Birth (Year-Month-Day, e.g 1984-05-26)	1991-08-27	Nomination number (see e-mail, e.g X4422-1)	M123-2
Main subject/major	Humanities and Social Science	Current level of studies	Bachelors/undergraduate level
Number of completed semesters (university level):	7	Number of completed credits (at university level, ECTS for Erasmus):	210
Have you completed a degree (at university level)?	No		
Ongoing courses to be completed before exchange (name, level, credits):	Communication across cultures 15 credits		

EMERGENCY CONTACT

Name/relationship/phone/- mail to the person you want us to contact in case of emergency

Carl von Linne/ Father/ +46 772 28 80 00/inexchange@lnu.se

COURSE APPLICATION

Select your courses in order of preference starting with the course you are most interested in as priority 1. Make sure that the top 30-credits of selected courses cover the semester with an even study load (see start and end dates at the course list you have been provided with in the e-mail with application instructions. Thereafter, we strongly recommend you to choose several backup alternatives in case you cannot be offered your first choice.

I am applying for campus Växjö

Application Code (e.g. U5A01)	Course: course code (starts with a number), name and credits (e.g. 1DI802 Illustration I 7,5)
1. u4M05	Welfare Policy in Sweden, 7,5 credits
2. u4N02	International Human Rights Law
3. u4O03	International Law, 7,5 credits
4. u4P03	Introduction to International Economic Law, Trade, Law and Investment
5. u4M08	Political Corruption, 7,5 credits
6. u4N01	European Union Politics, 7,5 credits
7. u4O02	Human Rights in Historical and Philosophical Perspective, 7,5 credits
8. u4P02	Transformation of the World Economy, 7, 5 credits

Additional Swedish Language Course

You may add one of the options below for additional Swedish Language course on top of a full time study load. If you want to include the Beginners' Swedish courses as a part of your regular study load, please list them among your priorities above. (You may also choose Beginners' Swedish Part 1 among regular courses above and part 2 as an additional course.) Please note that it is not possible to apply for the Non-credit Swedish course through this form. A separate e-mail will be sent in connection to the semester start with application instructions.

Beginners' Swedish 1, 7,5 credits

Before submitting your application, please check so that you fulfill the entry requirements for each course!

Part 3. Online Application

You are now at the third part of the application process to Linnaeus University. Before you begin, please check so that you have made your preparations (part1) and selected courses (Part 2)



Part 1. Preparation

Part 2. Choosing
Courses

**Part 3. Online
Application**

Online Application - Important information

Your application will be made through the national university admission portal. The application portal is used for all students (national and international) applying to all Swedish universities. It therefore contains information that is not valid for you as an exchange student. It is therefore very important to:

- **Follow the steps in this guide exactly**
- **Disregard from all other information, including course listings, on universityadmissions.se as they are for independent applicants.**
- **In case these instructions are not followed, your application may not be processed or may be registered as an independent (non-exchange) application.**
- **As an exchange student you do NOT need to pay application fee at universityadmissions.se If you are asked to do so, do NOT pay it. Instead contact us so that we can check the status of your application.**
- **Any fees or charges paid in case of submitting an independent (non-exchange) application are non-refundable (even if it is done by accident).**

We strongly suggest to submit the application by April 1, in case there are any questions or concerns that need to be resolved. The final deadline is 15th April. The applications are processed through the national university admission system and the deadline cannot be postponed.

*Don't hesitate to contact us if you have any questions at: inexchange@lnu.se
(Do NOT use the contact information on universityadmissions.se as that is for non-exchange students)*

Online Application Step 1. Go to application

- Click on this link:

https://www.universityadmissions.se/intl/search?period=VT_2017&freeText=Exchange+studies+at+Linnaeus+University

- The course “Exchange Studies at Linnaeus University” Should appear exactly as in the image to the right. (If you have already logged in to your account, it will appear as in step 5)
- Click on “add” button next to the course.

The screenshot shows the University Admissions website interface. At the top, there is a logo for 'UNIVERSITY ADMISSIONS.SE' and a 'Find a course' button. Below this, there are search filters for 'all Swedish universities' and 'Autumn 2017'. The search term 'Exchange studies at Linnaeus University' is entered in a green box, and a 'Search' button is next to it. Below the search bar, there are links for 'Subjects' and 'More search options'. The search results are displayed in a list format. The first result is 'Exchange studies at Linnaeus University' with 0 Credits, located at Kalmar Växjö. It has an 'Add' button next to it. The second result is 'International Sales and Marketing Programme' with 180 Credits, located at Ljungby. It also has an 'Add' button. A blue arrow points from the text 'Click on “add” button next to the course.' to the 'Add' button of the first course. On the right side, there is a blue sidebar titled 'My selection' with a 'To application' button at the bottom.

Important! As an exchange student, you must choose this specific option or your application will not be processed. Please note that you may NOT choose other courses from the lists/search functions on universityadmissions.se. Instead follow the Course Guide for information on how to select your courses and submit the Course Application Form together with supporting documents.

Online Application Step 2. You should now find a blue box to the right called "My Selection" .

- Check that "Exchange studies at Linnaeus University" now appears as a selected course under "My selection" to the right
- Then click on the "To application" link.

The screenshot displays a search results page for exchange studies. At the top, it shows "2 search results based on: Exchange studies at Linnaeus University, all Swedish universities, Autumn 2017" and a "Sort by" dropdown menu set to "Relevance".

Two course listings are visible:

- Exchange studies at Linnaeus University**: 0 Credits, Linnaeus University (Kalmar Växjö), Location: Varied. It has a green dot indicating "Application period 1 Mar - 18 Apr" and a grey "Selected" button.
- International Sales and Marketing Programme**: 180 Credits, Linnaeus University (Kalmar Växjö), Location: Ljungby. It has a green dot indicating "Open for late application" and a blue "Add" button.

At the bottom of the results, it says "2 of 2 results".

On the right side, there is a blue sidebar titled "My selection". It contains a white box with the text "Exchange studies at Linnaeus Univer... Linnaeus University (Kalmar Växjö)" and a close icon (X). Below this, there is a blue button labeled "To application" with a circular arrow icon.

Blue arrows from the text above point to the "Selected" button and the "To application" button.

Online Application Step 3. Log in/create account

You will now be asked to log in.

Click "Create account"

(if you already have an account on universityadmissions.se, you do not need to create a new one. If so, go to step 6)



Log in

Log in/create account

Swedish personal ID number or email address

Password

Log in

→ I have an account but can't log in

→ Create account

Online Application Step 4: Create account

- Click "No I don't have Swedish Personal ID number (personnummer)"

Create an account

Do you have a Swedish personal ID number (personnummer)?

→ **YES** I have a Swedish personal ID number (personnummer)

If you have a Swedish personal identification number (personnummer), you must use it when creating your account.

→ **NO** I don't have a Swedish personal ID number (personnummer)

If you don't have a Swedish personal identification number (personnummer), you can create an account using your email address. This will become your username.

It is important that you choose an email address that you check frequently, as you will receive important admissions information there. Also be sure to choose an address that won't expire in the near future (for example, a university or work address).

Online Application Step 5. Create account

- Fill out all the mandatory information and create your account.

Create an account

Do you already have an account?
[Click here if you have forgotten your password or username](#)

*Given name / First name i
(this must be your official name(s) as indicated in your current passport / ID document)

*Surname / Family name / Last name i
(this must be your official name(s) as indicated in your current passport / ID document)

*Date of birth

Day Month Year

*Gender

Male Female

*Mobile phone i

c/o

*Address

Postcode *City

*Country

Select country

*Email i

*Password i

*Verify your email address

*Verify password

I would like to receive information from third parties who wish to contact me for marketing purposes

*Complete the marked fields with valid information

Do only use the link to create an account disregard from all other information that appears on the website!

Online Application Step 6. Confirmation from University Admissions in Sweden

You will receive a confirmation e-mail when your account is successfully created. The confirmation e-mail looks like this:

Dear Student,

Your user account at universityadmissions.se has been successfully created. You are now able to create, submit and follow your admissions application. With our centralized application system, you can apply for all courses and programmes at all Swedish universities on one electronic application, right on our website.

You have submitted the following information to your profile. Please check that the information is correct:

Name:

Date of birth:

Gender:

Address:

Email address:

Telephone:

If you need to make any corrections, simply log in to your account at universityadmissions.se and go to My profile. You will also be able to track the progress of your admission application on the website.

Please note that you cannot reply to this email. If you have any questions regarding your account or the application process, please see universityadmissions.se for further information, frequently asked questions and contact information.

Best regards,

University Admissions in Sweden

Please note that the confirmation e-mail contains information that is NOT valid for you. As an exchange student you cannot apply for courses and programs shown on universityadmissions.se or at other Swedish Universities.

Online Application Step 7. Overview "My applications"

- You should now see the overview of "My Applications" with "Exchange Studies at Linnaeus University" as the **only** selected course
- Press continue

Exchange students autumn semester 2017 Deadline: 18 Apr 2017

Not submitted

You must rank your choices before submitting your application. ?

Prioritise the courses and programmes you've selected

- Place the course/programme you most wish to study at the top of the list, followed by your next favourite, and so on.

[More](#)

You can make changes to your application up until 18 Apr 2017

Rank courses 1 Questions and confirm 2 Confirmation 3

[Continue](#) [Cancel](#)

1 **Exchange studies at Linnaeus University** ✕

0 Credits, Linnaeus University, Location: Varied as a freestanding course

[More information](#)

[Continue](#) [Cancel](#)

Online Application Step 8. Submit application

- Press “submit”

Application Messages Profile

Confirm

Rank courses Questions and confirm Confirmation

1 2 3

Exchange students autumn semester 2017

Verify that your selections are correct

1 Exchange studies at Linnaeus University
0 Credits, Linnaeus University, Location: Varied
as a freestanding course

Submit Back

Online Application Step 9. Confirmation

- You will now get a confirmation that you have applied for “Exchange studies at Linnaeus University”.
- Check again that “Exchange Studies at Linnaeus University is the only course that appears.
- Click “OK”
- Important! You must now submit your supporting documents. See step 10-18 below.

Confirmation

Rank courses 1 — Questions and confirm 2 — Confirmation 3

Thank you for submitting your admissions application

What happens next?

You'll soon receive an email confirming your submission of an application to studies in Sweden - be sure to save a copy for your records.

Next step
After submitting your application, you must submit copies of your qualifications to University Admissions in Sweden. It's important to send in the correct documents. What you need to send in, and how, can vary depending on which country you studied in. It is also important to submit them the right way. Test scores must be submitted to the right place, some documents cannot be uploaded, etc.

Please see [Documenting your eligibility for studies](#) for information regarding how to complete your application correctly, on time, and with the right documentation.

Exchange students autumn semester 2017

1 Exchange studies at Linnaeus University
0 Credits, Linnaeus University, Location: Varied
as a freestanding course

OK

You will now receive a confirmation e-mail from universityadmissions.se. Save it for future reference.

Online Application Step 10. Supporting documents

- Go to the “documents” link in the blue bar (when logged into your account)

Application Messages Documents Profile

My applications

Exchange students autumn semester 2017
Application number: 9721808
Submitted | [Change your application](#)

Completing your admissions application ?

What do I need to submit?
You need to document your previous education and English skills, in order to show that you meet the requirements for your course or programme. What you need to submit varies depending on what type of course or programme you've

More

[Print cover sheet for the qualifications you will be submitting](#)

1 **Exchange studies at Linnaeus University**
0 Credits, Linnaeus University, Location: Varied
as a freestanding course

More information

Online Application Step 11. Supporting documents (Continued.)

- You will now see “Documentation Requirements”
- Click “Upload Documents”
- **Make sure to have all your documents ready to be uploaded according to the instructions above “Preparations – Preparing your supporting documents”!**

My documents

Information before getting started ?

Uploading is the fastest way to get your documents to University Admissions
All of your documents are electronically placed in our admissions system, together with your electronic application.
All the universities you've applied to will have access to your documents.

More

Upload documents

Documentation requirements

En. English language proficiency
If you've taken an internationally recognised English test, you must provide a copy of your test results. Please note that TOEFL results must be sent directly from Education Testing Services (ETS). Read more about what is required at [English Tests](#).

ID documents
All applicants must submit a copy of the page in their passport with personal data and photograph.

You must scan your original document - scans of copies cannot be accepted.

Students with citizenship in an EU/EEA country or Switzerland are required to submit their ID document in order to confirm that they are not required to pay application fees.

Certificates, diplomas and transcripts
Most applicants can upload their academic documents; for some countries, documents must be submitted in a different way. Please see the following links for information for your country:

[Master's academic documents requirements](#)
[Bachelor's academic documents requirements](#)

It is important that you prepare your academic documents correctly before uploading them. Please see [Documenting your eligibility](#) for important information on what is required.

You must scan your original documents - scans of copies cannot be accepted.

Online Application Step 12. Upload your documents

- Upload a document by giving it a name, choose category and select the document
- Press “Add to the list for upload”
- Repeat for each document
- When you upload all documents, Press “Continue”

7. Upload an equivalent per programme.

- When creating the document as a pdf, choose 'Print' instead of 'Save as'. Selecting 'Print' and then as a pdf document will save it so it can be recognised in the admissions system.

Document name

Type of document
Please select a category... ▾

Select file to upload
Choose File | No file chosen

Add to the list for upload

Select a unique, short description for your document that will help you remember what the file contains. You can only use the **English alphabet** in the name. Letters from other alphabets not found in the English alphabet cannot be accepted and will result in your document being rejected.

Files ready to upload (Total file size: 0.33MB)

 Transcripts, Transcript of Records, Transcript of Recods, TEST.pdf	✕
 Certificates and diplomas, Certificates, Certificates and Diplomas, Degree, TEST.pdf	✕
 English language proficiency, English Language Proficiency, English Language Proficiency, TEST.pdf	✕
 Other documents, Course Application Form, Course Application Form, TEST.pdf	✕

Continue Cancel

Online Application Step 13. Upload your documents (continued)

- You will now be asked to confirm that you have selected the correct documents and that all information you have submitted is true and authentic etc.
- Check the information carefully and then tick the box “I hereby confirm...”

File upload

Files ready to upload (Total file size: 0.33MB)

- Transcripts, Transcript of Records, Transcript of Recods, TEST.pdf
- Certificates and diplomas, Certificates, Certificates and Diplomas, Degree, TEST.pdf
- English language proficiency, English Language Proficiency, English Language Proficiency, TEST.pdf
- Other documents, Course Application Form, Course Application Form, TEST.pdf

⚠ Be sure you've uploaded the correct documents

Please check the following before continuing:

- Be sure you've selected the right documents for uploading. In accordance with Swedish law, once a document has been submitted to University Admissions, either through regular mail or electronically, it cannot be deleted.
- Be sure you've noted what is in each file - you won't be able to view your documents after they've been uploaded.
- Make sure you do not have multiple copies of the same document - more than one copy of the exact same document will delay the processing of your application.
- If you've submitted a document via regular mail, **do not upload a copy as well** as it will delay the processing of your application.

What if I want to change something?
Click the 'Back' button below if you wish to check or make changes to what documents you'll be uploading.

I hereby certify that all information in my admissions application, and in support of my application, is true and authentic. I understand that submitting false information can be punishable by law. I authorise the Swedish Council for Higher Education to verify my qualifications with the issuing institution(s).

Back Submit Cancel

Online Application Step 14. Upload your documents (continued)

- Click submit

The screenshot displays the 'File upload' section of an online application. At the top, there are navigation tabs for 'Application', 'Messages', 'Documents', and 'Profile'. The 'Documents' tab is active. Below the tabs, the title 'File upload' is displayed. A section titled 'Files ready to upload (Total file size: 0.33MB)' contains a list of four document categories, each with a blue document icon:

- Transcripts, Transcript of Records, Transcript of Records, TEST.pdf
- Certificates and diplomas, Certificates, Certificates and Diplomas, Degree, TEST.pdf
- English language proficiency, English Language Proficiency, English Language Proficiency, TEST.pdf
- Other documents, Course Application Form, Course Application Form, TEST.pdf

Below the list is a yellow warning box with a red triangle icon. The text reads: 'Be sure you've uploaded the correct documents'. It includes a section 'Please check the following before continuing:' with a bulleted list of instructions:

- Be sure you've selected the right documents for uploading. In accordance with Swedish law, once a document has been submitted to University Admissions, either through regular mail or electronically, it cannot be deleted.
- Be sure you've noted what is in each file - you won't be able to view your documents after they've been uploaded.
- Make sure you do not have multiple copies of the same document - more than one copy of the exact same document will delay the processing of your application.
- If you've submitted a document via regular mail, **do not upload a copy as well** as it will delay the processing of your application.

Below the list is a section 'What if I want to change something?' with the text: 'Click the 'Back' button below if you wish to check or make changes to what documents you'll be uploading.'

At the bottom of the form, there is a checked checkbox and the text: 'I hereby certify that all information in my admissions application, and in support of my application, is true and authentic. I understand that submitting false information can be punishable by law. I authorise the Swedish Council for Higher Education to verify my qualifications with the issuing institution(s).'

At the bottom of the form, there are three buttons: 'Back', 'Submit', and 'Cancel'. A blue arrow points from the 'Submit' button to the 'Submit' text in the list item above.

Online Application Step 15. Confirmation of uploaded documents

- You will now see a confirmation of which documents you have submitted, divided under different categories.
- You cannot open or access the documents, only see the the names and filenames.

[Upload documents](#)

Documentation requirements

 **English language proficiency** 

If you've taken an internationally recognised English test, you must provide a copy of your test results. Please note that TOEFL results must be sent directly from Education Testing Services (ETS). Read more about what is required at [English Tests](#).

Uploaded documents:

English Language Proficiency, English language proficiency, 6 Mar 2017, English Language Proficiency, TEST.pdf

 **ID documents**

All applicants must submit a copy of the page in their passport with personal data and photograph.

You must scan your original document - scans of copies cannot be accepted.

Students with citizenship in an EU/EEA country or Switzerland are required to submit their ID document in order to confirm that they are not required to pay application fees.

 **Certificates, diplomas and transcripts** 

Most applicants can upload their academic documents; for some countries, documents must be submitted in a different way. Please see the following links for information for your country:

[Master's academic documents requirements](#)
[Bachelor's academic documents requirements](#)

It is important that you prepare your academic documents correctly before uploading them. Please see [Documenting your eligibility](#) for important information on what is required.

You must scan your original documents - scans of copies cannot be accepted.

Uploaded documents:

Certificates, Certificates and diplomas, 6 Mar 2017, Certificates and Diplomas, Degree, TEST.pdf

Transcript of Records, Transcripts, 6 Mar 2017, Transcript of Records, TEST.pdf

 **Other documents** 

Applicants may be required to submit additional documents, such as essay summaries or letters of intent. Only upload these documents if the university you're applying to has asked you to do so. Full essays and portfolios must be sent directly to the university requesting them.

Uploaded documents:

Course Application Form, Other documents, 6 Mar 2017, Course Application Form, TEST.pdf

Online Application Step 16. Send e-mail to inexchange@lnu.se

- You have now completed all steps of the application on universityadmissions.se
- Click on “Application”
- Write down your application number
- Send an e-mail with your name and application number to inexchange@lnu.se in order to notify us that your application is ready. This way we know that you do not intend to add any further documents and will review your application.

The screenshot shows the 'My applications' page on the universityadmissions.se website. The navigation bar at the top includes 'Application', 'Messages', 'Documents', and 'Profile'. The main heading is 'My applications'. Below this, there is a section for 'Exchange students autumn semester 2017' with application number 9721808 and a 'Submitted' status. A yellow box contains instructions for completing the application, including a 'More' button. At the bottom, there is a list of applications, with the first one being 'Exchange studies at Linnaeus University'.

Online Application Step 17. Your application is submitted! What happens next?

- You can log into your account any time:
<https://www.universityadmissions.se/intl/mypages/applications?premaintenance=false&showpdf=true>
- When your application is reviewed, it will appear on your account if you fulfill the prerequisites of each course or not. Please note that this is not a decision of admission as the allocation of seats among eligible applicants is done at a later stage.
- The notification of selection results (admission letters) are ready **at the end of May**. We will notify you when it's ready and you can download it from your account. Please note that you are required to be admitted to a full study load in order to be admitted to Linnaeus University.

*Your application is submitted! Have a **coffee break!***

If you have any questions please do not hesitate to contact us, we are here to assist you!

Good luck with the application!

International Office, Linnaeus University

inexchange@lnu.se