

## Frequently asked questions (English)

### 1. Where can I find the application for exchange studies through university wide agreements

**Autumn 2017 and through the north2north network 2017/2018?**

You can find the application with instructions at our website: [www.su.se/studyabroad](http://www.su.se/studyabroad). Here you will also find instructions in English with a link to the online application, as well as documents to download to the application (Preliminary course selection form and a Personal Letter)

### 2. What universities can I choose between in the application?

In the document "Available places 2017/18" you will find all the possible universities to choose from.

### 3. I can't create an account for my application/have problems logging in with password I received, what should I do?

Make a screenshot and send it to [studentutbyte@su.se](mailto:studentutbyte@su.se). We will look into the technical problem and get back to you with a solution.

### 4. What documents do I need to upload to the application?

You should fill out and upload 2 documents to the application:

- 1) A Preliminary course list
- 2) A Personal Letter

Both documents you find on the website with the application information (see question 1).

### 5. How do I know how many credits equal to 30 hp at Stockholm University?

In the list of *Available places 2017/18* you find information on how many credits correspond to one fulltime semester at Stockholm University (30hp). It is only a recommendation and you should always consult with your home department (student counsellor, or departmental coordinator) or the Degree Office about the exact number of credits they approve for transferring of credits to Stockholm University.

### 6. Can I change the course selection after nomination to a university?

The course selection at this stage is preliminary. A new course selection can be done when the application to the university is being done. Your new course selection should also be approved by your home department or Degree Office.

### 7. Who approves my course selection?

**Your home department at Stockholm University:** approves courses within a programme and free standing courses within the subject area. The department approves course choices for transferring to SU before departure. A list of departmental coordinators:

<http://www.su.se/utbildning/studentservice/studera-utomlands/utbyteskoordinatorer-p%C3%A5-institutionerna-1.10519>

**The Degree Office:** Approves chosen courses that any department are not able to approve and if courses are given within many different subject areas. Contact Degree Office: [Transfer@su.se](mailto:Transfer@su.se)

**8. Should I take a language test now (e.g. TOEFL/IELTS)?**

No, you should not submit any language tests with this application. You may have to take a language test if you get nominated to exchange studies.

**9. Is there a chance I won't be admitted to any partner university (if I get nominated)?**

There is always a risk. We can't guarantee that you get admitted to the university since only they can admit you. However, it rarely happens that our students don't get admitted once they are nominated.

**10. What should the Personal Letter contain?**

The letter replaces a personal interview. Think about what you would tell us in an interview. We want to know why you want to apply and why you should go abroad on exchange and tell us if you have done anything in particular that makes you a suitable candidate.

**11 I can't find any courses!**

In the list Available places 2017/18 there are for most partner universities links to course catalogues (to the far right) that you can use. You can also use the search field at any university website.

**12 I think it is difficult to fill out the preliminary course selection form.**

That is part of the challenge. Do your best!

**13. It is difficult to find information on the university websites. Any advice?**

It is part of the challenge in the application process. Use the search function on the university websites to find information. Bear in mind that it is as difficult for incoming students to find information on SU website. It depends what you are used to.

**14. At what time on December 5 must the application be submitted?**

At 11:59 pm (23:59) on December 5, 2016. However, the application must be sent to [registrator@su.se](mailto:registrator@su.se) by December 7 (midnight) as a pdf-file.

**15. What is Dnr (diarienummer)?**

It is the number you see on top of the application documents: e.g. SU FV-6.2.1-2398-16 (university wide (central) agreements.

**16 A pdf-file of my application was not generated after I submitted my application (it can take a few minutes) what to do?**

- a) Please log out and then then in again to get your pdf-file under "My applications"/view application)
- b) Send a screen shot from the page "submitted" and from the Portal where it is under my application status "submitted" to [studentutbyte@su.se](mailto:studentutbyte@su.se)

**17 When will I get information whether I have been nominated or not?**

You will receive an e-mail at the end of January or early February 2017.