

## Application Instructions for Outgoing Exchange Students through Stockholm University's University Wide (central) Agreements

### Application Period:

- **University wide agreements (central agreements)**
  - Exchange places spring 2019: March 1 - 31, 2018

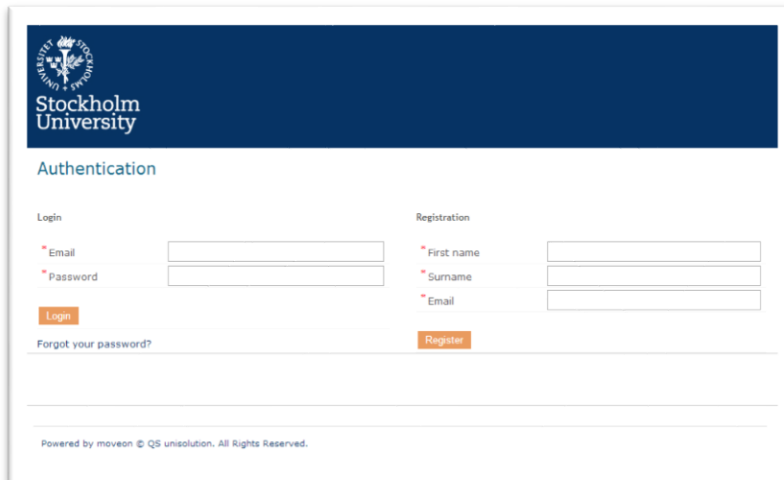
### Step 1. Login to the online application portal

- Please note that the online application has been optimized to work with Microsoft Internet Explorer version 8 or higher, Firefox 5 or higher and Chrome. We cannot guarantee that it will function correctly with other browsers.

The online application is accessed from: URL:

<https://su.moveon4.com/form/52e645b60f9d302b16000000/eng>

- In the right hand column, type your first name, surname and e-mail address and the characters in the picture that will show up after you have filled out the boxes. Click "Register".



- A confirmation e-mail will be sent to the address you registered. Please click on the link in order to activate your account. (Check your junk mail if no e-mail has been delivered to your inbox.)
- Type your e-mail address and create a password of at least one digit, one letter and one special character. The password must be at least eight characters long.
- Log in with your e-mail address and password. Type the characters shown in the picture that will show up. Click "Login".

### Step 2. Start Application



- Choose the application of the programme you want to apply to. If you wish to apply to more than one programme you must submit one application for each programme.
- Read the information under “Welcome to the online application for outgoing students!” and click “Next”.

### Step 3. Personal information

- Enter your personal information and enter your emergency contact. Please enter your National ID with 10 digits (e.g. 8303101430 or 830310T308)

Mark page as complete at the bottom when everything has been entered correctly. Click “Next”.

### Step 4. Educational Background

- Enter your educational background

Mark page as complete at the bottom when everything has been entered correctly. Click “Next”.

### Step 5. List of Exchange Places

- Fill out the information under List of Exchange Places.
- Duration in semesters: Choose number of wanted semesters. If you are applying to studies during the spring semester only, you can only choose “1”.
- Framework. Confirm the exchange programme you are applying to.
- Country: Select country of preferred stay.
- Institution: Make sure to choose a university that has slots available and has been advertised in the current announcement.
- Stay opportunity: Confirm the university and type of agreement.
- A maximum of five universities can be chosen in the university wide and Nordlys application. A maximum of three universities can be chosen in the north2north application. If you want to add a university, click on "+ priority" and add the information as above. If you want to delete an inserted university, click on "X". You will not increase your chances of getting a nomination by adding one university more than once. Doublets will be deleted.
- Put the university you wish to get a nomination to the most as “Priority 1” and so on.

Mark page as complete at the bottom when everything has been entered correctly. Click “Next”.

### Step 6. Relevant Documents to be Uploaded

- Upload a **Personal Letter in English** as a pdf -file (maximum one page).
- Upload a **Course Selection Form** as a pdf-file. Before uploading the form make sure you have checked with the International Coordinator/Study Councillor at your department or International Degree Officer at the Student Services, Stockholm University that the courses in

the preliminary course selection can be transferred back to Stockholm University upon your return and that they can be a part of your programme or study plan (for free standing courses). Make sure you have numbered the universities in the course selection form the same way as in the online application under “List of Exchange Places”.

Mark page as complete at the bottom when everything has been entered correctly. Click “Next”.

#### Step 7. Disclaimer

- Read the text and approve by ticking “yes” and make sure you have completed all mandatory fields and uploaded all necessary documents. You can submit your application once all the sections in the menu are marked with green checkmarks. No more changes will be possible after submitting your application.

Mark page as complete at the bottom and click “Submit”.

#### Step 8. Submit Application

- Confirm that you wish to submit the application form.

#### Step 9. Send Application to Registrar.se

- If your application has been submitted successfully you will receive a confirming message and you can download your application. Please note that you must e-mail **the application including your personal letter in English and course selection form** as a pdf-file to Registrar ([registrator@su.se](mailto:registrator@su.se)) **no later than April 1\***. **Don't forget to put the “Dnr” in the subject field of the e-mail. Dnr: SU-FV-6.2.1-0210-18**

#### Step 9. Outcome of application

You will receive an outcome of your application by e-mail.

- **University wide agreement (central agreement)**
  - Exchange places spring 2019: End of April, 2018

\*the application should be sent to [registrator@su.se](mailto:registrator@su.se) 1 days later than the deadline set for submitting the application to minimize risk of technical problems.

**Please note that late applications and applications missing documents/information will not be processed. It is your responsibility to make sure all required information has been put in and that deadlines have been met.**