



UMEÅ UNIVERSITY

Dear Partner,

Umeå University (Sweden) will open the online application service for the Autumn term 2017 (August–January) 1 March. **The deadline for applications is normally 15 April** but as 15 April is on a Saturday this year, **the application deadline will be 18 April**. Late applications will not be accepted under any circumstances. If students cannot meet our deadline, they should consider deferring their stay to the following term (spring term 2018).

Instructions on how to nominate students

Umeå University asks all nominations of incoming exchange students to be submitted online by the students' coordinator at the home university. Applications will only be considered if the student(s) have been nominated online. The nomination form opens 1 March for the autumn term. **The nomination deadline is normally 1 April** but as 1 April is on a Saturday this year, **the nomination deadline is 3 April**.

Nominations submitted in this application round are strictly for the autumn term 2017 or the whole academic year 2017/2018. Nominations for the spring term 2018 should be submitted when we open the next application round in September.

Please make sure to nominate students who have sufficient knowledge of English, both oral and written, so they are able to follow their courses.

When you click on the link below you will be asked to fill out a form. When you have filled out the form, an e-mail with detailed application instructions will be sent to the nominated student(s). Observe that the application instructions may occasionally be caught in the spam folder.

Please do not pass the login details on to students. The login details are restricted for partner use only.

Login: umea01

Password: exchange

Please follow this link to nominate your student(s):

<https://ioportal.db.umu.se/forms/nominate/nominate.php>

Application Procedure Autumn Term 2017

A nomination e-mail with application instructions is automatically sent to the student's e-mail once the nomination is submitted. The nomination e-mail contains a link to our courses in English offered to exchange students. If your students are going to apply for courses given in Swedish, please ask them to contact us at incoming.io@umu.se as soon as possible, in good time before the application deadline 18 April.



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The following must be considered before the application is submitted:

- *Courses should only be selected from the course web page for exchange students*

In the nomination e-mail there is a link to the course web page for exchange students where courses are selected. It is important to only choose courses from this page. If a course application is made at universityadmissions.se, that application will not be considered a part of the exchange and there may be a requirement to pay tuition fees.

- *Courses changes are very restricted*

Note that course proposals will be quite fixed and binding so it is important to choose courses carefully. We have no add/drop period and course changes after the deadline are very restricted.

- *Course requirements*

The specific requirements for each course is stated on the course web page and are found by clicking on the course name in the list of courses and then click on “Application information”. **The requirements are not just a recommendation; it is necessary to fulfill them.**

- *The course selection must be approved by the home university*

Please make sure to approve of the selected courses before the application is submitted.

- *Courses should not clash!*

According to the Swedish study system full-time courses (100% tempo) are taken one at a time rather than parallel. Therefore, it is important to carefully check which week each course starts and ends. More information about the study duration can be found on the course web page.

General study model

Alternative 1	Course 1, 7.5 ECTS	Course 2, 7.5 ECTS	Course 3, 7.5 ECTS	Course 4, 7.5 ECTS
Alternative 2	Course 1, 15.0 ECTS		Course 2, 15.0 ECTS	
Alternative 3	Course 1, 30.0 ECTS			
Alternative 4	Course 1, 7.5	Course 2, 7.5 ECTS	Course 3, 15.0 ECTS	
Alternative 5	Course 1, 15.0 ECTS		Course 2, 7.5 ECTS	Course 3, 7.5 ECTS



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- *30 ECTS per term is considered full-time studies*

The number of credits a student can be admitted to is restricted to 30 ECTS per term, which equals full-time studies. Students who require a residence permit must be admitted to 30 ECTS. If students are admitted to 30 ECTS the exceeding courses on the list will be dropped, with the exemption for *Swedish for International Students, Beginners' Course I* or *Swedish for International Students, Beginners' Course II*. One of these courses can be selected in addition to 30 ECTS in other subjects.

- *Courses must be listed in order of preference*

It is possible to select a maximum of eight courses from the course web page. Since the restriction is 30 ECTS per term it is important to list all courses in order of preference.

Housing

Housing is offered to all exchange students. Exchange students that are admitted to Umeå University for the autumn term 2017 will receive an offer of housing in the beginning of June. More information about our student housing can be found here:

www.umu.se/en/education/accommodation/student-housing/

Any questions concerning housing should be addressed to housing@umu.se

Insurance

All exchange students are covered by an insurance policy, Student IN, covering necessary and reasonable costs for emergency health care and emergency dental care. The insurance also covers damage to property. Please note that the insurance amount is restricted for emergency dental care and property damage. Travel outside of Sweden is not included in the cover. For full details about the Student IN insurance please visit:

www.kammarkollegiet.se/en/insurance-students-and-state-employees/student-insurance/student-exchange-students-sweden.

If the insurance is not sufficient students should take out their own insurance policy.

EU/EEA citizens are required by the Swedish authorities to bring the European Health Insurance Card to Sweden. They are requested to contact their local National Health Insurance Institution for the required documents, before coming to Sweden.

Note: Exchange students are, no matter nationality, strongly advised to have their own Health, Travel and Accident insurance policy.

Arrival Days

The recommended arrival days for the autumn term 2017 are 21–22 August (for students who have housing through the International Housing Office). The Orientation Course will start 23 August.



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Questions?

If you or your student(s) have any questions, you can check our FAQ where you may find the answers you need:

www.umu.se/en/education/exchange-students/frequently-asked-questions/

Important information can also be found in our International Student Guide:

www.umu.se/en/education/student-services--support/student-guide/

However, you are always welcome to contact us if you have any other questions.

Best regards from Umeå,

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