



Dear Partner,

Umeå University (Sweden) will open the online application service for the autumn term 2016 (August–January) 1 March. **The application deadline is 15 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 2017).

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 form will close 1 April.**

Nominations submitted in this application round are strictly for the autumn term 2016 or the whole academic year 2016/2017. Nominations for the spring term 2017 only can 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 the students. The login details are restricted for partner use only.

Login: umea01

Password: exchange

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

www8.umu.se/international_office/forms/nominate/nominate.php

Application Procedure Autumn Term 2016

The application instructions are automatically sent to the student's e-mail once the student has been nominated. Students should read the instructions on how to apply carefully before they start the application procedure. All nominated exchange students have received a link to our courses offered in English. If your students are going to apply for clinical placement, courses given in Swedish or Erasmus traineeship, please ask your student to contact us at incoming.io@umu.se as soon as possible, in good time before the application deadline 15 April.

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

To be considered a full-time student at Umeå University, students need to be enrolled for **30.0 ECTS per term**. If your students require a residence permit they must be admitted to full-time studies. Students can apply for a maximum of eight courses but since they will not be admitted to more than 30 ECTS per term, it's very important how they prioritise their courses. The courses should be listed in order of preference. If students are admitted to 30 ECTS the exceeding courses will be dropped, with the exemption of *Swedish for International Students, Beginners' Course I* and *Swedish for International Students, Beginners' Course II*. It's possible to apply for these courses in addition to 30 ECTS in other subjects.

- *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.

- *Courses changes are very restricted*

Note that your students course proposals will be quite fixed and binding so it is important that they choose courses carefully. We have no add/drop period and course changes after the deadline are very restricted. Before the students submit their applications, please make sure to approve of their choice of courses.

General study model

| | | | | |
|---------------|---------------------|---------------|---------------------|---------------|
| Alternative 1 | Course 1, 7.5 | Course 2, 7.5 | Course 3, 7.5 | Course 4, 7.5 |
| 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 | Course 3, 15.0 ECTS | |
| Alternative 5 | Course 1, 15.0 ECTS | | Course 2, 7.5 | Course 3, 7.5 |

- *Course requirements*

The students home university needs to approve of the choice of courses before the student submit their application.

The specific requirements for each course is stated on the course web page. You find the requirements if you click on the course name in the list of courses and then click on "Application information". **The requirements are not just a recommendation; the student needs to fulfill them.**

Language courses in Swedish

Please note that two language courses in Swedish are also available (15 ECTS each), *Swedish for International Students, Beginners' Course I* and *Swedish for International Students, Beginners' Course II*. It's possible to apply for these courses in addition to 30 ECTS in other subjects.

Housing

We offer housing to all exchange students. Exchange students that are admitted to Umeå University for the autumn term 2016 will receive an offer of housing in June. More information about our student housing can be found here:

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

Any questions concerning housing should be addressed to housing@adm.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/english/insurance. 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

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

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/english/education/exchange-students/faq

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

www.umu.se/english/education/student-handbook

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

Best regards from Umeå,

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