Checklist

For application to the university-wide and faculty-linked exchange places outside Europe

Academic year 2018/2019

You will find information about the application and all documents we are referring to in this checklist (unless stated otherwise) in our web page:
www.student.umu.se/english/during-your-studies/studies-abroad/exchange-studies/exchange-studies-outside-europe/?languageId=1

☐ Read the brochure Application instructions for academic year 2017/2018, found here:
www.student.umu.se/english/during-your-studies/studies-abroad/exchange-studies/exchange-studies-outside-europe/?languageId=1

☐ Get to know our partner universities and check which courses they are offering. Pay attention to possible restrictions in the agreement and the number of exchange places open to apply for. You’ll find more information about each of the universities here:
www.student.umu.se/english/during-your-studies/studies-abroad/exchange-studies/exchange-studies-outside-europe/partner-universities-outside-europe/

☐ Consult your study-/programme advisor about your suggested study plan. Please note that this study plan is only temporary, if nominated you will make a new study plan later on.

☐ Fill out the application online: https://ioportal.db.umu.se/forms/cent/

☐ Print your application.

☐ Sign your application and have your application signed by the study counsellor/international contact person at your department/study programme

☐ Put a photo on your application.

☐ Put your complete application, including attachments (proof of your knowledge of English, and Buddy Programme certificate if you have been a buddy or a group leader in the buddy programme previous to the autumn term 2016), in an envelope labelled “International Office/outgoing”.

Hand in your application to Infocenter in Universum no later than 15 November 2016. If you do not have the possibility to hand in your application before Infocenter closes at 16.30, you must put your application in the black mail box labelled “IHO”, located outside Universum, to the left of the entrance to Aula Nordica.