



**Dear Partner,**

Umeå University (Sweden) will open the on-line application service for the spring term (January 2012-June 2012) in mid-September. Please note that all students **must apply 1 November at the latest**. Late applications will not be accepted under any circumstances! **Note:** The **Umeå Institute of Design** has a separate application process with **other deadlines**. Please see the specific information on its web pages:

<http://www.dh.umu.se/default.asp?ML=10205>

If students cannot meet our deadline, they should consider deferring their stay to the following term (autumn term 2012).

## **INSTRUCTIONS ON HOW TO APPLY**

### **Exchange student application procedure 2011-2012**

Steps:

1. Read the instructions on how to apply carefully and then proceed to fill out the on-line application form.
2. When the on-line application has been filled out, it must be submitted electronically. **You apply for courses and housing on the same form.**
3. Print off the on-line application form, then sign it and also have it signed by your home international office/Erasmus coordinator certifying your participation in this exchange programme with destination Umeå University. **An application that is not signed will not be processed!**
4. Send the printed version of the on-line application form together with a transcript of records of your previous study results (provided by your home university) by post to the International Office at Umeå University (address: see above in the letter head).

**To find appropriate courses, please look at our on-line course catalogue:**

<http://www.umu.se/english/education/courses-and-programmes/advanced-search>

### **Very important!**

- Make sure you do not apply for full-time daytime courses that run in the same weeks as their schedules may clash.
- Consider the eligibility requirements of the courses before choosing.
- To be a full-time student, you need to study **30.0 ECTS credits per term**.

### **Language course in Swedish**

Please note that a language course in Swedish is also available (15 ECTS credits). **If you are interested in taking this course, please apply on the same application form.** You can take this course in addition to the 30 Swedish credits you are taking in other courses. Since this course is not yet listed in our online course catalogue, please write "Swedish course beginner's level" or "Swedish course continuation level" on your application form. **This is important if you want to take this course.**

### **Erasmus Intensive Language Courses (EILC)**

There are no intensive courses in Swedish arranged here in Umeå but you can apply for an EILC course at other Swedish universities. In order to do that, you need to get in touch with the Erasmus coordinator at your home university.

**To sum up, you must send us the following documents by postal mail:**

- The printed version of the on-line application form duly signed by you and the coordinator at your home institution (see above).
- The transcript of records of your previous study results provided by your home university.
- Two passport photographs with a white background.

**The application deadline for the spring term of 2012 is 1 November 2011. The Umeå Institute of Design has a separate application process with **other deadlines**.**

**INSURANCE****EU citizens**

EU/EEA citizens are required by the Swedish authorities to have comprehensive medical insurance (e.g. European Health Insurance Card, E128 or E111) during their studies in Sweden. Students are requested to contact their local National Health Insurance Institution, before coming to Sweden, for the required documents.

Note: Students are strongly advised to bring their own additional Travel and Accident insurance policy.

**Non-EU citizens**

Note: Students are strongly advised to bring their own Health, Travel and Accident insurance policy.

All exchange students are covered by an insurance policy, Student IN, covering medical care (for non-EU citizens), liability coverage, legal coverage and accident insurance. Please note that property is not covered by this insurance, nor is travel outside Sweden. This is a **back-up insurance** if the student is not covered by his/her own insurance policy. For full details about the Student IN insurance please visit

[http://www.kammarkollegiet.se/files/forsakringar\\_riskhantering/IN\\_Engelska\\_1102.pdf](http://www.kammarkollegiet.se/files/forsakringar_riskhantering/IN_Engelska_1102.pdf)

**ARRIVAL DAYS**

Recommended **arrival days** are **22 or 23 January** as the Orientation Course will start Monday 23 January 2012. Any questions concerning housing should be addressed to [housing@adm.umu.se](mailto:housing@adm.umu.se)  
More information on housing can be found here: [http://www.umu.se/international\\_office/housing.htm](http://www.umu.se/international_office/housing.htm)

After you have applied and sent in your transcripts, the department(s) here in Umeå will assess your application and, around the middle of December/end of June, you will receive a Letter of Acceptance and other useful information such as:

- Offer of Housing – a guide on how to make your first payment in order to secure your room reservation.
- Maps and tourist information.
- Information about the Orientation Course for new international students.
- Other essential information.

If you have any questions, you can also check our FAQ where you may find the answers you need:

[http://www.umu.se/international\\_office/faq.html](http://www.umu.se/international_office/faq.html)

You can also find important information in our Survival Guide:

<http://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,

Monika Larsson  
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Incoming exchange students

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