

Application Guide For Exchange Students

universityadmissions.se

Part – Apply Online

This guide will lead you through the steps of applying to Halmstad University as an Exchange student. Please note that the application consists of three parts and this is the third and final step.

- 1) Preparation, Choosing Courses
- 2) Online application Local System
- 3) Online Application, universityadmissions.se

**Part 1.
Preparation**

**Part 2. Online
application - Local**

**Part 3. Online
Application -
National**

Online Application

Step I – Important information

Your application will be made through the national university admission portal. Please note that as the website is for all students (national and international) applying to all Swedish universities it contains information that is not valid for you as an exchange student. Therefore, please **follow the steps in this guide exactly and disregard from all other information, including course listings, on the universityadmissions.se website.**

The application deadline is April 15, 2016 but we strongly recommend you to submit your application earlier in case there are any questions or concerns that need to be resolved.

*Don't hesitate to contact us if you have any questions at: servicecenter@hh.se
(Do NOT use the contact information on universityadmissions.se as that is for non-exchange students)*

Online Application Step 2. Create an account for online application

- **Go to this link:**
<https://www.universityadmissions.se/intl/user/create?hasPersonalId=false>
- Fill out all the mandatory information and create your account.

UNIVERSITY
ADMISSIONS.SE

Find a course

Find out more

Log in

Create an account

Do you already have an account?
[Click here if you have forgotten your password or username](#)

*First name

Phone

*Last name (surname)

c/o

*Date of birth (YYYY-MM-DD)

*Address

*Gender
☐ Male ☐ Female

Postcode

*City

Mobile phone

*Country
Select country

*Email

*Password

*Verify your email address

*Verify password

☐ I would like to receive information from third parties who wish to contact me for marketing purposes

*Prove you are not a machine

Type the text

Privacy & Terms

*Complete the marked fields with valid information

Create an account

Do only use the link to create an account disregard from all other information that appears on the website!

Online Application Step 3. Confirmation from University Admissions in Sweden

**You will receive a confirmation e-mail when your account is successfully created.
The confirmation e-mail looks like this:**

Dear Student,

Your user account at universityadmissions.se has been successfully created. You are now able to create, submit and follow your admissions application. With our centralized application system, you can apply for all courses and programmes at all Swedish universities on one electronic application, right on our website.

You have submitted the following information to your profile. Please check that the information is correct:

Name:

Date of birth:

Gender:

Address:

Email address:

Telephone:

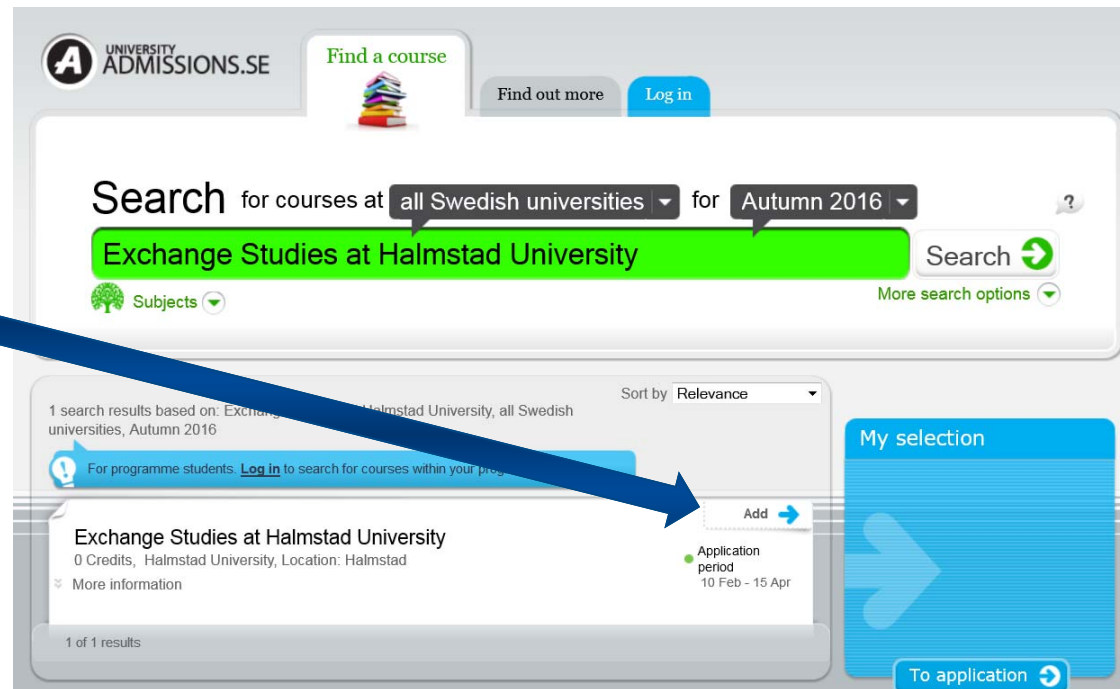
If you need to make any corrections, simply log in to your account at universityadmissions.se and go to My profile. You will also be able to track the progress of your admission application on the website.

Please note that you cannot reply to this email. If you have any questions regarding your account or the application process, please see universityadmissions.se for further information, frequently asked questions and contact information.

Best regards,
University Admissions in Sweden

Online Application Step 4. Activate application

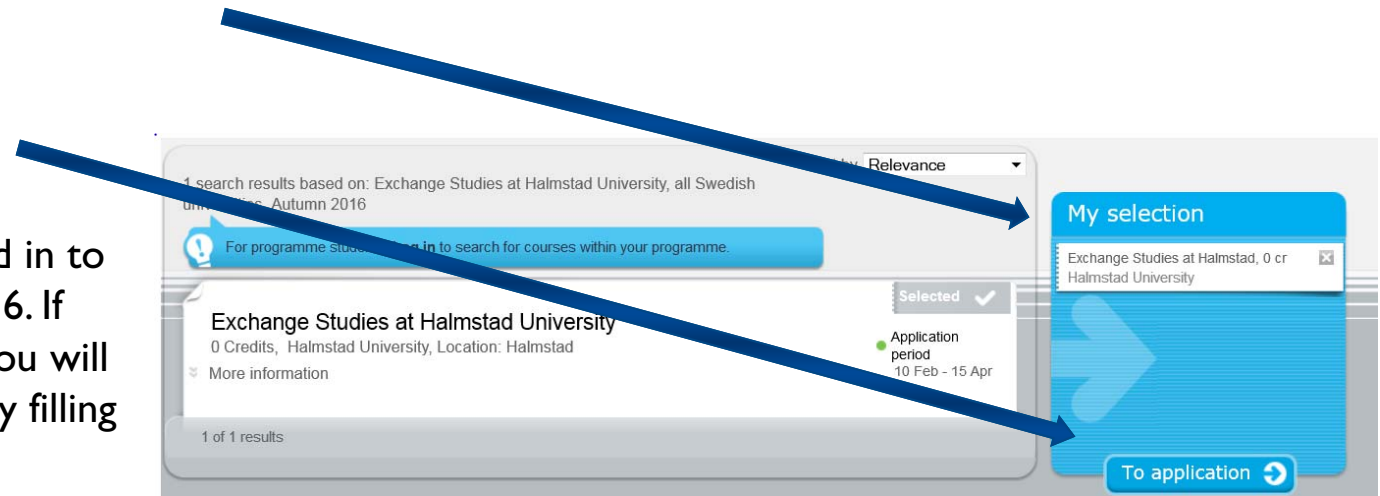
- Click on this link:
https://www.universityadmissions.se/intl/search?period=HT_2016&publishers=hh&freeText=HH-EXCHA
- The course “Exchange Studies at Halmstad University” Should appear exactly as in the image to the right. (If you have already logged in to your account, it will appear as in step 5)
- Click on “add” button next to the course.



Important! As an exchange student, you must choose this specific option or your application will not be processed. Please note that you may NOT choose other courses from the lists/search functions on universityadmissions.se. Instead follow the Course Guide for information on how to select your courses and submit the Course Application Form together with supporting documents.

Online Application Step 5. You should now find a blue box to the right called "My Selection" .

- Check that "Exchange studies at Halmstad University" now appears as a selected course under "My selection" to the right
- Then click on the "To application" link.
- If you have already logged in to your account, go to step 6. If you have not logged in, you will now be asked to do so by filling in the e-mail address and password you used when creating your account.



Online Application Step 6. A pop-up window will appear with information on ranking your choices.

- Please read the “data storage information” but disregard from all information on this page as it is not valid for exchange students.
- Press “Close”

You must rank your choices before submitting your application.

How should I prioritise the courses and programmes I've selected?

Place the course/programme you most wish to study at the top of the list, followed by your next favourite, and so on. You can change, add or remove courses in your application as many times as you like right up to the application deadline.

How important is the order I place my courses and programmes?

The order is extremely important. Students will only be offered a place in one master's programme, and a maximum of 45 credits per semester at the bachelor's level. If you're offered a place in the first master's programme on your list - your first choice - all other choices will be deleted. If you're not offered a place in your first choice, you will be reviewed for your second choice, and so on.

How many courses and programmes can I apply to?

At the master's level, you can apply for up to 4 study programmes, and be accepted to a maximum of 30 credits per semester. For bachelor's applicants, you can apply for up to 10 courses and/or programmes in the extended application period. You can, however, only be accepted to up to 8 courses/programmes and a maximum of 45 credits per semester.

Submit your application on time

Before clicking on "submit", check that your application contains the correct courses and programmes in the correct order. You will receive a confirmation of your selections via email. **Please save your confirmation.**

Data storage

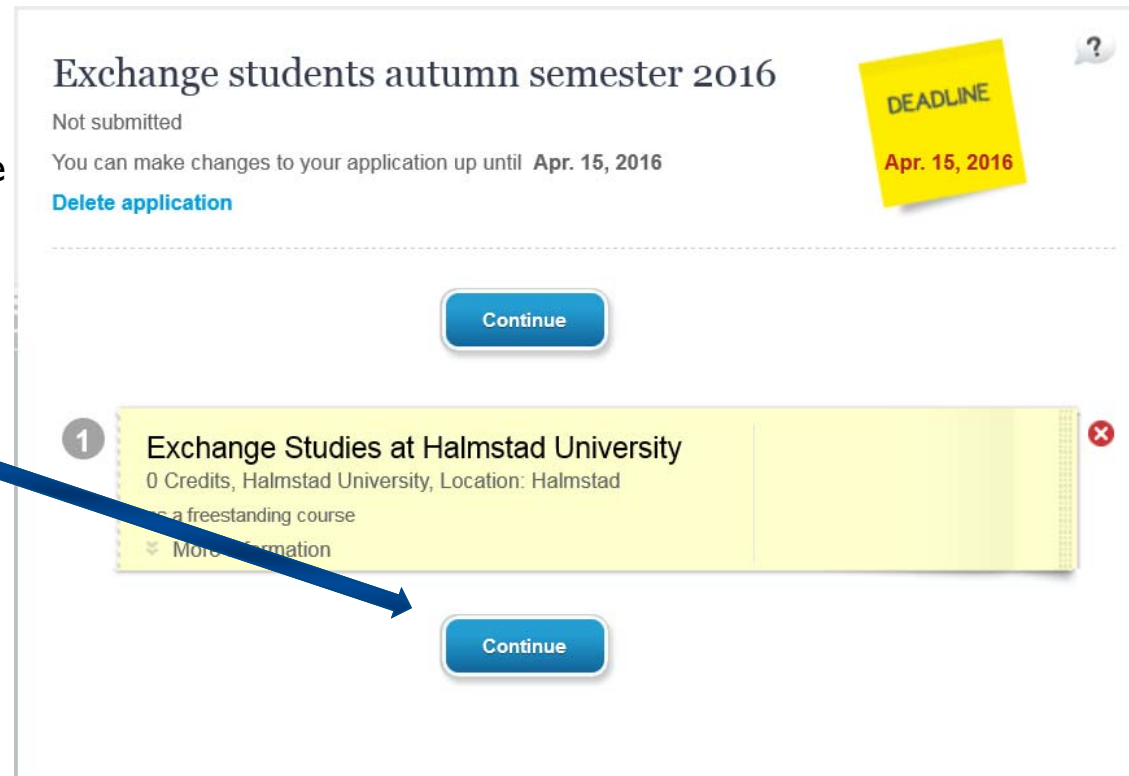
UHR, universities and university colleges in Sweden must abide by the principle of public access to official documents. Read more at [Personal Data Act](#).

Close 



Online Application Step 7. Overview "My applications"

- You should now see the overview of "My Applications" with "Exchange Studies at Halmstad University" as the **only** selected course
- Press continue



Exchange students autumn semester 2016

Not submitted

You can make changes to your application up until **Apr. 15, 2016**

[Delete application](#)

Continue

1 Exchange Studies at Halmstad University

0 Credits, Halmstad University, Location: Halmstad

is a freestanding course

[More information](#)

Continue

DEADLINE
Apr. 15, 2016

Online Application Step 8. You will now be asked if you have international qualifications.

- In the second box choose the country where you have studied the majority of your credits on university level.
- In case you are asked if you are required to pay application fee (does not appear for all students), tick that you are **not** required to pay the fee.
- Press “submit”

Application Messages Documents Profile

Please verify your selections

Exchange students autumn semester 2016

Verify that your selections are correct

Please answer the questions below that pertain to you

Do you have international qualifications?

If you have international qualifications, please indicate from which country you will be submitting documentation. If you have qualifications from more than one country, select the one where you have studied the most.

I have foreign academic (university) qualifications for which I will be submitting documentation. Please indicate from which country:

Select a country

1 Exchange Studies at Halmstad University
0 Credits, Halmstad University, Location: Halmstad

Submit Back

Online Application Step 9. Confirmation

- You will now get a confirmation that you have applied for exchange studies at Halmstad University.
- Check again that “Exchange Studies at Halmstad University is the only course that appears.
- Disregard from the link/information about “documenting your eligibility for studies” as that is not for exchange students, and instead follow the instructions below in this guide.
- Click “close”

→ What happens next?

You'll soon receive an email confirming your submission of an application to studies in Sweden - be sure to save a copy for your records.

Next step

After submitting your application, you must submit copies of your qualifications to University Admissions in Sweden. It's important to send in the correct documents. What you need to send in, and how, can vary depending on which country you studied in. It is also important to submit them the right way. Test scores must be submitted to the right place, some documents cannot be uploaded, etc.

Please see [Documenting your eligibility for studies](#) for information regarding how to complete your application correctly, on time, and with the right documentation.

You have applied to the following:

Exchange students autumn semester 2016

1 Exchange Studies at Halmstad University
0 Credits , Halmstad University, Location: Halmstad

✓ I have foreign academic (university) qualifications for which I will be submitting documentation.
Please indicate from which country:
SWEDEN

Close

*You will now receive a confirmation
e-mail from universityadmissions.se. Save it for future reference.*

Online Application Step 10. Supporting documents

- Go to the “documents” link in the blue bar (when logged into your account)
- You will see a pop-up window with information about documents. Please disregard from that.
- Click “Close”

Instructions for uploading documents

Before uploading any documents, it's important to find out how to prepare them, and to find out if your documents need to be submitted in another way.

What documents can be uploaded?

The following documents can always be uploaded:

- English test results
- ID documents
- Essay summaries of less than 10 pages (only if requested by your university)
- Letters of motivation (only if requested by your university)
- Recommendation letters (only if requested by your university)

Academic transcripts, certificates and diplomas

Academic qualifications from most countries can be uploaded, but there are a few exceptions. Please see the following links to find out if you can upload your academic documents:

[Bachelor's requirements for academic documents](#)

[Master's requirements for academic documents](#)

Essays and portfolios

If your university requires copies of essays from your previous university studies, or portfolios, these must be sent directly to them and not to University Admissions.

How should I prepare my documents?

It's very important to prepare your documents so that the files you submit can be read by admissions officers. See the following links for instructions and tips on how to prepare your documents before uploading:

[Uploading instructions](#)

You must scan your original documents - scans of copies cannot be accepted.

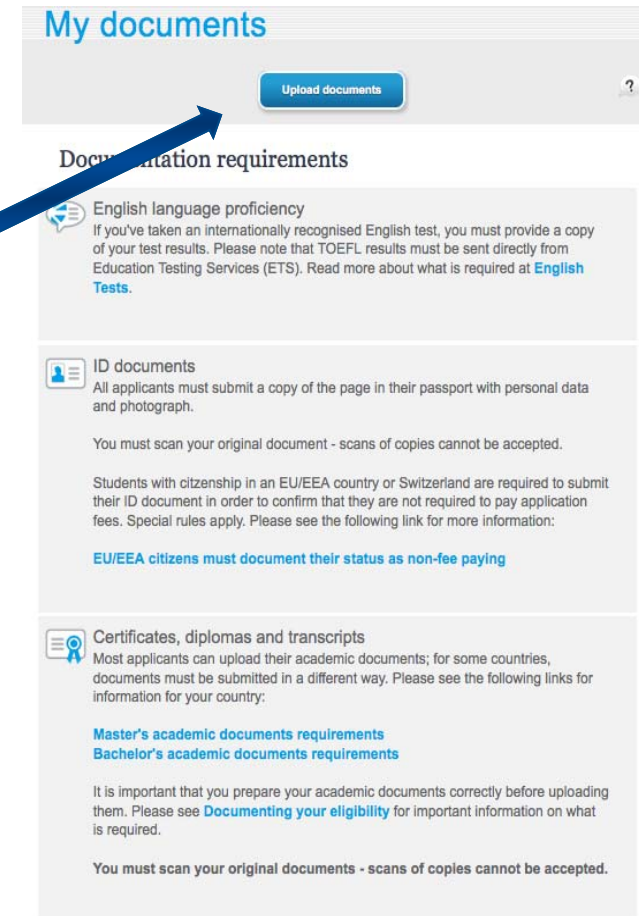
Only upload your documents ONCE

We only need one set of documents. Uploading extra copies, or sending in copies via regular post and then uploading them, **will delay the processing of your application.** We only need ONE set of documents. **Make sure they are correct and then provide them once.**

Close 

Online Application Step 11. Supporting documents (Continued.)

- You will now see “Documentation Requirements”
- Disregard from that information and press ”Upload Documents”



The screenshot shows a web interface titled "My documents" in blue. Below the title is a grey bar containing a blue button labeled "Upload documents" and a small question mark icon. Below this bar, the section "Documentation requirements" is displayed. It contains three main sections, each with an icon and a title: 1. "English language proficiency" with a speech bubble icon, stating that internationally recognised English test results must be provided, with a link to "English Tests". 2. "ID documents" with a person icon, stating that all applicants must submit a copy of their passport page with personal data and photograph, and that original documents must be scanned. It also mentions that EU/EEA citizens must document their status as non-fee paying, with a link. 3. "Certificates, diplomas and transcripts" with a diploma icon, stating that most applicants can upload their academic documents, but some countries require a different submission method, with links for "Master's academic documents requirements" and "Bachelor's academic documents requirements". It also states that original documents must be scanned. A large blue arrow points from the text "press 'Upload Documents'" in the list to the "Upload documents" button in the screenshot.

My documents

[Upload documents](#)

Documentation requirements

English language proficiency
If you've taken an internationally recognised English test, you must provide a copy of your test results. Please note that TOEFL results must be sent directly from Education Testing Services (ETS). Read more about what is required at [English Tests](#).

ID documents
All applicants must submit a copy of the page in their passport with personal data and photograph.

You must scan your original document - scans of copies cannot be accepted.

Students with citizenship in an EU/EEA country or Switzerland are required to submit their ID document in order to confirm that they are not required to pay application fees. Special rules apply. Please see the following link for more information:

[EU/EEA citizens must document their status as non-fee paying](#)

Certificates, diplomas and transcripts
Most applicants can upload their academic documents; for some countries, documents must be submitted in a different way. Please see the following links for information for your country:

[Master's academic documents requirements](#)
[Bachelor's academic documents requirements](#)

It is important that you prepare your academic documents correctly before uploading them. Please see [Documenting your eligibility](#) for important information on what is required.

You must scan your original documents - scans of copies cannot be accepted.

Online Application Step 12. Supporting documents (Continued)

Before uploading your documents, they must be prepared as follows:

- You must scan your original documents, not copies. If the document is in color, scan it in color.
- Be sure to scan ALL document pages, even those that just contain instructions or keys or other information that is not necessarily your grade information. It must be the complete document.
- All documents that are in the same category (for example transcripts and diploma copies) must be scanned into ONE file - do not make a separate file for each page. There are programs on the internet that can help you with this.
- Check your scan to see that everything on the original document can be read on the scan, including text, stamps, numbers, etc. If it can't be read when it's uploaded, it cannot be accepted.

We do not recommend that applicants take photos of their documents. The quality is not at a level where we can guarantee we can accept the document in that format.

- **Use short filenames (one word) and only containing letters from the English alphabet.** Also avoid spaces, numbers etc.
- All files must be in **PDF-format** to be accepted for uploading.

Important information about file sizes

- There are certain rules to follow regarding file sizes and how many uploads that are possible per day. The most important to remember is that each file can be a maximum of 10 MB and you can upload a maximum of 50 MB at a time. You'll receive an error message if you go over the maximum.

Remember that once you've uploaded your documents, you can't see them or delete them. You'll be provided with the name you've given the file, and the file name for reference.

Online Application Step 13. Supporting documents (continued)

You must submit:

1. Course Application Form
2. Scan of Official Transcript of records in English from all previous university studies. Must be in pdf format. If you cannot get an official copy, it must be certified (signed and stamped) by an appropriate representative of your home university.
3. Copy of passport (or Identity Card for European citizens) in pdf format
4. English Language Proficiency in pdf.
5. If applying for second cycle courses (master), you must also submit a copy of diploma or other proof that you fulfill the prerequisites for second cycle studies.

Download Course Application Form and Language Proficiency Report via the links that were sent to you in the e-mail with application instructions

Online Application Step 14. Upload your documents

- Upload a document by giving it a name, choose category and select the document
- Press “Add to the list for upload”
- Repeat for each document
- When finishes press “Continue”

Document name





Type of document
Please select a category...

Select file to upload
Bläddra... Ingen fil är vald.

Add to the list for upload

Select a unique, short description for your document that will help you remember what the file contains. You can only use the **English alphabet** in the name. Letters from other alphabets not found in the English alphabet cannot be accepted and will result in your document being rejected.

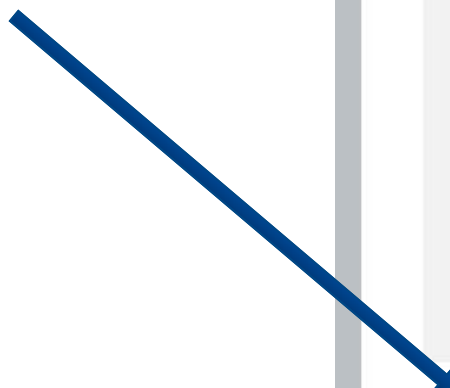
Files ready to upload (Total file size: 0.11MB)

| | |
|---|---|
|  Transcripts, Transcripts, TESTBETYG.pdf | ✕ |
|  Certificates and diplomas, Degree, TESTDEGREE.pdf | ✕ |
|  English language proficiency, LPR, TESTLPR.pdf | ✕ |
|  Other documents, Courses, TESTCourseApplication.pdf | ✕ |

Continue Cancel

Online Application Step 15. Upload your documents (continued)


- You will now be asked to confirm that you have selected the correct documents and that all information you have submitted is true and authentic etc.
- Check the information carefully and then tick the box “I hereby confirm...”





File upload


File uploader


Files ready to upload (Total file size: 0.11MB)

 Transcripts, Transcripts, TESTBETYG.pdf

 Certificates and diplomas, Degree, TESTDEGREE.pdf

 English language proficiency, LPR, TESTLPR.pdf

 Other documents, Courses, TESTCourseApplication.pdf

 **Important information regarding your documents**

Please be sure that you have added the correct files to be uploaded. In accordance with Swedish law, once a document has been submitted to University Admissions, either through regular mail or electronically, it cannot be deleted.

If you're unsure if your document is correct, do not upload it. If you've already uploaded a document, do not upload the same document again. If you've submitted a document via regular mail, do not upload a copy as well. **Uploading multiple copies of the same document will delay the processing of your admission application.**

Click the 'Back' button below if you wish to check or make changes to what documents you'll be uploading.

☐ I hereby certify that all information in my admissions application, and in support of my application, is true and authentic. I understand that submitting false information can be punishable by law. I authorise the Swedish Council for Higher Education to verify my qualifications with the issuing institution(s).

Back

Submit





Cancel


Online Application Step 16. Upload your documents (continued)

- Click submit

File upload

Files ready to upload (Total file size: 0.11MB)

| | |
|---|---|
|  | Transcripts, Transcript Test, TESTBETYG.pdf |
|  | English language proficiency, LPR, TESTLPR.pdf |
|  | Certificates and diplomas, Degree, TESTDEGREE.pdf |
|  | Other documents, Courses, TESTCourseApplication.pdf |

 **Important information regarding your documents**
Please be sure that you have added the correct files to be uploaded. In accordance with Swedish law, once a document has been submitted to University Admissions, either through regular mail or electronically, it cannot be deleted.

If you're unsure if your document is correct, do not upload it. If you've already uploaded a document, do not upload the same document again. If you've submitted a document via regular mail, do not upload a copy as well. **Uploading multiple copies of the same document will delay the processing of your admission application.**

Click the 'Back' button below if you wish to check or make changes to what documents you'll be uploading.

☒ I hereby certify that all information in my admissions application, and in support of my application, is true and authentic. I understand that submitting false information can be punishable by law. I authorize the Swedish Council for Higher Education to verify my qualifications with the issuing institution(s).

Back

Submit

Cancel

Online Application Step 17. Confirmation of uploaded documents

- You will now see a confirmation of which documents you have submitted, divided under different categories.
- You cannot open or access the documents, only see the the names and filenames.

Documentation requirements



English language proficiency

If you've taken an internationally recognised English test, you must provide a copy of your test results. Please note that TOEFL results must be sent directly from Education Testing Services (ETS). Read more about what is required at [English Tests](#).

Uploaded documents:

LPR, English language proficiency, Sept. 23, 2015, TESTLPR.pdf



ID documents

All applicants must submit a copy of the page in their passport with personal data and photograph.

You must scan your original document - scans of copies cannot be accepted.

Students with citizenship in an EU/EEA country or Switzerland are required to submit their ID document in order to confirm that they are not required to pay application fees. Special rules apply. Please see the following link for more information:

[EU/EEA citizens must document their status as non-fee paying](#)



Certificates, diplomas and transcripts

Most applicants can upload their academic documents; for some countries, documents must be submitted in a different way. Please see the following links for information for your country:

[Master's academic documents requirements](#)

[Bachelor's academic documents requirements](#)

It is important that you prepare your academic documents correctly before uploading them. Please see [Documenting your eligibility](#) for important information on what is required.

You must scan your original documents - scans of copies cannot be accepted.

Uploaded documents:

Transcripts, Transcripts, Sept. 23, 2015, TESTBETYG.pdf

Degree, Certificates and diplomas, Sept. 23, 2015, TESTDEGREE.pdf



Other documents

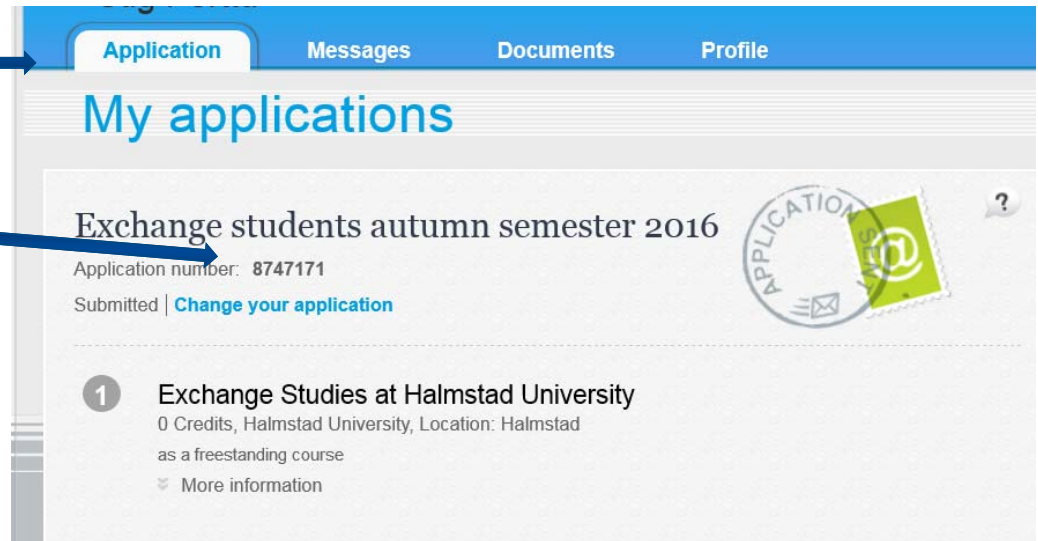
Applicants may be required to submit additional documents, such as essay summaries or letters of intent. Only upload these documents if the university you're applying to has asked you to do so. Full essays and portfolios must be sent directly to the university requesting them.

Uploaded documents:

Courses, Other documents, Sept. 23, 2015, TESTCourseApplication.pdf

Online Application Step 18. Send e-mail to servicecenter@hh.se

- You have now completed all steps of the application on universityadmissions.se
- Click on “Application”
- Write down your application number
- Send an e-mail with your name and application number to servicecenter@hh.se in order to notify us that your application is ready. This way we know that you do not intend to add any further documents and will review your application.



Online Application Step 19. Your application is submitted! What happens next?

- You can log into your account any time:
<https://www.universityadmissions.se/intl/triggerlogin?triggerloginurl=/intl/mypages>
- When your application is reviewed, it will appear on your account if you fulfill the prerequisites of each course or not. Please note that this is not a decision of admission as the allocation of seats among eligible applicants is done at a later stage.
- The notification of selection results (admission letters) are ready **in the end of May**. We will notify you when it's ready and you can download it from your account. Please note that you are required to be admitted to a full study load in order to be admitted to Linnaeus University.

Your application is submitted!

Please contact us should you have any questions!

International Office, Halmstad University

servicecenter@hh.se