

## **Application process Halmstad University -Incoming exchange students 2016/2017**

For incoming exchange students applying for Fall 2016 there will be changes in the application process. All exchange students need to make **two** different online applications in two systems. They need to apply to our local application system, Moveon, but also our national system at [universityadmissions.se](http://universityadmissions.se). The processes are similar and below you will find a summary of the steps. Attached you will find a more detailed information regarding the application process to our national system as well as course selection.

### **Step 1**

#### **Preparation – planning your studies**

All incoming exchange students should apply online through our local system Moveon. At this stage the student should be ready to select courses online as well as have all required documents ready to be uploaded. There is no need in sending in any originals! The coordinator at the home institution need to sign the Confirmation of Nomination since it needs to be uploaded online. Incoming students are allowed to take maximum 30 ECTS credits. Students should preferably apply for 6 courses in order of preference. Please make sure that you are applying for courses during the Fall. Students who are going to stay in Halmstad for one year should apply for 60 ECTS. Please note that if you intend to study Swedish or English during your semester abroad you need to apply for this from the start. Please read the information regarding course selection carefully since it is very difficult to change courses at a later stage. Discuss your course selection with your home institutions and have them approved.

### **Step 2**

#### **Online application - Local system, Moveon**

In order to apply online you need to create an account in Moveon. Fill out the application and select courses. In the online application the following documents should be uploaded in pdf-format:

- Transcript of Records
- Confirmation of Nomination (signed by the home institution)
- English proficiency if available
- Identification documentation

Once you have finalized your application you will receive a confirmation e-mail that your application has been received. You will shortly receive further information regarding how to apply through our national system [universityadmissions.se](http://universityadmissions.se).

### Step 3

#### Online application, national system – universityadmissions.se

Go to this link:

<https://www.universityadmissions.se/intl/user/create?hasPersonalId=false>

- create your account
- You will receive a confirmation e-mail when your account is successfully created.
- Activate application
- Selection - choose Exchange - Submit
- Confirmation of selection
- Submit Supporting Documents – upload required documents (pdf-format)
- Confirmation of uploaded documents
- Once you have completed the application please send an e-mail to [servicecenter@hh.se](mailto:servicecenter@hh.se)

The application process is now completed and through your account in universityadmissions.se you will receive your admission letter – Notification of Results. This letter is the official acceptance letter and you will be able to use this if you need to apply for a VISA. Further information regarding introductions meeting and accommodation will be sent by e-mail to all admitted students.