

Course application guide

– for exchange studies at Mid Sweden University



Important Dates

Application deadlines

Autumn term: 15 April

Spring term: 15 October

Notification of Selection results

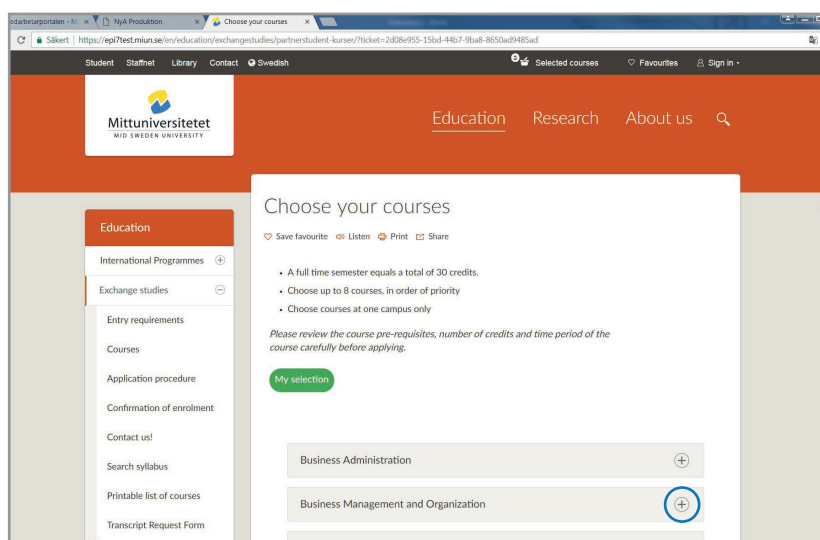
Autumn term: May

Spring term: November

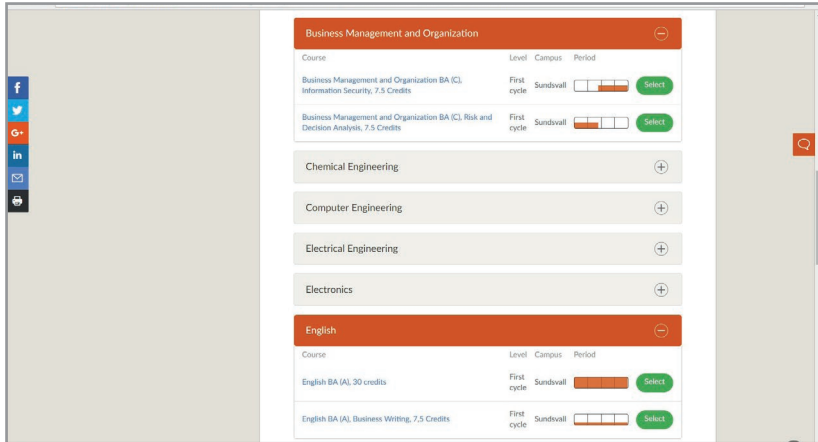


Course application guide for exchange studies at Mid Sweden University

Once your exchange nomination is accepted by Mid Sweden University, you will be sent an email welcoming you to submit your exchange application. The email contains a personalized link directing you to the page below.



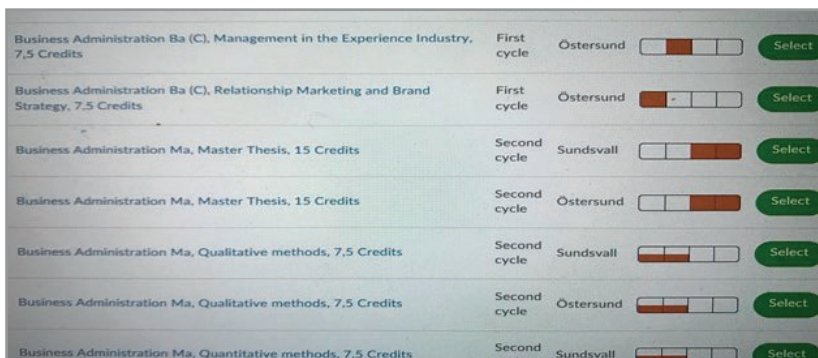
To see the available courses in your field(s) of studies, click the + sign to expand.



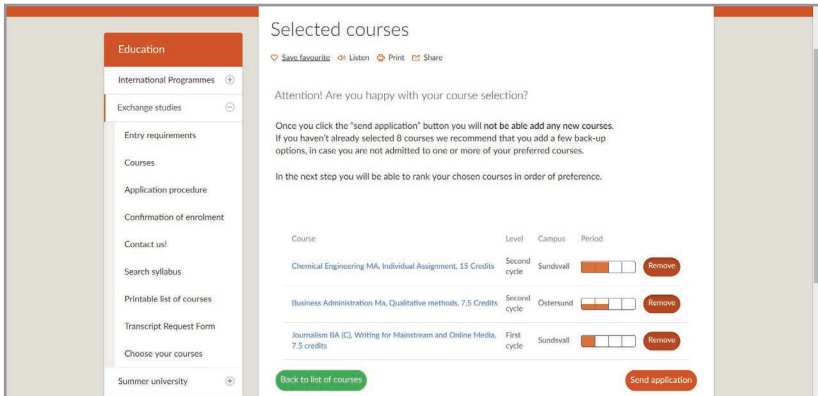
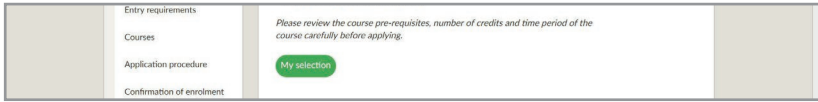
Important to consider when choosing courses:

Review courses and pre-requisites in the course catalog at www.miu.se courses before choosing courses.

Study Period: When choosing courses, please note the time period the course is given and the study pace, to avoid schedule clashes. Our semester is divided into four periods of 5 weeks each (illustrated by the four boxes). Full time courses are usually taken one after the other (consecutive scheduling) or, if the courses are part time, two courses may be taken during the same time period (parallel scheduling).

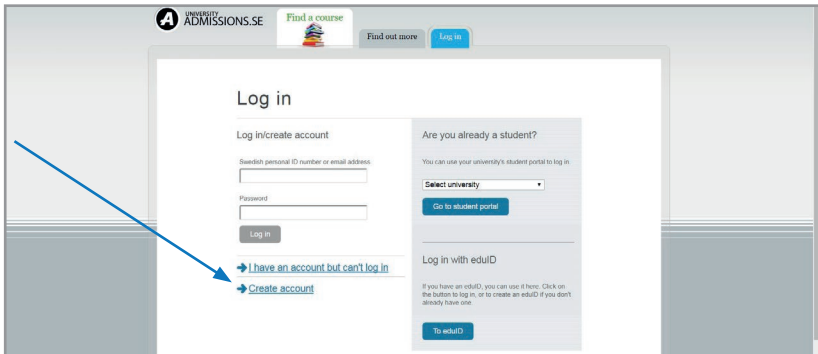


You can see an overview of your selected courses by clicking “My Selection”.

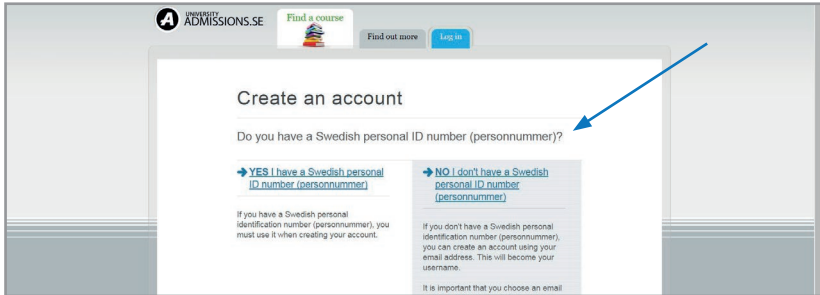


Please note the errors in the image above. In this example, the student has chosen three courses, across two campuses, with a study pace of 250% in the first period. This course selection would not be approved.

Once you click **Send Application** you will be redirected to the page below at Universityadmissions.se:

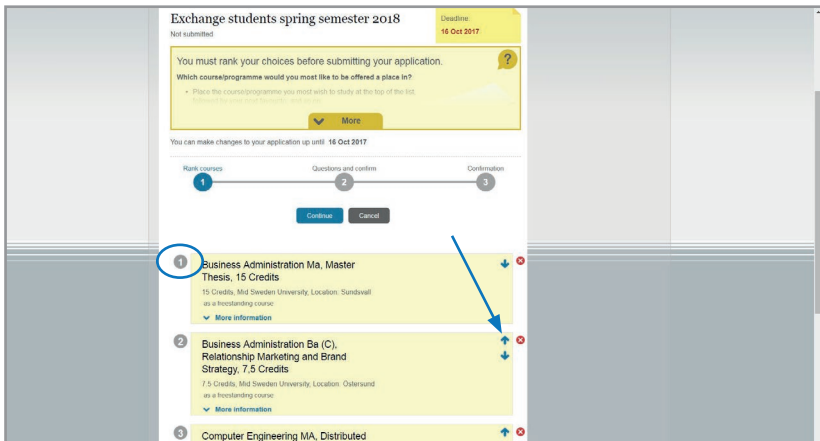


At Universityadmissions you will be required to create an account. It is important that you register using an email account that you check regularly, so you don't miss any important information. Once you are registered and the application is complete, you will be able to see and follow your application on "My pages".



Rank Courses:

The way you rank your courses can affect your admission. Rank your courses in order of preference using the arrows on the right. Here you can also remove any courses you no longer want to apply for. You are not able to add course at this stage. If you have any problems with your application at this stage, contact internationaloffice@miun.se.



Please note: The page below is a general information page that all applicants see, both degree programme applicants and exchange student applicants. *The information specific to degree programmes on this page does not apply to exchange student applicants and can be disregarded.*

Exchange students spring semester 2018 Deadline: 16 Oct 2017

Not submitted

You must rank your choices before submitting your application.

Which course/programme would you most like to be offered a place in?

- 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.

The order you select is very 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.

There are a maximum number of courses and programmes you can 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 application period.
- Please note you can 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.**

Your application information is saved
Your profile information and submitted qualifications are saved in the admissions system. This makes it easier for you to apply again at a later date.

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

[Minimize](#)

You can make changes to your application up until **16 Oct 2017**

Rank courses Questions and confirm Confirmation

The below page is the final view of your application, before submitting it. Please review your course ranking one last time, and then hit "submit."

ADMISSIONS.SE Avsluta Loggen Logg ut

Find a course Find out more My pages

Application Messages Profile

Confirm

Rank courses Questions and confirm Confirmation

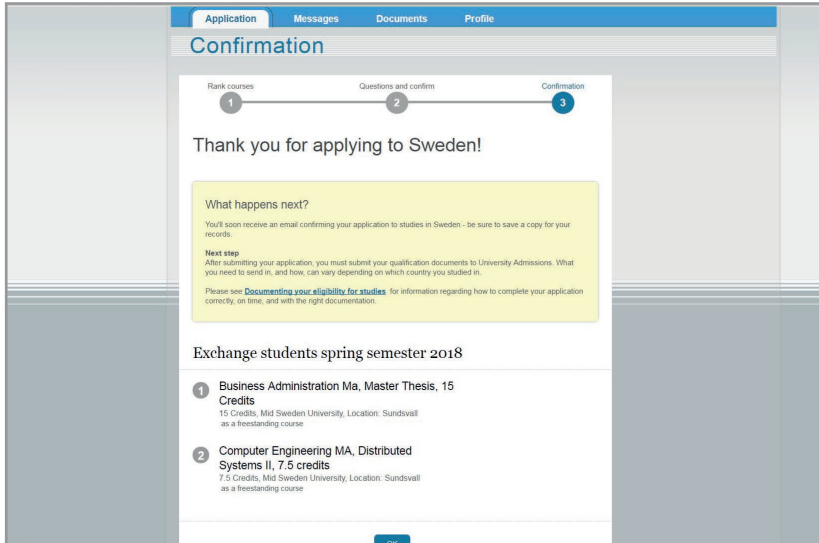
1 2 3

Exchange students spring semester 2018

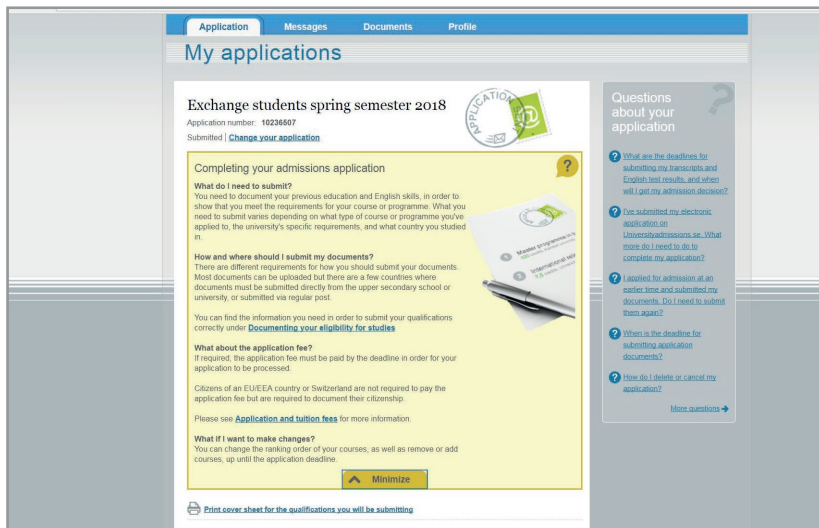
Review your application before submitting

- Business Administration MA, Master Thesis, 15 Credits**
15 Credits, Mid Sweden University, Location: Sundsvall as a freestanding course
- Computer Engineering MA, Distributed Systems II, 7.5 credits**
7.5 Credits, Mid Sweden University, Location: Sundsvall as a freestanding course

[Submit](#) [Back](#)



The above is the confirmation you will see after your application is submitted successfully. Please press OK to continue to upload your supporting documents and complete your application.



Document uploading instructions

Required documents to upload:

- Transcript of records of all previous university studies, translated into English
- List of current semester's courses (if they are not included in the transcript)
- Copy of passport/ID

English language test results is not required for partner students nominated for exchange studies.

Preparing your documents

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

- Please scan your original documents (not copies). If the document is in colour, please scan it in colour.
- All files must be in PDF-format.
- Scan all document pages that contain text/writing, even those with just instructions, keys or other information that is not necessarily your grade information.
- Scan documents that are in the same category (for example transcripts and diploma copies) into ONE file - do not make a separate file for each page.
- Check your scan to ensure that everything on the original document is readable, including text, stamps, numbers, etc.
- If you can't get a clearly legible scan, we suggest you submit your documents via regular mail to the International Relations Office instead. Please contact us in this case. We do not recommend that applicants take photos of their documents, as we cannot guarantee that we can accept the document in that format.

Uploading your prepared files

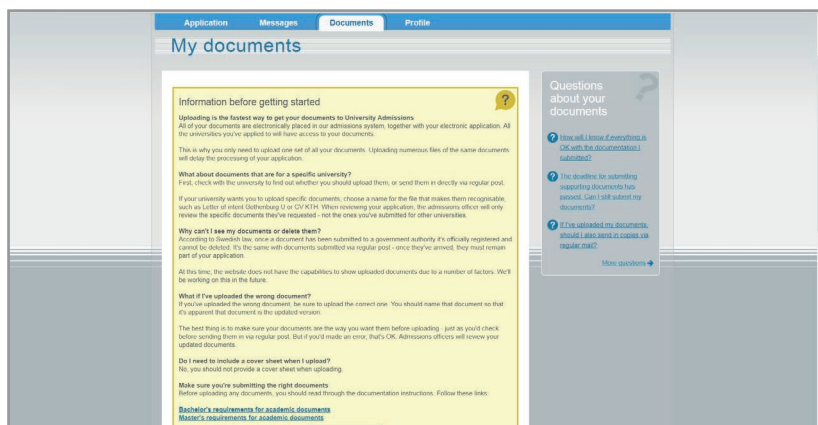
Once your documents are scanned them into PDF files, it's time to use the uploading function on Universityadmissions.se:

- Log in to your account and go to the Documents tab.
- Follow the instructions and upload your documents.
- **Tip:** Give your files names that remind you of the contents.
- **Tip:** Remember that once your documents are uploaded, 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.

Special instructions for Apple users (Mac/iPhone/iPad)

There may be problems with uploading your documents if you are using Apple products. Please follow these instructions to help the admissions system recognize your documents:

- Do not use the embedded pdf-viewer in Safari or Mac OS. Create the document directly in Adobe Acrobat or an equivalent pdf program.
- When creating the document as a pdf, choose 'Print' instead of 'Save as'. Selecting 'Print' and then as a pdf document will save it so it can be recognized in the admissions system.



Additional information and FAQ about uploaded documents is available in the **Documents** tab.

Any messages from Universityadmissions will be available in the **Messages** tab.

In the **Application** tab you can view your submitted course application. This is also where you will access your letter of admission and download it as a pdf.

Notification of Selection/Letter of Admission

You can access your letter of admission and download it as a pdf in the **Application** tab during May for autumn semester and during November for spring semester studies. Please note that this is your official letter of admission. No admission letter will be sent via mail or email, unless needed for visa application purposes.



Contact Us

International Relations Office
internationaloffice@miun.se
miun.se/en

