Manual to the application form for incoming exchange students to the Faculty of Science and Engineering at Linköping University

Before starting the application form

The web link to the application form is planned to go public on the 1st of March 2017 and deadline for sending applications for the autumn semester or AY 2017/18 is the 15th of April. The application is submitted through the online mobility system called MoveOn which we use to administer incoming exchange students. The web link to our application form will be available from our “Application Process” homepage indicated further below.

Before you can start working with the application form there are some issue that you need to consider and prepare in advance:

Have you been officially nominated by your home university?
You have to ensure that you have been officially nominated for exchange studies at the Faculty of Science and Engineering (formerly the Institute of Technology) for this relevant semester or academic year, otherwise your application will not be accepted. Your home university should send this nomination to us by email in advance, and you should add a copy of this nomination to your application. To become an exchange student there needs to be a valid student exchange agreement between our faculty and your university/school/faculty. We are not able to accept any applications from so called free-moving students.

Have you prepared your tentative study plan already?
In the application you need to choose the courses you want to study at the Faculty of Science and Engineering at Linköping University. You should have already prepared your tentative study plan (i.e., decided which courses you wish to take at LiU where the prerequisites have been met) when commencing this application. When preparing your tentative study plan it is very important that you have read through and understood our system of selecting courses and preparing a workable timetable. You will find all necessary information about this via the web links below:


Please note that the homepage of LiU changed in February 2017 and the information is currently being updated. Please follow the link to the old pages until the new pages have been fully updated.

In order to be admitted to a course you need to meet the specified requirements for each specific course, and this should be shown in the Transcript of Records you attach to the application. You can study these requirements in the section called “Prerequisites” in the course syllabuses. The course catalogue for the autumn semester 2017 will be published during February. Until then you can prepare your study plan and select courses based on the old course catalogue. You will be able to review the course syllabuses when clicking on the name of the course/s you are interested in.
From the course catalogue you will get an overview of the courses offered, on which level they are given, in which timetable module/block they will be organized, how many credits they amount to and at which campus. You need to ensure that you can show in your attached Transcript of Records and/or other supporting documents that you meet the prerequisites. Otherwise you will not be admitted to the concerned course/s. Please note that advanced level courses usually requires a Bachelor’s degree and/or three years of studies within the subject/area.

When preparing your tentative study plan you have to ensure that there are no collisions in your timetable, meaning that the courses taken in each study period must not be given in the same timetable module (also called blocks). At the Faculty of Science and Engineering each semester is divided into two specific study periods. Ht is an abbreviation of the Swedish word “Hösttermin” meaning autumn semester. So for the autumn semester they are called Ht1 and Ht2. For the spring the study periods are called Vt1 and Vt2. Vt is an abbreviation of the Swedish word “Vårtermin” which means the spring semester.

In the same study period (Ht1 or Ht2) you should only choose courses offered at one campus, i.e., Linköping or Norrköping. Full-time studies amounts to 30 ECTS per semester and this is what you should aim for. Students who have to apply for a residence permit (normally coming from outside the EU/Erasmus framework) must apply and be admitted to courses amounting to at least 30 credits as this is a requirement from the Swedish Migration Agency. In your application form you should not put courses from other faculties. These can earliest be arranged after arrival to LiU, but in practice is often not possible due to scheduling conflicts between the courses.

Did you gather and scan all your Transcripts of Records, etc., in 1 single document?

When you are starting the application you need to have already gathered and scanned into one single documents (as a PDF file) all your Transcript of Records, (courses including marks you have taken), degree certificates and other supporting documents that may make you eligible for the courses you have selected. You should also attach the nomination letter/copy of email from coordinator at home university confirming you are an official nomination. The transcripts needs to show all courses you have studied at university level. The maximum size of the document you will be able to upload is 5 MB. Please ensure that the documents are not in “read-only” format as this otherwise may cause technical complications when your application file is being generated in the MoveOn system.

Have you registered in the portal?

Before starting your application you need to register in the portal that our home page will direct you to once it has gone public. You need to state a current email address and create a password.
Steps during the application
The following section guides you through the application form to clarify the various steps in order to avoid mistakes or misunderstandings.

Information
The first page of the application provides information on how to select courses, practical issues, clarification about uploading documents and technical requirements. Please read through this information carefully. The section about practical information clarifies that all sections of the application must be completed and marked by a green checkmark, otherwise it will not be possible to submit the application. Mandatory fields are marked by a red star and these must be filled in, otherwise it will not be possible to complete the section. Sometimes you may see a yellow “!” sign next to a field. It specifies more clearly what kind of information we are looking for from your side.

Personal information
Please fill in the information about your personal data correctly in the fields. If possible, write the email address you have from your home university to avoid that mails from LiU end up in your spam box. This is the email address we will be using to contact you during the processing of your application.
Educational Background

On this page you should provide an overview of your educational background so we can correctly assess if you are eligible for the courses you want to take at LiU. Please fill in the fields about the relevant faculty/school/department at your home university, the degree programme/field of study you are studying, and level. It is also important for us to know the actual numbers of semesters you have taken, both from your current home university but also from eventual previous study time at other universities/schools that may be relevant for us when assessing if you meet the prerequisites of the courses you have selected in your application.

Please specify the total number of semesters you have taken and if necessary add a clarification. For example: if the student Barry Futter has studied mechanical engineering at the University of Edinburg for 3 years and have 1 year of studies in traditional aircraft design from the University of Wales, he could write: “6 sem Uni Edinburgh + 2 sem Uni Wales.” You also have to specify the courses you are taking this ongoing semester and the total number of accumulated credits from all previous academic studies.

Home University

This section deals with more specific details concerning the exchange period. In the field called “exchange programme” all students coming within an Erasmus student exchange agreement should choose “Erasmus Studies”. For most other students coming from other countries around the world, you should select “bilateral studies.” If you are coming to LiU within another student exchange framework available in the list, then pick the one which is suitable for you.
If you are coming from a country belonging to the Erasmus Programme to study for a **Double Degree** you can either choose Erasmus Studies or Double Degree as exchange programme. They will both direct you to the relevant stay opportunity further down. If you are coming from a country outside the Erasmus programme to pursue a double degree then you should select Double Degree as your exchange programme.

You also need to specify your home country and home university. In the field called “Stay Opportunity” please state within which agreement/subject area the planned mobility is expected to take place in. If there are different options available for your university please consult with the coordinator at your home university to know which option is the correct one for you. Sometimes this information is given in the official nomination letter from your home university.

**Preliminary Study Plan**
When coming to this section which may be the most important one in the application form you must first have prepared your tentative study plan. When preparing you should consider the aspects we have mentioned before concerning prerequisites, a collision-free timetable, and courses offered at different campuses, etc. When selecting your courses in the application form it is very important that you start selecting courses in **Ht1** and then proceed to **Ht2**.

For each study period start with the earliest timetable module/block in your tentative study plan. This means you should start selecting courses for **Ht1** in block/s 1→4, and then continue with courses for **Ht2** in block/s 1→4. If you mix study periods and/or time table modules the processing time of your application will be much longer.

Pay special attention to eventual courses that are given during more than 1 block in the same study period (e.g., **Ht1**: bl 1 + bl 2 + bl 3) and courses that are running during the whole semester but may be given in different blocks in each study period (e.g., **Ht1**, bl:1, **Ht2**: bl 4). You will be able to easily recognize these courses as there is (*') symbol next to their name. Please review the remark carefully which is provided when you have made a course selection. For students that come to LiU for exchange studies during the whole academic year please note that course selections for the spring semester of 2018 will be arranged during the autumn.

**Visa and Residence Permit**
On this page you have to specify if you require a visa or residence permit in order to come to Sweden to pursue your studies. If you are unsure about which rules apply to you please contact the Swedish embassy located in your country or review the information given by the Swedish Migration Agency.

If you need to apply for a visa or residence permit you should submit your application for this as soon as possible after you have been admitted and received your Letter of Admission.
Accommodation
This section is about accommodation and you have to tick if you need to apply for accommodation through the university. Please remember that the university is not able to guarantee accommodation for all exchange students and you need to be proactive in finding a good solution.

The housing market is currently quite difficult in Sweden which is something you should be aware of when applying for studies in Sweden. It is very common that students have to find a temporary solution of some kind before hopefully finding a more sustainable solution. We have especially many incoming students coming to the autumn semester compared to the spring semester.

Please see further information and tips on the housing sites in the LiU site.

Contact details
Please fill in a current home address as well as the contact details for at least one emergency contact. When you write your phone number, please remember to also to specify the national calling code, e.g., for Germany 0049 and Taiwan 00886.

Uploading documents
When you start filling in the application form you need to have already gathered and scanned into one single document (as a PDF file) all your Transcript of Records, (courses including marks you have taken), degree certificates and other supporting documents that may make you eligible for the courses you have selected. The transcripts needs to show all courses you have studied at university level. Please ensure that the documents are not in “read-only” format.

You also have to verify that you have actually done this. There should be no transcripts missing when we are assessing your educational background to see if you meet the prerequisites for the courses you have applied for.

Disclaimers
On this page you have to certify, approve and confirm various issues which are all mandatory in order for you to complete the application. Please study these disclaimers carefully as you are personally responsible for your application and the information which has been provided. Any discrepancies which are discovered during or after the application process may result in your application/enrolment being cancelled.

Submit Application
When you have completed all the various sections of the application and the green checkmarks appear in the menu on the left, then you will be able to submit it. Please know that no more changes will be possible after submitting the application. You will receive an automatically generated confirmation mail to acknowledge that we have received your application. If you do not receive this mail then please contact us by email and we will check to ensure that we have received your application.
After submitting the application

After you have submitted your application the processing from our side will start. Applications coming from a country not belonging to the EU or the Erasmus framework will be prioritized as these students require more time to apply for visa or a residence permit. We will check that your proposed study plan is workable, meaning that you fulfill all the required prerequisites for all courses you have applied for, that there are no collisions between different blocks in the timetable, that you have chosen courses offered at the same campus in the same study period, etc. If there are any problems or concerns about your application or tentative study plan we will contact you by email to discuss the matter.

If everything is ok and you are admitted as an exchange student, then you can expect to receive your Letter of Admission (LoA) within 10 weeks after application submission deadline. If you require a visa or residence permit to come to Sweden please start applying for this as soon as possible after you have received your LoA. Admitted exchange students should arrive in Linköping/Norrköping in time for the compulsory orientation programme or at the latest for the start of your courses.

If you have questions regarding practical arrangements, please contact the International Office at intco@liu.se. For questions about accommodation please turn to housing@liu.se.

For other questions concerning exchange studies at the Faculty of Science and Engineering please contact us at incoming@lith.liu.se.

Good luck and warmly welcome to Linköping University!