

Course application guide for exchange studies at Mid Sweden University

Sweden has a unique coordinated admissions system. This means that you will select courses from Mid Sweden University's website but your full application will be managed through a national website: www.universityadmission.se. Please read the complete guide before proceeding with your application.

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Step 1: Create user account at University Admissions

Please go to <http://www.universityadmissions.se> to create a user account. It is important that you register an email account that you check regularly, to ensure that you do not 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”

- Choose the tab “Log in”
- Click “Create account”
- Click “NO I don’t have a Swedish personal ID number (personnummer)” and follow the instructions.

Log in

Log in/create account

Swedish personal ID or email address

Password

Log in

→ [I have an account but can't log in](#)

→ [Create account](#)

Are you already a student?

You can use your university's student portal to log in.

Select university
University ▼

To Student Portal

Log in with eduID

If you have an eduID, you can use it here. Click on the button to log in, or to create an eduID if you don't already have one.

To eduID

Step 2: Use the application link to select courses

Once your exchange nomination is accepted by Mid Sweden University, you will receive an email welcoming you to submit your exchange application. This email contains a personal application link directing you to the page below:

Choose your courses

♡ Save 🔊 Listen

- A full time semester equals a total of 30 credits
- Choose up to 8 courses, in order of study period and study pace in your field of subject
- Choose courses at one campus only

Please review the course pre-requisites, number of credits and time period of the course carefully before applying.

[My selection](#)

Business Administration

Course	Level	Campus	Period
Business Administration Ba (C), International Marketing, 7,5 Credits	First cycle	Östersund	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Business Administration Ba (C), Bachelor Thesis, 15 Credits	First cycle	Östersund	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Business Administration BA (C), Business Relations, 15 credits	First cycle	Sundsvall	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Business Administration BA (C), Business Research, 7,5 credits	First cycle	Sundsvall	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
Business Administration BA (C), Change Management, 7,5 Credits	First cycle	Sundsvall	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Business Administration Ba (C), Management and Organizational Culture, 7,5 Credits	First cycle	Östersund	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Important to consider when choosing courses:

Course load: Full-time studies at Mid Sweden University is 30 credits (30 ECTS) per semester. You may enroll in courses of a total of 30 credits during one semester. The exception is the Swedish Language course, which you may enroll in on top of a full course load since this course is pre-university level.

Study period: When choosing courses, please note which **period** the course is given and the **study pace**, to avoid schedule clashes. Our semester is divided into four periods of 5 weeks each. You should aim to have a study pace of 100% for the whole semester. Full-time courses are usually taken one after the other (consecutive scheduling) alternately, if the courses are part time, two courses may be taken during the same period (parallel scheduling).

Study pace: Courses are given at different study pace. Full-time studies (100 %) equals approximately 40 hours a week. Some courses are given at half time (50 %) or part-time (25 %), which means that the work load is approximately 20 hours and 10 hours per week. Therefore, half-time and part-time courses run for a longer period than a full-time course.

Step 3: Selected courses

Click “**My selection**” to get an overview of your chosen courses. Please double check that you have a suitable course combination in terms of study pace, study period and campus location.

When you are satisfied with your course selection, click “**Apply**”. Once you do this, you will be redirected to [University Admissions](#) and you will not be able to go back and add any more courses to your course selection. If you haven’t created an account yet on University Admissions, it’s time to do so now (see step 1).

Important: Make sure that you use the same e-mail address as these instructions were sent to. We will communicate with you through this email address during the application process.

Selected courses

♡ Save 🔊 Listen

Attention! Are you happy with your course selection?

Once you click the “send application” button you will **not be able add any new courses**. If you haven’t already selected 8 courses we recommend that you add a few back-up options, in case you are not admitted to one or more of your preferred courses.

In the next step you will be able to rank your chosen courses in order of preference.

Courses

Course	Level	Campus	Period	
Business Administration Ba (C), Management and Organizational Culture, 7,5 Credits	First cycle	Östersund	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Select
Business Administration Ba (C), International Marketing, 7,5 Credits	First cycle	Östersund	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Select
Business Administration Ba (C), Bachelor Thesis, 15 Credits	First cycle	Östersund	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	Select

[Back to list of courses](#) [Apply](#)

Step 4: Log in to your University Admissions account

- Log in to your University Admissions account (see step 1)

Log in

Log in/create account

Swedish personal ID or email address

Password

[Log in](#)

➔ [I have an account but can't log in](#)

➔ [Create account](#)

Are you already a student?

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[To Student Portal](#)

Log in with eduID

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[To eduID](#)

Step 6: Review & submit course selection

You will have one final chance to review your course selection before you submit it.

- You will receive the below confirmation once your course selection is submitted successfully.
- Please press OK to continue to upload your supporting documents and complete your application.
- In the Application tab you can view your submitted course application. This is also where you will access your letter of admission (Notification of Selection Results) You may download it as a pdf. Please note that your letter of admission will **not** be emailed or posted to you.

Confirmation

Rank courses 1 — Questions and confirm 2 — Confirmation 3

Thank you for applying to Sweden!

What happens next?

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

Next step - documents
After submitting your application, you must submit your education documents to University Admissions. What you need to send in, and how, can vary depending on which country you studied in.

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

Exchange students autumn semester 2020

- 1 Business Administration BA (C), International Marketing**
7.5 Credits, Mid Sweden University, Location: Östersund as a freestanding course
- 2 Business Administration BA (C), Bachelor Thesis**
15 Credits, Mid Sweden University, Location: Östersund as a freestanding course
- 3 Business Administration Ba (C), Business Relations**
15 Credits, Mid Sweden University, Location: Sundsvall as a freestanding course

Step 7: Upload supporting documentation

Upload your documents under the documents tab on University Admissions after you have submitted your course selection. Please upload the documents listed below:

1. **Transcript of records** of all previous university studies (this includes transcript from bachelor studies if you are a masters student). Please ensure the transcripts have been translated into English (exception can be made for the following languages; Norwegian, Danish, French and German.)
2. **A copy of your passport or photo ID**
3. **Study Information Sheet:** Name the courses that you are going to complete at your home University **before** you arrive at Mid Sweden University on the Study Information Sheet (this document is included in the nomination email). We need to know all the courses that does not yet appear on your transcript. **Include course name and credits.**

Please note that English language test results are not required for partner students nominated for exchange studies.

Preparing your documents:

It's important that you prepare your documents correctly - and that you have the right documents before you begin uploading. Please prepare them 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**.
- Remember to include all pages of documents that contain any type of text/writing, even if it is on a back page.
- Scan documents that are in the same category (i.e. 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 legible, including text, stamps, numbers, etc.

Uploading your prepared files

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

- Go to the documents tab.
- Follow the instructions and upload your documents accordingly.
- **Tip:** We recommend that you name the PDF files to reflect its content.
- Remember that once your documents are uploaded, **you can't see them or delete them**. You will be provided with the name you have given the file, and the file name for reference.

Last day to apply and upload your documents is 16 October

Your application is complete when you have submitted your application and uploaded **all** of the requested supporting documents (see step 7) to your account on universityadmissions.se.

Assessment of your application:

We will now process your application. If you do not meet the course requirements or if any documentation is missing, we will contact you. It is therefore important that you check the e-mail address that you used when you created your account on a regular basis.

Follow your application status:

You can follow the status of your application on your account at: www.universityadmissions.se

Step 8: General information

Timeline for applications for autumn semester 2021 exchange:

Application deadline	15 October
Notification of admission	10 November
Introduction days	14 - 15 January
Spring semester dates	18 January - 6 June

Notification of Selection Results/Letter of Admission

You will receive an e-mail notifying you that your Notification of Selection Results (admission letter) has been published (from May for autumn semester and from November for spring semester studies). It is available on your account on University Admissions. You may access your Notification of Selection Results and download it as a PDF in the **Application** tab. **Please note that this is your official letter of admission.** No admission letter will be sent via mail or email.

Contact us:

Please note that once you have submitted your online application it is no longer possible to make any changes. Should you have any queries concerning your online application, please contact International Relations Office.

International Relations Office

incomingstudents@miun.se

We look forward to receiving your application!