

## Application Instructions for Outgoing Exchange Students through the Department of Political Science Spring 2020

Read through the following information in this document **carefully** before filling in the online application.

### Application deadline:

- **10 September 2019** – Second application for Spring Semester 2020 – only vacant places.

### Check the vacancy list for the current application period on:

(Swedish)

<http://www.statsvet.su.se/utbildning/studier-utomlands/erasmus/ans%C3%B6kan>

(English)

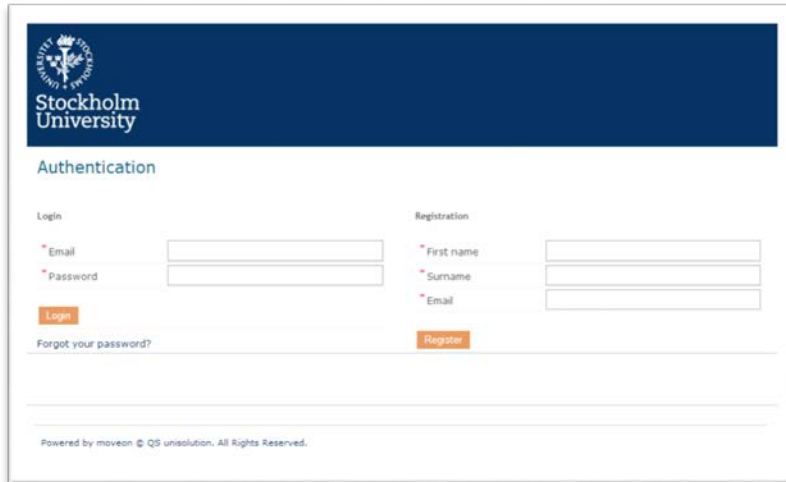
<http://www.statsvet.su.se/english/education/exchange-studies/outgoing-students/erasmus/application>

### Step 1. Login to the online application portal

- Please note that the online application has been optimized to work with Microsoft Internet Explorer version 8 or higher, Firefox 5 or higher. We cannot guarantee that it will function correctly with other browsers.
- Access the online application through the following link:

<https://su.moveon4.de/form/5d529d2958753111238b4567/eng>

- In the right hand column, type your first name, surname and e-mail address and the characters in the picture that will show up after you have filled out the boxes. Click “Register”.



- A confirmation e-mail will be sent to the address you registered. Please click on the link in order to activate your account. (Check your junk mail if no e-mail has been delivered to your inbox.)
- Type your e-mail address and create a password. Please note that you need to create a password containing at least 8 characters including at least one digit, one letter and one special character (e.g. #&%/).
- Log in with your e-mail address and password. Type the characters shown in the picture that will show up. Click “Login”.

## Step 2. Start Application

- Read the information under “Welcome to the online application for outgoing students!” and click “Next”.

## Step 3. Personal Information

- Enter your personal information.
- ID Number: fill in your id-number (for international students: T-number in the following format YYMMDD-TXXX).
- Uploading a picture (jpg format) and enter your emergency contact.

Mark page as complete at the bottom when everything has been entered correctly. Click “Next”.

## Step 4. Educational Background

- Enter your educational background
- Department: “Department of Political Science”



- Current study programme or single study courses: state your programme of study (e.g. Pol.kand-programmet) or enter "free standing courses".
- Number of higher education study semesters prior to study abroad: add the total number (including the current semester).
- Level: choose "first cycle/Bachelor" (kandidatnivå) or "Second cycle/Master" (master).

Mark page as complete at the bottom when everything has been entered correctly. Click "Next".

### Step 5. Language Proficiency

- Look at the list with available exchange places to see if the university you're applying to requires any proof of your English (TOEFL) or other language proficiency.

### Step 6. List of Exchange Places

- Fill out the information under List of Exchange Places.
- Duration in semesters: Choose number of wanted semesters. If you are applying to studies during the spring semester only, you can only choose "1".
- Framework: You can only choose among these 2 agreements, when applying for an exchange through the Department of Political Science:
  - Erasmus exchange studies
  - Nordplus

Note: choose the right framework, otherwise we will not be able to see your application.

- Country: Select country of preferred stay.
- Institution: **Make sure to choose a university that has slots available and has been advertised in the current announcement.**
- Stay opportunity: choose the option which includes "Department of Political Science".
- **A maximum of five universities can be chosen in the application.** If you want to add a university, click on "+ priority" and add the information as above. If you want to delete an inserted university, click on "X". You will not increase your chances of getting a nomination by adding one university more than once. Doublets will be deleted.
- Put the university you wish to get a nomination to the most as "Priority 1" and so on.

Mark page as complete at the bottom when everything has been entered correctly. Click "Next".

#### Step 7. Relevant Documents to be uploaded

- Upload a **Personal Letter in English** as a pdf -file (maximum one page), where you describe yourself, why you would like to apply for an exchange programme, why you have chosen the specific universities in your application, your expectations and benefits from the exchange and a **Transcript of records** (betygsdokument).

Mark page as complete at the bottom when everything has been entered correctly. Click “Next”.

#### Step 8. Disclaimer

- Read the text and approve it by ticking “yes” and make sure you have completed all mandatory fields and uploaded all necessary documents. You can submit your application once all the sections in the menu are marked with green checkmarks. No more changes will be possible after submitting your application.

Mark page as complete at the bottom and click “Submit”.

#### Step 9. Submit Application

- Confirm that you wish to submit the application form.
- If your application has been submitted successfully you will receive a confirming message and you will also be able to download your application.

#### Step 10. Outcome of application

The results will be sent by e-mail within three weeks.

We highly recommend you to discuss your interest in exchange studies with us before submitting your application form. Welcome to room F462 during our drop-in hours – Monday, Tuesday and Thursday 12.00-13.00 or email us to book an appointment: [exchange@statsvet.su.se](mailto:exchange@statsvet.su.se).

**NOTE: late and incomplete applications will not be processed. It is your responsibility to make sure all required information has been put in and that deadlines have been met.**