

Instruction for completing application for exchange studies

1. Fill in the form (This step is done if you get this email)
2. Please note that in the end of the form it says that you need to check your email for further instructions.

Act (1990:782)

Next step to fulfill the application is to upload documents. Please check your email for further instructions how to proceed.

Back application
Send application-To the next step

3. Check your email
4. Follow the link given in the mail to register to the system "Mobility Online"
5. Fill in personal details (and bank details if ERASMUS exchange)
6. Upload application documents if needed (Check which documents with your coordinator/ information on Department/Faculty pages)
7. Click the blue field with the name "Submit application"

Application workflow

Last name Lindstrand test 134 Study field (1st) Finance - FIN Country of the ho... Sweden
 First name Susanne test Number of seme... 1 Home institution SEGOTEBOR01 - UNIVER...
 Date of birth (yyy... 2000-01-01

Necessary steps	Done	Done on	Done by	Direct access via following link	Progress
Application and registration 2 / 15					
Online application	<input checked="" type="checkbox"/>	2020-01-28		Display/Edit application	2 / 2
Personal data completed	<input checked="" type="checkbox"/>	2020-01-28	Susanne test Lindstrand test 134	Complete personal data	
Upload documents and submit application 0 / 8					
CV uploaded (PDF)	<input type="checkbox"/>			Upload your CV	
Personal letter/APS uploaded (PDF)	<input type="checkbox"/>			Upload personal letter/APS	0 / 1
Transcript of records uploaded (PDF)	<input type="checkbox"/>			Upload Transcript of records	0 / 1
Language certificate uploaded (PDF)	<input type="checkbox"/>			Upload language certificate	0 / 1
Portfolio uploaded (PDF)	<input type="checkbox"/>			Upload portfolio	0 / 1
Link to portfolio provided	<input type="checkbox"/>			Provide link to portfolio	0 / 1

INFO: Click on the link "Submit application" before the deadline for the application round. Push the button "Forward to update" and make sure that you check the checkbox. After that your administrators will check and process your application.

PLEASE NOTE: Some faculties have additional requirements to fulfill following your online application submission. It is your responsibility to ensure that all their requirements are met.

Submit application Submit application

Only upload transcript here if you not already uploaded it before the deadline. Only for students at School of Business, Economics and Law.

Transcript uploaded (PDF)

8. Click in the box and then "Update".

Applications outgoing

Internal information

I hereby confirm that I have uploaded all the required documents

Back Update

9. Now the application is sent.

Application workflow

Last name Lindstrand test Out 127 Study field (1st) Academy-wide - AKADEMI Country of the home institution Sweden
 First name Susanne test Number of semesters abroad... 2 Home institution SEGOTEBOR01 - UNIVERSITY OF GOTHE...
 Date of birth (yyyy-mm-dd) 2000-01-01

Necessary steps	Done	Done on	Done by	Direct access via following link	Progress
Application and registration 1 / 2					
Online application	<input checked="" type="checkbox"/>	2019-10-23	Susanne test Lindstrand test Out 127		
Personal data completed	<input checked="" type="checkbox"/>				
Upload documents and submit application 4 / 8					
CV uploaded (PDF)	<input type="checkbox"/>			Upload your CV	
Personal letter/APS uploaded (PDF)	<input type="checkbox"/>			Upload personal letter/APS	0 / 1
Transcript of records uploaded (PDF)	<input checked="" type="checkbox"/>	2019-10-23	Susanne test Lindstrand test Out 127	Upload Transcript of records	1 / 1
Language certificate uploaded (PDF)	<input checked="" type="checkbox"/>	2019-12-05	Susanne test Lindstrand test Out 127	Upload language certificate	1 / 1
MRSA declaration uploaded (PDF)	<input checked="" type="checkbox"/>	2019-12-18	Gothenburg Administrator	Upload MRSA declaration (before departure)	1 / 1
Portfolio uploaded (PDF)	<input type="checkbox"/>			Upload portfolio	0 / 1
Link to portfolio provided	<input type="checkbox"/>			Provide link to portfolio	0 / 1

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Submit application 2019-10-23 Susanne test Lindstrand test Out 127

Allocation to partner institution 4 / 6