

Application Instructions for Outgoing Exchange Students through Stockholm Nordlys network

Application Period:

- **Nordlys network**
 - Sista ansökningsdag för HT20 eller hela läsåret 2019/20 är den 31 mars 2019
 - Sista ansökningsdag för VT20 är den 8 september 2019

Step 1. Login to the online application portal

The online application is accessed from: URL:

- <https://su.moveon4.de/form/5d763cac1875ee5a900b3435/eng>

Step 2. Start Application

- Choose the application of the programme you want to apply to. If you wish to apply to more than one programme you must submit one application for each programme.
- Read the information under “Welcome to the online application for outgoing students!” and click “Next”.

Step 3. Personal information

- Enter your personal information and emergency contact. Please note that we need to know your name as it appears in your passport. Enter your National ID with 10 digits (e.g. 8303101430 or 830310T308)
- **Important:** the e-mail address you enter here, is the one we use for communication and nomination.

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

Step 4. Educational Background

- Enter your educational background

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

Step 5. 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. Confirm the exchange programme you are applying to.
- 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: Confirm the university and type of agreement.
- A maximum of five universities can be chosen in the university wide and Nordlys application. A maximum of three universities can be chosen in the north2north 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 6. Relevant Documents to be Uploaded

- Upload a **Personal Letter in English** as a pdf -file (maximum one page).
- Upload a **Course Selection Form** as a pdf-file. Before uploading the form **make sure you have checked with the International Coordinator/Study Councillor at your department or International Degree Officer at the Student Services, Stockholm University** that the courses in the preliminary course selection can be transferred back to Stockholm University upon your return and that they can be a part of your programme or study plan (for free standing courses). Make sure you have numbered the universities in the course selection form the same way as in the online application under "List of Exchange Places".

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

Step 7. Disclaimer

- Read the text and approve 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 8. Submit Application

- Confirm that you wish to submit the application form.

Step 9. Outcome of application

You will receive an outcome of your application by e-mail

Please note that late applications and applications missing documents/information will not be processed. It is your responsibility to make sure all required information has been put in and that deadlines have been met.