Nomination instructions
Mid Sweden University Autumn semester 2021

Mid Sweden University has for a long time had a policy of letting exchange students apply for courses outside of the subject in the applicable exchange agreement. However, due to the increasing popularity of our course offering, some subjects are now only able to admit exchange students from their own partners. As a result we ask all partners to ensure that they nominate their students in the subject stated in the partnership agreement and that you inform your students that this is the subject in which they can apply for courses.

If you would like to nominate a student in a subject other than that in the partnership agreement send us a request in advance so that we can see if it is possible and can get authorization from the relevant department. This is to ensure the students don’t end up in a situation where they cannot find suitable courses for their exchange.

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Instructions on how to nominate students

Mid Sweden University asks all nominations of incoming exchange students to be submitted online by the students’ coordinator at the home university. We only accept nominations through our online application system.

Nominations submitted in this application round are strictly for the Autumn semester 2021 and full academic year. Nominations for the Spring semester 2022 should be submitted when we open the next application round in September. Please make sure to nominate students who have sufficient knowledge in English, both oral and written, so they are able to follow their courses.
Please follow the link below to nominate your student(s):

**Nomination link**

Please do not pass on the nomination link to students. This link is restricted for partner use only.

**Courses**

Incoming exchange students should apply for fulltime studies at Mid Sweden University. Full-time studies in Sweden is 30 credits (30 ECTS) per semester. Students may enroll in courses of 30 credits during one semester. The exception is the Swedish Language course, which students may enroll in on top of a full course load (37, 5 credits).

**Swedish language course**

All exchange students have the opportunity to take a Swedish language course for beginners for free. The course is worth 7.5 ECTS and runs every semester. It is given part time and designed to be taken in parallel with the student’s regular studies.

**Courses available to exchange students:** [miun.se/courses](http://miun.se/courses)

**Application Procedure**

When the nomination has been submitted and after the nomination deadline has passed, your student(s) will receive a nomination email with application instructions, information about the Swedish study system and a personal application link to the course web page for exchange students. Each application link is personal and unique, and therefore cannot be shared or forwarded to additional students. It is important that your students only choose courses from this page via the unique application link they have been given. It is not possible to apply to courses directly on University Admissions. The student follows the application link and starts the application process by creating an account on [University Admissions](http://University Admissions). On this page, the student completes their application and chooses courses. Later in the process, they will also be able to download their Notification of Selection Results from their account on University Admissions.

The nomination e-mail also contains a “Study Information Sheet”. Students are required to fill in this document as part of the supporting documents and upload it on their personal account on University Admissions, along with the rest of the supporting documents before submitting their application.

*If your students are interested in courses given in Swedish rather than English, please ask them to contact us well in advance, before the application deadline to check availability etc. Email: [Incomingstudents@miun.se](mailto:Incomingstudents@miun.se)*
Required documents:
All supporting documents mentioned below must be uploaded electronically to the student’s personal page on University Admissions.

1. **Transcript of records** of completed courses and grades from all previous university studies, translated into English. (Please note that masters students are required to also include their certificates and diplomas of completed Bachelor’s degree)

2. **Copy of passport or ID card.**

3. **Study Information Sheet:** Students should list the courses that they are going to complete at their home University before their arrival on the Study Information Sheet. We need to know all the courses that does not yet appear on their transcripts. **Include course name and credits.**
   (This document is included in the nomination email sent to students when their nomination has been submitted and approved).

Admission
Students will be able to access their Notification of Selection Results (Admission letter) on their personal page on 18 May. Please note that Notification of Selection Results will **not** be sent to students via email or post. It will be available as a PDF file on their personal accounts on University Admissions. Shortly after the publication of the admission results, students will receive a Welcome letter from the International Relations Office including information about accommodation, registration, etc.

Disability support
Incoming exchange students with disabilities should establish contact with the Special Pedagogical Support team by sending an email to the coordinator at the relevant campus. **Campus Sundsvall:** nils.wikstrom@miun.se **Campus Östersund:** Lotta.L.Olsson@miun.se
Further information about Mid Sweden University disability support can be found through this link: [Support for students with disabilities](#)

Information about studies at Mid Sweden University
Please see our attached Fact Sheet.

- [Mid Sweden University](#)
- [studyinsweden.se](#)
Questions?

Information and updates for incoming exchange students to Mid Sweden University regarding the COVID-19 will be published on the university’s web page. We ask you all to stay informed here.

If you have any questions, you can check our FAQ where you may find the answers you need:

FAQ and information in regards to Covid 19
www.miun.se/covid/students

Introduction Guide
www.miun.se/introduction-guide

Exchange studies
miun.se/exchangestudies

Should you have any questions about the nomination form or application process, please contact The International Relations Office: Incomingstudents@miun.se

We look forward to receiving your nominations!

Kind regards,
International Relations Office