As an Uppsala University student, you may study courses during one or two semesters at one of our partner universities. Because it concerns an exchange, the studies are free of charge. For studies within the EU and selected universities outside the EU, there are also grants available.
Exchange studies through the
Unit for International Mobility

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This document describes how to apply for an exchange through the Unit for International Mobility. Remember that some departments and faculties also offer exchange opportunities. These have their own application processes and application dates.

This guide contains some links to external pages but in order to make it easier for you necessary links are also available on the web pages for exchanges studies under ‘links’. All necessary documents are listed under ‘documents’.

Application date

Applications for exchange studies starting in the autumn of 2021 to be submitted October 15 - November 16, 2020
Applications for exchange studies starting in the spring of 2022 to be submitted April 15 - May 14, 2021

Application forms are available on the web pages for exchanges studies.

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Timeline for exchange studies beginning autumn semester 2021

2020
15/10-16/11
Application open

Autumn 21
Begin exchange studies

January - August
Application to the partner university, visa, booking transport, accommodation etc.

Before Christmas
Selection 1

After New Year
Selection 2

Mid January
Selection 3

Timeline for exchange studies beginning spring semester 2022

2021
15/4-14/5
Application open

Spring semester 2022
Begin exchange studies

August - January
Application to the partner university, visa, booking transport, accommodation etc.

Before Midsummer
Selection 1

After Midsummer
Selection 3

Around Midsummer
Selection 2
Worth thinking about before applying for exchange studies

Get on-going information
You can register your interest for exchange studies at any time in our application at the web pages for exchanges studies. We can then send you information about upcoming announcements, information events, etc.

Gaining credit for courses
During your exchange, you may study courses that can be accredited to your intended degree at the end of your studies. For the credit transfer to work as well as possible, it’s important to maintain contact with the study advisor in your department for advice and tips on what to bear in mind when selecting courses during your exchange.

Database of all exchange agreements
There is a database of all exchange agreements with universities worldwide on the web pages for exchanges studies. It contains important information about e.g:

- the subjects covered by the agreement and whether the agreement applies to courses at undergraduate, master or doctoral level.
- links to course catalogues
- language of instruction and whether any form of certificate of language skills is required.
- academic calendar
- ancillary services such as accommodation, welcome arrangements, etc..
- reports from previous exchange students

Not all universities in the database may be applied to at every application round. Applicable universities in each application round are published when the application opens. However, in general the following applies:

- Places at partner universities in Asia, Europe, the Middle East and North America are usually announced in the autumn.
- Places at partner universities in Africa, Oceania and South America are usually announced in the spring.

Eligibility to apply for exchange studies
To apply for exchange studies through the Unit for International Mobility, you must meet the following requirements:

- It must be your intention to take your degree at Uppsala University.
- You must have 30 registered higher education credits at Uppsala University at the time of application. If you are currently on leave from studies and this is registered in Ladok, you will be granted an exemption. Attach the decision certificate to your application. Leave from studies means you have a guaranteed place on your course.
- You must have attained at least 30 higher education credits at Uppsala University by 15 February to apply for exchange studies starting the following autumn semester. You must have attained at least 30 higher education credits at Uppsala University by 1 September to apply for exchange studies starting the following spring semester.
- You must have attained at least 60 registered higher education credits at Uppsala University by the time of departure. Study results are checked in February, June and September.

If these requirements are not met, your exchange study offer may be withdrawn.
Insurance

All students who go to exchange studies through Uppsala University are covered by the Legal, Financial and Administrative Services Agency’s student UT insurance (Kammarkollegiet).

Grants for exchange studies

All studies at our partner universities are free of tuition fees. You also have the opportunity to receive student funding from CSN. However, an exchange may involve a few additional costs, such as transport to the country of study. There is the opportunity to receive grants to a number of our partner universities!

The Erasmus grant

All Erasmus students will receive a grant between 400 and 460 EUR (current grant sum for the academic year 2021-2022) for exchanges to universities within the EU, Norway, Iceland, Turkey and the United Kingdom (at least until 31 May 2022) that are financed by the EU commission. For more information about the Erasmus grant, see the Erasmus study website.

You may also apply for an additional grant of EUR 190 to take the train to your Erasmus exchange.

If you have accompanying children to your Erasmus exchange you will receive an extra EUR 200 a month.

If you have a disability, you can apply for financial support to cover any additional costs that your studies abroad may result in. For example, you may have to pay extra to bring support equipment/aid with you, additional costs for accommodation, psychological treatments or to make an essential preparatory visit. Please see the web page dedicated to this topic.

Université de Lausanne

The Swiss Government provides CHF 380 per month to exchange students.

International Credit Mobility

You can receive EUR 700 per month for exchange studies as well as travel grants at a number of selected universities. They are published in the list of applicable universities when the application opens.

Peking University, China

Offers RMB 3000 per month for attending exchange students.

Japan Student Services Organization (JASSO)

All students who receive an exchange in Japan may apply for this scholarship.

Gustavus Adolphus College, USA

Offers scholarships that include campus accommodation and course literature.

If you are selected to one of the above universities, you will receive more information from the Unit for International Mobility on how to apply for the scholarship.

Further opportunities for scholarships are available, for example, via the Scholarship Office and student nations.
Application for exchange studies

At the start of the application period, a link to the application form is published on the web pages for exchanges studies. When the application opens, a list of applicable universities is published. You must complete your application with the following information:

<table>
<thead>
<tr>
<th>Choice of university</th>
<th>You may apply to a maximum of six universities. Select universities in the online application. A list of applicable universities for a specific application round is published when the application is opened. By selecting multiple universities, you stand a better chance of being assigned an exchange place. However, only apply to universities you can truly consider studying at.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Propose courses for all universities applied for</td>
<td>Learn more about proposing courses on page 7.</td>
</tr>
<tr>
<td>Academic Purpose Statement</td>
<td>Learn more about how to write an Academic Purpose Statement on page 8.</td>
</tr>
<tr>
<td>Results certificate</td>
<td>Attach a results certificate from Ladok. If you have studied at other Swedish universities, attach a national results certificate. Make sure that any subsidiary courses are shown on the extract.</td>
</tr>
<tr>
<td>Registration certificate</td>
<td>If you're applying for an exchange through the Division for Internationalisation, you must have 30 registered credits, i.e. be an active student at the time of application. Support this with a registration extract from the Student Portal, which you can download yourself. You may also contact your department or Student Services for assistance.</td>
</tr>
<tr>
<td>Language test results where applicable</td>
<td>If you are applying to a university that requires language test by the time of application to the Unit For International Mobility, attach the certificate to your application. Any necessary information can be found in the relevant university information available on the web pages for exchanges studies.</td>
</tr>
<tr>
<td>Any certificate showing involvement in mentor programmes, buddy programmes or welcome activities at Uppsala University.</td>
<td>If you have been involved in mentor programmes, buddy programmes or welcome activities for new students, you may ask the organisation responsible for the activity to provide you with a certificate.</td>
</tr>
<tr>
<td>Any certificates regarding certain student representative posts</td>
<td>Student representative positions held for any semester as of autumn 2017:</td>
</tr>
<tr>
<td></td>
<td>- student representatives in central groups, boards or councils</td>
</tr>
<tr>
<td></td>
<td>- student representatives in regional or faculty boards</td>
</tr>
<tr>
<td></td>
<td>- student involvement in certain national posts</td>
</tr>
<tr>
<td></td>
<td>This must be supported by certificates signed by authorised signatories. For a list of items covered by this additional merit, refer to the exchange studies student documents on the web pages for exchanges studies.</td>
</tr>
</tbody>
</table>
Proposing courses

For each university you apply to, you must also propose a specific course corresponding to full-time studies for one (1) semester. The purpose of proposing a specific course is to give you an idea of the courses available at the universities you are applying to. Make use of the database with Uppsala University's partner universities, which can be found on the [web pages for exchanges studies](#). The database includes information about:

- **The scope of the agreement:** The subjects covered by the agreement.
- **Permitted academic level for studies:** Undergraduate, Master’s or PhD level.
- **Converting credits:** At Uppsala University, full-time studies for one semester gives 30 credits. Universities abroad use different units. Help is available here with translating their point systems to Swedish credits to help you find courses corresponding to 30 credits.
- **Language of instruction:** The language(s) of instruction at the university.
- **Links to course Information:** There are also links to help you find information about courses on our partner universities' websites.
- **Previous student experiences:** Students from earlier exchanges describe how they experienced their studies. See the Read Exchange Reports button.

**Good to know when you are looking for courses**

Because your course proposal is a request, you may change it. Precisely when you make your final choice of course depends on the University you will attend. At some universities your choice of course is determined before you go, others apply first-come, first-served systems at the beginning of the semester. The partner university also decides whether you are qualified to study a particular course.

Some partner universities have course catalogues; others do not, so you must look for courses by finding the education programmes and looking at the programme structure. Often, up-to-date course catalogues will be lacking for the particular semester you are applying for, in which case base your choice on the latest course catalogue.

Sometimes a course will have prerequisites. Find the course specified as a prerequisite and make your own judgement as to whether you have read the requisite content or not.
Academic Purpose Statement

In your Academic Purpose Statement (APS), describe the knowledge and development opportunities you have identified at the university/location you wish to travel to. The purpose of writing an APS is therefore:

- To explain your choice of courses that you wish to study.
- To take the opportunity to consider how your exchange fits in with your future plans.
- To think long-term and identify the requirements for knowledge and skills in the labour market you dream of working in.
- Practice writing descriptions of the knowledge and skills you need to develop, and how this should take place.

In addition to courses, there are abundant opportunities at universities you can use to gain knowledge and develop skills. Here are just a few of the many opportunities to explore:

- Is there a research group that holds open lectures on a subject you are interested in?
- Are there student organisations in your areas of interest that you can participate in?
- Does the University offer opportunities for study visits to interesting destinations or organisations?

APS guidelines

- You must write an APS in each language of instruction no matter how many universities you apply to. If you have only applied to a university that teaches in e.g. English, you should write an APS in English. If you have applied to some universities that teach in English and others that teach in Spanish, you must write two APSs, one in English and one in Spanish.
- We recommend that you focus your APS on your first choice of university if your other choices follow similar reasoning. If any choice differs, mention it briefly.
- Use no more than 600 words.

Your APS will be read by the Unit For International Mobility and also form the basis for the selection in the application for exchange studies. Because your APS will be assessed according to your ability to identify opportunities to develop, describe the opportunities and how you intend to grasp them in practice.
Selection

After the final application date has passed, the following will take place:

We will confirm receipt of your application by email 2-3 days after the final application date. If you do not hear anything from us, check your spam as the confirmation may have ended up there. If it is not there either, contact the Unit for International Mobility.

Should any questions arise concerning your application, you will be contacted by the Unit for International Mobility within 1-2 weeks of the final application date by email or telephone. It is important that you monitor your email and telephone during that period.

Your application will be graded according to the following model:

**Grading, 1-4 points**

When selecting grades, we total the number of credits with the highest possible grade (in other words, the assessment is not relative to the number of credits you have already studied). The applicant’s grades are then ranked according to a normal distribution curve based on the following model:

The lowest ~16% of all applicants get 1 point each
The next lowest ~34% get 2 points each
The second best ~34% get 3 points each
The best ~16% get 4 points each

If you received the highest grades on a subsidiary course but not on the whole course, the scores for the subsidiary course are counted.

In the case of students who can only get a pass/fail score in their programmes, the APS credits are doubled instead

**Academic Purpose Statement, 1-4 points**

Your APS is assessed based on how well you justify and discuss "how your choice of countries, universities and courses will affect your development of academic and personal skills relevant to your education and future career."

The points are distributed as follows:
0 points: Submitted, but not approved, due to poor quality, e.g. written in wrong language.
1 points: Very weak academic and professional justification.
2 points: Weak or meagre academic and professional justification.
3 points: Strong academic and professional justification.
4 points: Exceptionally strong academic and professional justification.

**Other meritorious aspects, up to 0.4 points**

- Students studying an under-represented subject at Uppsala University will receive +0.1 points during the relevant application round.
- Students who have been involved in mentor programmes, buddy programmes or welcome activities will receive +0.1 points
- Student representative positions held for any semester as of autumn 2017 will receive +0.2 points
Allocation of places

There is a maximum of 8.4 points per application. All applications are ranked by points and places are allocated in two, possibly three, rounds:

1. You will be notified by email approximately three weeks after the final application date if you have received a place or are on the reserve list. Those who receive an offer have just over a week to accept or reject it. If you are offered an exchange place, you must accept the offer within the specified time limit. It is important to reply in time. A failure to answer will be taken as a rejection. Everyone rejecting the offer leaves the application procedure. It is therefore not possible to reject an offer and go on the reserve list to another university.

2. Places that are still vacant after the first selection are put back into the second selection. Applicants in the reserve list who are first in line for a university where places have been returned are offered a reserve place. Once these applicants have submitted their responses, we check to see if there are still any remaining vacant places to allocate.

3. There may be a possible third round. Information on any vacant places is sent to all applicants who did not receive an offer in selections one and two and who noted on their applications a willingness to consider universities other than those they initially entered in their application. To register your interest in any of the remaining universities, submit a new choice of course.

What happens if you say yes to an exchange?

1. You will be contacted by the Unit for International Mobility with information on how to apply to your particular host university. You have been selected by Uppsala University, which is a prerequisite for applying as an exchange student to all of our partner universities. Application processes may look a little different, so be sure to read all of the instructions you receive. If you have any questions about the application, contact your coordinator at the Unit for International Mobility first, unless you are advised otherwise.

2. Before applying to your host university, review your course choices again. If you plan to accredit your studies as part of your education, contact the study advisor in your department to see which courses you may study.

3. If your exchange is under an agreement that entitles you to a scholarship, you will also receive information on how to proceed with this process.

4. After the host university has received and processed your application, you will receive an admission notification. In some cases, admission notification is sent electronically to you, and in cases where it is sent to the Unit for International Mobility, we will contact you. Please note that the processing time for applications varies greatly between host universities. It may therefore take some time before you receive your admission notification. Note also that it is always the host university that decides whether or not to admit you.

5. When your admission notice has arrived, it is time to apply for a visa, accommodation etc. Read our pre-departure checklist for more tips.

6. You will be invited to attend a pre-departure meeting with the Unit for International Mobility, where you can meet other outbound students and get more practical information about your exchange.
Contact

Division for Internationalisation
Unit for International Mobility
Web pages for exchanges studies
mobility@uu.se

Visit the website for up-to-date information about drop-ins in Uppsala/Visby and digital drop-ins via Zoom.