

APPLICATION GUIDE

For incoming
exchange students
2024-2025

APPLICATION PROCESS

Nomination and Confirmation

To become an exchange student at MDU, the first step is to be nominated by your home university. Once we have accepted the nomination, we will send you information about the application and our list of courses.

Online Application + Course Selection

The next step is the online application, the details will be explained in this Application Guide. You have to fill in your information, your current studies, upload your Transcript of records and select your courses.

You'll find information about our courses in the Course Guide. You can choose any courses you want to as long as you meet the eligibility requirements and the courses don't collide schedule wise.

Assessment

The assessment of your application begins officially the day after the application deadline. We will go through your application and will contact you if you have to change/add something.

Letter of Admission

The Admissions Office will issue a "Letter of Anticipated Participation" (your admission letter) and send it to you via email. Once you have received it, you can start with the practicalities; accommodation, student visa etc.

ONLINE APPLICATION

The Online Application will be open between **5 April 2024 – 15 May 2024**. During these dates the application form will be available on our website. Use the link below or insert this in your browser:

<https://www.mdu.se/international/exchange-studies/application-for-an-exchange-period>

[Application for Exchange Students](#)

Apply here!

Please note that you do not need to complete your application all at once. At any point in the process, you can save the information and be able to complete it later. Remember to click on the “save your progress” button for every page you complete!

There are seven sections in the application that you will need to complete:

1. Personal information
2. Emergency contact
3. Educational background and requested stay
4. Learning agreement / Course selection
5. Language skills
6. Declaration of consent
7. Submit application

Required documents

- Copy of passport/ID card
- Transcript of Records
- Certificate of current courses



ONLINE APPLICATION – STEP BY STEP

STEP 1: Personal Information

In this section, you need to provide all your basic information. Based on the information you provide in this section, we will issue the Letter of Admission that you will use (if needed) to apply for a residence permit.

Personal Information

Identity

Family name*

First name*

Gender*

Date of birth* / /

Country of birth*

Place of birth (as listed in your passport)*

Nationality*

Nationality 2

Passport copy* Ingen fil har valts

CV Ingen fil har valts

Contact data

Country*

C/o

Street*

Street 2

Postcode*

City*

Phone number*

Email*

Is the address above your home address?* No Yes

Mark page as complete

Upload a copy of your passport, or national ID if your passport is not available.

Please make sure that you use an email address that you usually check. Keep track on your spam folder as well, so you don't miss important emails.

Once you have completed all fields with correct information, you have to tick in the box to mark the page as complete.

To move forward to the next page in the application.

At any point in the process, you can save the information and be able to complete it later. Click on the "Save progress" button!

STEP 2: Emergency Contact

We strongly recommend that you provide us with the contact information of a family member.

Emergency Contacts

Contact (1)

Family name*

First name*

Relationship*

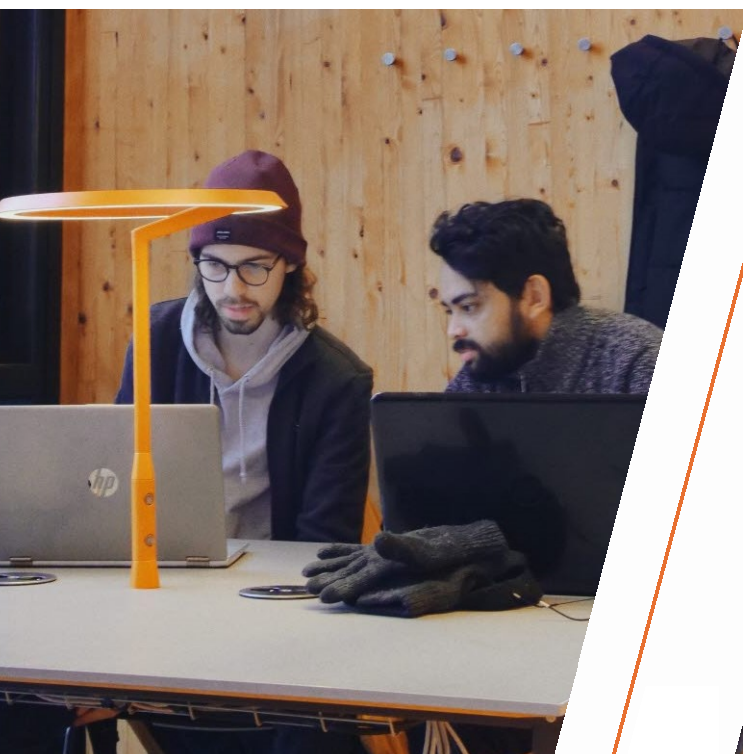
Email*

Phone number*

Mark page as complete

The relationship between you and your contact person, for example "Mother" or "Husband".

If you want to add more than one Emergency Contact.



STEP 3: Educational Background and Requested Stay

Educational Background and Requested Stay

Current studies

Home Faculty/School/Department*

Degree/Qualification pursued at home institution (e.g.: MSc in Biology)*

Level*

Number of higher education study years prior to study abroad*

Home coordinator: name*

Home coordinator: email address*

Language of instruction*

Home and Exchange Information

Exchange Programme*

Country of your home university*

Your home university*

Stay opportunity*

Give some indications on your requested stay

Please select in which school you wish to study*

Please select which subject area you want to study*

Level*

Academic year*

Start semester*

Duration in semester*

You are required to provide us with information about your studies at your home university. Make sure you clearly indicate your study program here. For example “Bachelor’s in Business Administration” or “Master’s in Energy Engineering”

Your exchange program depends on the existing agreement between our universities. For example “Erasmus+” or “MDU Bilateral”.

If you have received this application guide from us, you are applying to “The School of Business, Society and Engineering”.

You are required to upload your **Transcript of Records**. Make sure that the transcript is in English and have ECTS credits or equivalent.

Transcript of records

Please upload your transcript of records.

If your transcript does not show the courses you are currently taking, please submit a certificate that lists the courses you are currently taking (if your university cannot issue such document, you can use the document “certificate of current studies” under the tab “documents needed” at this page: [Application for an exchange period – Mälardalens universitet \(mdu.se\)](https://www.mdu.se/en/education/exchange/apply-for-an-exchange-period))

Certificate of current registration: Once we have assessed your course request, we will confirm which courses you can be granted admission to.

Transcript of records* Ingen fil har valts

Certificate of current studies* Ingen fil har valts

Additional documents Ingen fil har valts

Mark page as complete

If you are a master level student, please upload the transcript of records for your bachelor studies as well.

You have to upload a certificate that shows your current courses (for spring 2024) with course title and the number of credits. Please use the document “Certificate of current studies” provided through the link.

STEP 4: Learning Agreement / Course selection

In this section, you will be required to list the courses you wish to study during your exchange. If your university requires a Learning Agreement, we will sign it after the assessment process has been completed.

Make sure that your chosen courses don't collide schedule wise. You find all information about our courses in the Course guide or on our website.

Course choice Winter semester 2024/25 (1)

Select your course for Winter semester 2024/25

Filter	Please select	▼
Search	<input type="text"/>	
Name	Please select	▼

+ Course choice Winter semester 2024/25

Please make your course choice for **summer semester 2024/25**.

Select courses that belong to the school where you will pursue your studies. Please note that this only applies if you are going to study a full academic year at MDU. If you only will be here winter semester 2024/25, do **NOT** make any course choices under this section.

Course choice summer semester 2024/25 (1)

Select your course for summer semester 2024/25

Filter	Please select	▼
Search	<input type="text"/>	
Name	Please select	▼

+ Course choice summer semester 2024/25

Mark page as complete

Select "Internal institutions"

Select the School that host the course that you wish to add. If the course is listed in the Course Guide, choose "School of Business, Society and Engineering".

Once the School is selected, you will be able to select the course.

To add another course, click here.

STEP 5: Language Skills

Here you will be required to provide us with information about your language skills. You have to confirm that you have sufficient knowledge to follow lectures in English.

Language Skills

Mother tongue*

Mother tongue 2

The courses will be conducted in English. MDU does not require an English test but you must have sufficient knowledge to be able to complete and assimilate the education.

I have sufficient knowledge to follow lectures in English? No Yes

Mark page as complete

As an exchange student, you are exempted from submitting a language test result/certificate. However, you are expected to hold level B2 as per the Common European Framework (CEFR) for languages:

Spoken interaction	You can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. You can take an active part in discussion in familiar contexts, accounting for and sustaining your views.
Spoken production	You can present clear, detailed descriptions on a wide range of subjects related to your field of interest. You can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
Listening	You can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. You can understand most TV news and current affairs programs. You can understand the majority of films in standard dialect.
Writing	You can write clear, detailed text on a wide range of subjects related to my interests. You can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. You can write letters highlighting the personal significance of events and experiences.
Reading	You can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. You can understand contemporary literary prose.

STEP 6: Declaration of Consent

In this section you just need to read the statements and declare your consent.

Declaration of Consent

I certify that the information given in this application and the documents provided are correct and complete to the best of my knowledge and belief. I understand that any discrepancies in these details may result in my enrolment being cancelled.* Yes

I have taken notice that the information on this form will be stored electronically and used by Mälardalen University in accordance with the provisions of the Data Protection Act.* Yes

I agree that my name and email address can be forwarded to students for the purposes of promoting the exchange program.* No Yes

I hereby confirm that I will comply with the laws of my host country and with the rules and regulations of the hosting institution.* Yes

Mark page as complete

[← Back](#) [Next →](#) [Save progress](#)

STEP 7: Submit Application

This is the final step. Make sure you have completed all mandatory fields, uploaded the right documents and that all information are correct. No changes will be possible after submitting the application.

Submit Application

Please make sure that you have completed all mandatory fields and uploaded all necessary documents. You can submit your application once all the sections on the menu are marked with green checkmarks. No more changes will be possible after submitting your application.

[← Back](#) [Submit](#)

Make sure you submit your application before the deadline (15th of May 2024)

LETTER OF ADMISSION

Once we have concluded the assessment of your application and confirmed that you meet the eligibility requirements for your chosen courses the Admissions Office will issue your "Letter of Anticipated Participation" (Letter of admission). You will receive it through email. Please note that no hard copy of the letter will be sent.

The Letters of admission will be sent as follows:

FALL SEMESTER 2024

4 June 2024	For applicants from outside the EU/EEA area
17-18 June 2024	For applicants within the Erasmus+ exchange program

SPRING SEMESTER 2025

7 November 2024	For applicants from outside the EU/EEA area
25-26 November 2024	For applicants within the Erasmus+ exchange program



AFTER THE ADMISSION

Once you have received the document “Certificate of Anticipated Participation” – Congratulations! It means that you are admitted to studies at Mälardalen University.

Now it is time for you to start with all the practicalities.

Residence permit

If you need a residence permit to study in Sweden, please apply as soon as possible after you receive your letter of admission. The time to decision for a residence permit can be 3-4 months.

Apply for residence permit



[The Swedish Migration Agency](#)

Accommodation

MDU collaborates with a housing agency, to make it easier for you as a student to find accommodation. The housing agency we collaborate with is called Bostad Västerås. There are various kinds of housing types available, but the most common is small studio apartments. Once you have received your Letter of admission, you can register through the website of Bostad Västerås. Provided that there are vacancies you will get a housing offer through email. Accepting this (potential) offer is highly recommended, since it can be hard to find accommodation in Västerås on your own.

Register for housing at Bostad Västerås



[Bostad Västerås](#)

WELCOME TO MDU!

If you have any questions about the application process, please contact us at est-international@mdu.se