

Checklist for Exchange studies

BEFORE APPLYING

- ☐ **Confirm Eligibility:** Make sure you meet all requirements for studying abroad.
- ☐ **Research Destinations:** Decide where you want to go (country, city, courses, costs, semester dates, etc.) Check this in the MOA-portal, Student Web – Exchange, and our Instagram accounts (jibs.. hlk.. hhj.. jth.. –...studentsabroad).
- ☐ **Know Key Dates:** Track deadlines and important dates to avoid missing anything.
- ☐ **Register Credits:** Ensure your grades in Ladok are correctly recorded and that your study abroad points have been submitted to your student organization (LOK, JSA, HINT and SUSHI); this is your responsibility.

HOW TO APPLY

- ☐ **Meet Partner Requirements:** Verify that you meet the partner university's language and academic requirements.
- ☐ **Course Compatibility:** Ensure the partner university offers courses that fit your program's requirements.
- ☐ **Apply in MOA:** Submit your application in the MOA system, ranking your choices in order of preference.
- ☐ **Accept Offer:** Accept exchange offer from JU International Office.

AFTER APPLYING

- ☐ **Submit Formal Application:** Partner university will reach out to you with further info regarding the application process to them. Don't miss their final deadlines.
- ☐ **Course Selection and Approval:** Choose courses and submit them in MOA for approval by your academic advisor (not the International Office). It's recommended to get approval for extra courses in case changes are needed.
- ☐ **Wait for Acceptance Letter:** Receive the official acceptance letter from the partner university.
- ☐ **Arrange Housing:** Start searching for accommodation early, whether on-campus or off-campus. Check the partner university's website for options.
- ☐ **Ensure Passport Validity:** Your passport should be valid for at least six months after your return.
- ☐ **Scholarships:** Investigate scholarships and apply if eligible.
- ☐ **Erasmus:** Apply for Erasmus/Erasmus+, check latest updates on the Erasmus page on the student web.
- ☐ **Visa Applications:** Apply for a visa as early as possible. Requirements vary by country. Requirements vary by country and your citizenship, so check your eligibility.
- ☐ **Review Insurance Needs:** Check Kammarkollegiet's insurance terms; arrange supplementary insurance if needed (e.g., for the U.S.).

- ❑ **Vaccinations:** Find out if you need any vaccinations.
- ❑ **Language Test:** Take any required language tests for the partner university.
- ❑ **Check your Start and End Dates:** Know when your exchange semester starts and ends, including orientation week.
- ❑ **Book Travel:** Once dates are confirmed, book travel early to save money.
- ❑ **CSN:** Apply for CSN after you have been admitted to the exchange studies in Ladok.
- ❑ **Register in Ladok:** Remember to register on your semester in Ladok. Registration opens just before the semester starts at JU.
- ❑ **Gather Documents:** Have all necessary documents ready, including your acceptance letter, proof of vaccination, and financial proof (CSN or bank statement).
- ❑ **Review Fees and Costs:** Check for non-tuition fees (application fees, deposits) and budget for travel, insurance, visas, living expenses, and food.
- ❑ **Check UD website:** Be aware of what is happening in the country you are going to.
- ❑ **Register on Svenskalistan:** As a Swedish citizen it is good to be registered to the Swedish list when traveling abroad so UD can contact you in case of emergency. If your nationality is not Swedish do check up if your country has anything similar.
- ❑ **Download UD App “Resklar”:** An App from the Swedish Ministry of Foreign Affairs where you can find important information about the country you are going to (the App is only in Swedish).

DURING THE EXCHANGE

- ❑ **Check JU Email:** Regularly check your JU email for updates.
- ❑ **Follow Emergency Guidelines:** Be familiar with emergency procedures.
- ❑ **Marketing Mission:** You may be asked to manage JU’s study abroad Instagram to share your experience.
- ❑ **Instagram Mission:** You may be asked to manage the Instagram account for one week to present the partner university to interested JU students back home.
- ❑ **Transcript of Records:** Towards the end of your semester, confirm that your partner university sends your transcript directly to the International Office.

AFTER THE EXCHANGE

- ❑ **Verify Course Records are correct:** Ensure courses are correctly uploaded in MOA and match your approved course list. Check the course name, course code and number of credits. Courses in MOA must match your transcript of records.
- ❑ **Complete Evaluation Survey:** Share feedback on your experience.
- ❑ **Support JU Marketing:** Participate in promotional activities for future students.
- ❑ **Finish Erasmus Tasks:** Make sure you have a signed Learning Agreement and a signed Certificate of Attendance