A step by step guide on how to apply to Linnaeus University as an exchange student.

Spring semester 2015.
A VERY IMPORTANT CHECKLIST

I have:

- received an email from LNU with instructions on how to apply.
- logged onto the online application with my username and password.
- started filling out the online application.
- understood choosing courses is the most important part of the online application.
- understood each semester consists of 4 consecutive study periods.
- understood the Excel Spreadsheet course list is of great help.
- understood each study period has its own color in the course list.
- chosen courses in each study period.
- made sure my courses do not overlap.
- emailed us the application documents (language proficiency report, transcript of records and copy of passport).
- understood the possibility of changing courses upon arrival is very limited.

Read this entire guide and then use the checklist to mark your progress. Please note changing courses is virtually impossible when in Kalmar or Växjö, so confer with your home university about your course selection before submitting the application.
Receive an **email** from Linnaeus University with **instructions** on how to apply.
Log onto the online application using your **username** and **password**.
Start filling out the online application.
Choosing courses is the most important part of the online application, please read the next 3 pages carefully.

The Excel Spreadsheet course list will be of big help.
STUDY PERIODS - SPRING SEMESTER 2015

The 4 different study periods are:

Study period 1 (January - February) 7.5 credits
Study period 2 (February - March) 7.5 credits
Study period 3 (March - April) 7.5 credits
Study period 4 (April - June) + 7.5 credits
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30 credits

Please note:
- a semester is 30 credits.
- a semester is divided into 4 five-week long study periods.
- a study is 7.5 credits.
- some courses cover more than one study period (courses that are 15 credits for example).

4A - Choosing Courses

There are 4 **consecutive** study periods per **semester**. Each semester is **20 weeks** long and each study period is **5 weeks** long.
THE EXCEL SPREADSHEET COURSE LIST - PART 1

The course list will tell you:

- the name of each course.
- the course code.
- the amount of credits of each course.
- the course type (Full Year/Full Semester/Freestanding).
- the campus where the course is offered.
- the pace of each course (100 % being normal pace, 50 % being half pace and so on).
- if a course is distance course (conducted online).
- the course's prerequisites.

4B - Choosing Courses

Please refer to the Excel spreadsheet course list when choosing courses. It will give you tons of information.
THE EXCEL SPREADSHEET COURSE LIST - PART 2

Each study period has its own color:

Full Semester Courses:  Grey

- Freestanding courses (15 credits)
- starting in the 1st study period:  Dark blue
- starting in the 3rd study period:  Brown

Freestanding courses (5-10 credits)
- starting in the 1st study period:  Green
- starting in the 2nd study period:  Red
- starting in the 3rd study period:  Light blue
- starting in the 4th study period:  Orange

4C - Choosing Courses

If you choose freestanding courses make sure you will have courses of different colors - if not your courses will overlap.
Receive a **confirmation email** from Linnaeus University.
Have a **coffee break**. The online application is **submitted** and you have chosen your courses **wisely**. You have made sure that your courses **do not overlap**.
After about two months you will receive a **Notification of Selection Results Certificate** and a **Welcome Letter**.
Please contact us should you have any questions!
We are here to assist you.

See you soon!