

Dear colleagues,

You are welcome to nominate your students online for exchange studies at Karlstad University for the Autumn semester 2016, according to the instructions below.

The nomination deadline is: 1 April 2016.

Please note that we do not accept late nominations.

HOW TO NOMINATE STUDENTS

1. You nominate the student in Moveonnet: <https://www.moveonnet.eu/mymoveonnet/enomination>

If this is your first time using this system, you will need to register on the website first. Registration is free of charge. We realize that using it the first time may be inconvenient and we appreciate your effort. Additional information about using Moveonnet is available at: <http://www.moveonnet.eu/institutions/fag>

Any technical problems in connection with the nomination should be referred to the Moveonnet support team, either by phone ([+49 711 2535 91 88](tel:+4971125359188)) or by email support@gs-unisolution.com. You are welcome to contact us regarding any other nomination questions.

HOW STUDENTS APPLY FOR COURSES

2. When Karlstad University has received the nomination and confirmed the nomination, the student will be informed directly by e-mail about the application procedure at our institution and also about accommodation and other practical information.
3. The student will fill in the application form online, print it, get your signature and upload the application and supporting documents online via a link that we will send together with the application instructions.

Completed applications should be uploaded no later than: **15 April**. **Online applications ONLY!**

COURSES

All courses in English are found at <http://www.kau.se/en/education/courses/in-english>

LEARNING AGREEMENTS

May be submitted in advance to: exchange@kau.se **after** the student has received the Admissions Letter with the courses that the student has been admitted to. Only these courses should be listed on the Learning Agreement.

AUTUMN SEMESTER 2016

Classes begin August 29, 2016

Classes end June 22, 2017

Introduction week will be held one week before the start of classes.

It will be a pleasure welcoming your students to Karlstad University! If you have any questions, do not hesitate to contact us.

The International Office
Karlstad University
exchange@kau.se
[+46 54 700 1000](tel:+46547001000)

