Welcome to Lund University!

This brochure is a collection of essential information and regulations common to all grantees visiting Lund University with an ERASMUS+ International Credit Mobility (ICM) grant.

We hope that your stay and academic activity in Lund will be an enriching experience that you will benefit from in the future. The ICM team is here to support you during your mobility period at Lund University.

We look forward to welcoming you in Lund!

ICM team at Lund University

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**CONTACT INFORMATION AND ASSISTANCE**

The information provided in this brochure only gives you an overview of essential ICM programme information for mobility at Lund University but should not be considered a comprehensive guide to the ICM programme, nor to your stay at Lund University. Please contact us for more information.

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**Contents**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About Erasmus+ ICM</td>
<td>4</td>
</tr>
<tr>
<td>Before the mobility</td>
<td>5</td>
</tr>
<tr>
<td>- Eligibility criteria</td>
<td></td>
</tr>
<tr>
<td>- Before your arrival in Lund</td>
<td></td>
</tr>
<tr>
<td>- Nomination email</td>
<td></td>
</tr>
<tr>
<td>- Learning Agreement for exchange students</td>
<td></td>
</tr>
<tr>
<td>- Mobility Agreement for teaching and training staff</td>
<td></td>
</tr>
<tr>
<td>- Letter of Acceptance/Letter of Invitation and Grant Agreement</td>
<td></td>
</tr>
<tr>
<td>- Visa application process</td>
<td></td>
</tr>
<tr>
<td>- Travel regulations</td>
<td></td>
</tr>
<tr>
<td>- Accommodation</td>
<td></td>
</tr>
<tr>
<td>- Arrival</td>
<td></td>
</tr>
<tr>
<td>In Lund</td>
<td>11</td>
</tr>
<tr>
<td>- Mobility period</td>
<td></td>
</tr>
<tr>
<td>- How to get to Lund</td>
<td></td>
</tr>
<tr>
<td>- Arrival meeting</td>
<td></td>
</tr>
<tr>
<td>Subsistence allowance, travel costs, visa</td>
<td>12</td>
</tr>
<tr>
<td>- Students - subsistence allowance</td>
<td></td>
</tr>
<tr>
<td>- Staff - subsistence allowance</td>
<td></td>
</tr>
<tr>
<td>- Travel grant</td>
<td></td>
</tr>
<tr>
<td>- Grant payments</td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td>13</td>
</tr>
<tr>
<td>- Students</td>
<td></td>
</tr>
<tr>
<td>- Research students and staff</td>
<td></td>
</tr>
<tr>
<td>Languages courses</td>
<td>14</td>
</tr>
<tr>
<td>- Swedish</td>
<td></td>
</tr>
<tr>
<td>- English</td>
<td></td>
</tr>
<tr>
<td>Rights and obligations of the Grantee</td>
<td>15</td>
</tr>
<tr>
<td>- Meetings</td>
<td></td>
</tr>
<tr>
<td>Mandatory documents</td>
<td>15</td>
</tr>
<tr>
<td>Checklists</td>
<td>17</td>
</tr>
</tbody>
</table>
Erasmus+ International Credit Mobility (ICM) is a European Union mobility programme in the field of higher education. The programme runs for seven years, from 2014 to 2020, with European organisations invited to apply for funding each year for student and staff exchange.

The objective is to achieve better understanding and mutual enrichment between the participating universities in the field of higher education by promoting the exchange of people, knowledge and skills at a higher education level. For students and staff participating in this programme the expected outcomes are amongst others enhanced employability and improved career prospects, improved foreign language competences and enhanced intercultural awareness.

ICM strives to improve transparency and comparability and to facilitate academic recognition of studies and qualifications to overcome barriers such as the differentiation of degree systems.
Before the mobility

ELIGIBILITY CRITERIA
To be eligible for an ICM grant the following conditions apply:

For students
• Students have to be enrolled at the home university at the time of application.
• The mobility activity has to be compatible with the student’s degree-related learning and personal development needs.
• The student must be enrolled at least in the second year of higher education studies.
• The study period abroad must be part of the student’s study programme to complete a Bachelor or equivalent, Master’s or equivalent or doctoral degree at the home university.
• A three party Learning Agreement has to be signed by the home university, the host university and the student before the mobility starts.
• Students must have sufficient knowledge of the language of the course/programme at the host university.
• The minimum duration of a mobility period per study cycle is 3 months, the maximum duration is 12 months.

For staff (teaching or training)
• Staff must be employed at the home university.
• The individual staff, home and host university must agree on a programme (Mobility Agreement) to be carried out during the mobility.
• The minimum duration of a mobility period is 5 days (excluding travel), the maximum duration is 2 months.
BEFORE YOUR ARRIVAL IN LUND
Once you have been nominated for the grant, there are a few practical matters that need to be dealt with prior to your arrival in Lund. The information below is to be considered as an overview of the necessary steps and measures to be taken by you and Lund University respectively. At the end of this folder you will find checklists that we hope will be helpful for the preparation of your mobility period at Lund University.

NOMINATION EMAIL
Once you have been nominated for an ICM grant you will receive a nomination email for the ICM grant in which all necessary information and documents will be enclosed.

Students taking courses will receive a separate email with instructions on how to complete an online application for the courses he/she will take. Please note that ICM students might not be allowed to apply for all offered exchange courses at Lund University. The available selection of courses depends on the specificity of the inter-institutional agreement between the home university and Lund University as well as the academic eligibility of the applicant. If the student ignores this, he/she might not be accepted for any courses and thus will not be able to come to Lund.

LEARNING AGREEMENT FOR EXCHANGE STUDENTS
A Learning Agreement is mandatory for students on undergraduate, Master’s and PhD level. It is a contract between the grantee, the home university and the host university to facilitate the transfer of credits when the student returns home from the mobility period. The exchange student is responsible for obtaining all signatures. The issue of credit recognition has to be considered before the applicant accepts the grant, and the home university must be able to accept the transfer of credits. To facilitate the transfer of credits, a transcript of records (ToR) or a similar document will be issued by Lund University to all grantees on undergraduate and Master’s level. On the doctoral level a document describing the work undertaken during the mobility needs to be completed by the grantee and signed by the host department upon completion of the mobility period.

The Learning Agreement states the courses that the grantee has agreed to study at Lund
University or the academic activity that will be undertaken (PhD students). No grantees can study more than 30 credits worth of courses per semester.

**MOBILITY AGREEMENT FOR TEACHING AND TRAINING STAFF**

A Mobility Agreement must be jointly formulated and signed by the home university, the host university and the grantee. It is the responsibility of the staff grantee to obtain all required signatures for the Mobility Agreement. The agreement must include the dates of the planned mobility, the content of the teaching programme/training activities to be carried out, overall objectives and added value of the mobility, and expected outcomes.

**LETTER OF ACCEPTANCE / INVITATION LETTER AND GRANT AGREEMENT**

Lund University will issue and send a “Letter of Acceptance” (LoA) or “Letter of Invitation” (LoI) and a signed Grant Agreement, provided that all documents have been filled out correctly. The LoA is for undergraduate and Master’s students and the LoI is for PhD and staff mobilities. A LoA or LoI is a document verifying the time period that you are committed to conduct academic activities at Lund University and is needed for the visa application process.

The Grant Agreement is the contract between you and Lund University specifying the rules and regulations of the mobility including the financial rights and obligations of the grantee. Only after you have received the signed Grant Agreement from the ICM Mobility Coordinator is your ICM grant approved.

If requested, the original copies of the LoA/LoI and Grant Agreement can be sent to you by post for visa purposes.

**VISA APPLICATION PROCESS**

You are responsible for applying for a visa/residence permit in time. To facilitate the procedure of obtaining a visa, you are strongly advised to apply online as well as contact and liaise with the consulate or embassy in charge well ahead of the planned mobility.

When you have received your Letter of Acceptance or Letter of Invitation you should start the visa application process as soon as possible. Depending on your level of mobility, please visit one of the following websites for instructions on how to apply:

- Undergraduate, Master’s and PhD: [http://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden/Universities-and-university-college.html](http://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden/Universities-and-university-college.html)
- Staff: [http://www.migrationsverket.se/English/Private-individuals/Visiting-Sweden/Visiting-on-business-and-for-conferences.html](http://www.migrationsverket.se/English/Private-individuals/Visiting-Sweden/Visiting-on-business-and-for-conferences.html)

If possible you should apply online, since you will receive a decision a lot faster that way – provided that your application is complete with all necessary information and documents! You must also contact the nearest Swedish Embassy or Consulate to be photographed and fingerprinted. Find your nearest Swedish Embassy or Consulate at [http://www.swedenabroad.com/](http://www.swedenabroad.com/)

Be aware that it normally takes at least 1-3 months to receive a decision. You should therefore start the application process as soon as possible!
IMPORTANT! Students should not be charged for the Residence Permit application. According to the rules of the Swedish Migration Agency, a grantee participating in an EU-funded programme is relieved from any application fees. More information can be found at http://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden/Fees.html

As an ICM grantee, you are also exempt from paying any tuition fees at your host university.

TRAVEL REGULATIONS
The following regulations and instructions apply to all ICM grantees.

You have to book your flight tickets yourself and send a copy of the ticket to the ICM Mobility Coordinator. Once you arrive in Lund you will receive the travel grant together with your subsistence allowance payment. The exact amount of your travel contribution is stated in your Grant Agreement and depends on the distance between your home university and Lund University.

When you have bought your ticket, please double-check the regulations regarding weight/dimensions for baggage and carry-on-baggage. You can find this information on the website of the airline you are travelling with. Note that it is your responsibility to check and follow the airline regulations.

ACCOMMODATION
Finding accommodation in Lund can be quite difficult. You are strongly advised to start looking for housing as soon as you have been nominated.

Undergraduate and Master’s students
Undergraduate and Master’s students can apply for housing through LU Accommodation: http://luaccommodation.lu.se/node/108

When you apply, you will be required to pay a deposit of SEK 2 000 (by credit card only). This deposition is mandatory. The deposition will not be covered by the ICM grant and will be returned to your credit card at the end of your housing contract period, given that the terms of the contract are respected. For more information please visit: http://www.luaccommodation.lu.se

To increase your chances of finding accommodation, another option is to apply for accommodation through AF bostäder: https://www.afbostader.se/en/ To be able to apply for accommodation there, accepted exchange students will need their Lund University ID, which they have received in the email with their Letter of Acceptance. It is also referred to as your personal code and the format is usually: yymmdd-P123. Included in this email is also the application code. Please read all instructions on the AF Bostäder website carefully and make sure that you do not miss
If you will require other housing than the one provided by LU Accommodation or AF Bostäder during your stay in Lund, there are various housing agencies and websites where students can look for accommodation as well as register to queue for a room/flat. For more information, please visit: http://www.lunduniversity.lu.se/student-life/housing/accommodation-agencies. If you choose this option, we strongly recommend that you join the various waiting lists for accommodation as soon as possible.

**PhD students and staff**

PhD students and staff should contact their host department regarding housing options. The host department might have their own accommodation contacts and, if so, should be able to assist with bookings, etc. If your host department cannot be of assistance, please contact the ICM Mobility Coordinator. Here are some sites where PhD and staff grantees can look for accommodation:

  (Also see “links” for other accommodation agencies)

There are also some additional websites where staff can look for accommodation (the host department can help you book):

- Hotel Finn, http://hotelfinn.se/en

If you decide to rent a room or an apartment from a private landlord, please follow normal precautions to ensure that the landlord is honest. You can find useful information regarding your rights as a tenant in Sweden as well as other good advice on: http://bopoolen.nu/?lang=en

**ARRIVAL**

Undergraduate and Master's students have to arrive in Lund on the official Arrival Day in order to take part in the introductory weeks and thus get very useful information regarding their stay in Lund. This day is approximately two weeks before the start of the semester. More information about Arrival Day can be found at: http://www.lunduniversity.lu.se/student-life/preparing-to-come/arrival-introduction/arrival-day.

**LEARN MORE ABOUT LUND AND SWEDEN**

http://www.lund.se/en/
http://www.visitsweden.com
http://studyinsweden.se
http://www.lunduniversity.lu.se
In Lund

MOBILITY PERIOD
As an ICM grantee you have been awarded a grant for a specific period of time (mobility period). The mobility period is stated in the Grant Agreement and the Letter of Acceptance/Invitation Letter that you receive from Lund University. The mobility period may be changed under certain circumstances, provided that the change is in accordance with EACEA regulations and is approved by Lund University (host department and ICM Mobility Coordinator) as well as your home university.

HOW TO GET TO LUND
From Copenhagen Airport, Lund is most conveniently reached by the high-speed trains called “Öresundståg”. The trip from Copenhagen Airport to Lund via Malmö Central Station will take about 35 minutes. Tickets are available during the daytime from the DSB ticket office above the railway station in Terminal 3 (the terminal where you will arrive). You can also buy tickets using a credit card at the ticket machines called “Tickets to Sweden”, which are located in the same area. A one-way ticket is approx. SEK 145 (16 Euro). Please note that tickets can NOT be bought on board the train. After you have bought the ticket, please go to the track which says “to Malmö C” or “trains to Sweden”. There are trains from Copenhagen Airport to Lund Central Station every 20-40 minutes until 01.26 (at night). After that, there is one train every hour until 05.26 when they start running every 20-40 minutes again. Here is a Youtube video which can be very helpful: https://www.youtube.com/watch?v=-2EAY9gkMgQ.

At the time of the publication of this folder, there are ID controls by the train tracks at Copenhagen Airport which means that the trip to Lund can take more time. There are also border controls on the Swedish side of the border. Make sure that you have your passport ready! More information can be found here: http://www.oresundståg.se/en/  

From Malmö Airport there are airport coaches (Flygbussarna) which operate between Sturup Airport and Malmö and Lund Central Stations once or twice hourly depending on what time you travel. Travel time: 40 min to Malmö, 60 min to Lund. One way fare: SEK 105. Tickets can be bought online, at the airport or on the bus (credit card only!). More information can be found on the Flygbussarna website: http://flygbussarna.se/en

ARRIVAL MEETING
To receive your grant payment and information about your mobility, you have to meet with the ICM Mobility Coordinator upon your arrival. Please make an appointment prior to your arrival or at the latest immediately when you have arrived.
The ICM grant consists of two parts: the subsistence allowance and a travel grant.

**STUDENTS - SUBSISTENCE ALLOWANCE**
ICM grantees on undergraduate, Master’s or PhD level will receive a subsistence allowance equivalent to 850 Euro per month (or 28.33 Euro per day). 70 % of the eligible subsistence allowance plus the travel contribution will be paid to the grantee upon arrival. (For mobilities shorter than 4 months 100 % of the grant will be paid upon arrival.) The remaining 30 % will be paid before the end of the mobility under the condition that all mandatory documents including a preliminary Confirmation of Study Period document have been submitted in time. To meet the minimum requirements from the Swedish Migration Agency 20 Euro per month will be added to your subsistence allowance for mobilities longer than three months.

The subsistence allowance is calculated per month/days spent at Lund University. The start date equals the start of academic activities in Lund and the end date is the last day of official academic activities at Lund University. Travel days and time spent before or after academic activities, as well as interruptions of the mobility, will not be covered. More details about the grant can be found in the Grant Agreement.

**STAFF - SUBSISTENCE ALLOWANCE**
ICM staff grantees will receive a subsistence allowance equivalent to 160 Euro per day for the first 14 days (travel days are included), then 112 Euro per day, should they stay longer. 100 % of the eligible subsistence allowance plus the travel contribution will be paid to the grantee upon arrival. The start date of the mobility period shall be the first day that the grantee needs to be present at the receiving institution and the end date shall be the last day the grantee needs to be present at the receiving institution. One day for travel before the first day of the activity abroad and one day for travel following the last day of the activity abroad shall be added to the duration of the mobility period and included in the calculation for individual support. Should there be other activities not related to the ICM mobility between the travel days, these days will not be covered by the grant.

**TRAVEL GRANT**
The ICM travel grant is to be seen as a con-
distribution to travel and visa costs in connection with the grantees mobility, but is not guaranteed to fully cover all costs. The grant is calculated based on the distance between the grantee’s home university and Lund University. Tickets have to be purchased by the grantee him/herself. Should the allocated sum not be sufficient to cover the occurring costs, the grantee has to contribute with his/her own funding. Distance calculator: http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

<table>
<thead>
<tr>
<th>Travel distances</th>
<th>Travel grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-499km</td>
<td>EUR 180</td>
</tr>
<tr>
<td>500-1999km</td>
<td>EUR 275</td>
</tr>
<tr>
<td>2000-2999km</td>
<td>EUR 360</td>
</tr>
<tr>
<td>3000-3999km</td>
<td>EUR 530</td>
</tr>
<tr>
<td>4000-7999km</td>
<td>EUR 820</td>
</tr>
<tr>
<td>8000 km or more</td>
<td>EUR 1100</td>
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</table>

**GRANT PAYMENTS**

All grantees at Lund University will receive their payments through an ICA Prepaid card, which they will receive upon arrival together with a PIN code and a password. The ICA Prepaid card can be used to pay for goods and services at all stores that accept Maestro cards and can also be used to make withdrawals from ATMs that display the Maestro symbol. The card cannot be used to pay bills or purchases online.

Grant holders will receive a user guide together with the card and codes. Grantees whose mobility lasts for one semester or more can, if they wish to, open a Swedish bank account and transfer the grant from the ICA card to their account: http://www.lunduniversity.lu.se/current-students/financial-matters/banking-in-sweden

The grant or part thereof shall be repaid if the grantee does not carry out the mobility activity in compliance with the terms of the Grant Agreement. If the grantee terminates the contract before it ends, he/she shall have to refund the amount of the grant already paid, except if agreed differently with Lund University. However, if the grantee has been prevented from completing his/her mobility activities due to force majeure, he/she shall be entitled to keep the amount of the grant corresponding to the actual duration of the mobility period.

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**Insurance**

**STUDENTS**

Undergraduate and Master’s students on exchange at Lund University as well as PhD students who will obtain credits at Lund University are covered by the Swedish State’s insurance for foreign students in Sweden – Student IN. This insurance includes accident coverage, costs for home transport in case of illness or accident, liability coverage, legal expenses and property coverage. It is however very important that you read the terms and conditions carefully so that you know exactly for what you are insured. Student IN covers you in the whole Schengen area if you have a Schengen visa (property cover only in Sweden). If you don’t have a Schengen visa, it only covers you in Sweden. For travel outside the Schengen area you will need additional insurance coverage, which you should get in your home country.
For more information please visit Kammarkollegiet’s website at: http://www. kammarkollegiet.se/english/insurance

Look for the following documents:
• Terms and conditions 2015 Student IN insurance.pdf
• Claim Application Form Student IN and Student UT.pdf

The Student IN insurance does not cover family members of the grant holder. Grantees who intend to bring family members will therefore need to insure their family members before their arrival in Lund. Please contact an insurance provider of your choice in your home country to purchase a suitable comprehensive health insurance policy that is valid in Sweden.

RESEARCH STUDENTS AND STAFF

Master’s and PhD research students (who will not obtain credits at Lund University) and staff are covered by GIF insurance (Swedish State’s Group and Personal Insurance).

The GIF insurance is only for visiting researchers and their families, and covers only essential health care in Sweden. GIF does not cover planned care, preventative health care, preventative prenatal care, delivery care, etc. Such care must be paid in full if the researcher and the accompanying family do not have private health insurance. Therefore, grantees in this category are encouraged to supplement their insurance coverage with private insurance. When you visit the medical service provider, you should either pay or request a receipt/invoice for the cost, made out to you. The receipt/invoice and the claim form, signed by the head of your department, should then be sent to Kammarkollegiet.

For more information please visit Kammarkollegiet’s website at: http://www. kammarkollegiet.se/english/insurance-students-and-state-employees/individual-insurance/gif-group-and-personal-insurance

Look for the following documents:
• Claim Application Form - Swedish State Group Insurance and Personal Insurance.pdf
• Terms and conditions Swedish State Group and Personal Insurance 2015.pdf

Language Courses

SWEDISH

ICM grantees on undergraduate and Master’s level (not PhD or staff) are eligible to apply for the course “Swedish for exchange students” offered by Lund University. The course is called USA and is designed to give exchange students a good introduction to the Swedish society and language. USA is worth 3 ECTS and concludes with a written exam. More information about the course is available at: http://www.sol.lu.se/en/education/course-offerings/course/SUSA11/

If after taking USA, you want to study more Swedish, you might have the possibility to apply for the SVEE courses: http://www.sol. lu.se/en/sfs/exchange/ The application period starts on Arrival Day.

ENGLISH

Lund University does not offer English language courses suitable for international students or staff. If you are interested in studying English, you can enrol in courses at Folkuniversitetet (fees apply) in either Lund or Malmö: http://www.folkuniversitetet.se/In-English/ English-Courses/
Rights and obligations of the Grantee

It is mandatory for all grantees to deliver the below mentioned documents to the ICM Mobility Coordinator at Lund University before ending their mobility, except for the Learning Agreement/Mobility Agreement which have to be finalised before the start of the mobility period. This is a formal requirement that applies to all.

MEETINGS

It is mandatory for all grantees to meet with the ICM Mobility Coordinator upon arrival and before leaving Lund at the end of their mobility period. These meetings are a good opportunity to ask us any questions related to your stay, and to hand in any remaining mandatory documents. In the final weeks of your mobility, please contact us to schedule an appointment using the contact information on page 3.

Mandatory Documents

STUDENTS

Passport copy, copy of flight ticket, Letter of Acceptance (UG, MA) and full home address.

Learning Agreement

Undergraduates, Master’s and PhD student: The Learning Agreement is the document stating the courses/academic activities you are going to attend/carry out at Lund University. The Learning Agreement has to be signed by you, your home university and by the department where you study at Lund University before the start of your mobility.

Final report

After the mobility period you have to evaluate the time spent at the Lund University. An online survey will automatically be generated by a database used for reporting the project to the European Commission and sent to you 30 days before the mobility has come to an end (students). Submission of the online survey is obligatory.

Transcript of records

All students will receive a Transcript of Records showing the courses taken and credits earned at the end of their mobility period. These documents will facilitate the assessment and recognition of course work during the mobility period abroad once they return to their home university. For PhD students or research Master’s students a document that confirms the academic activities undertaken needs to be compiled and signed by the host department.

Preliminary Confirmation of Study Period

To receive the second payment of your grant (for mobilities longer than four months), you have to submit a preliminary Confirmation of Study Period document to the ICM Mobility Coordinator after half of your mobility period has passed. This document is considered as the request for the payment of the remaining amount of your grant. The document must be signed by your course coordinator. If not
applicable, please contact the ICM Mobility Coordinator.

**Confirmation of Study Period**
At the end of your mobility, you have to hand in a document called “Confirmation of Study Period” to the ICM Mobility Coordinator. The document has to be signed by your course coordinator. If not applicable, please contact the ICM Mobility Coordinator.

**STAFF**
Passport copy, copy of flight booking and full address.

**Mobility agreement**
The Mobility Agreement document specifies and describes the activities that will be undertaken at Lund University and states the start and end date of your mobility period. The Mobility Agreement must be jointly formulated and signed by the home university, the host university and the grantee. The staff grantee is responsible for obtaining the required signatures for the Mobility Agreement. The Mobility Agreement has to include the content of the teaching programme/training activities to be carried out, overall objectives and added value of the mobility, and expected outcomes.

**Final report**
After the mobility period you have to evaluate the time spent at the Lund University. An online survey will automatically be generated by a database and sent to you before your mobility has come to an end. Submission of the online survey within 30 days of receipt is obligatory.

**Certificate of Attendance**
The Certificate of Attendance has to be handed in to the ICM Mobility Coordinator by all staff before their return home.
Checklists

CHECKLIST FOR STUDENTS

Before the mobility
• Send scanned copy of your passport to ICM Mobility Coordinator
• Apply for Visa
• Apply for Housing
• Book travel and send copy of your ticket to ICM Mobility Coordinator
• Send signed Grant Agreement to ICM Mobility Coordinator
• Book appointment for arrival meeting with ICM Mobility Coordinator
• Apply for courses through LU’s online application (if applicable)
• Send Letter of Acceptance (UG, MA)
• Send Learning Agreement with all signatures to ICM Mobility Coordinator

During the mobility
• Send preliminary Confirmation of Study Period document to ICM Mobility Coordinator
• Book final meeting with ICM Mobility Coordinator before leaving
• Answer online survey before leaving Lund
• Submit final Confirmation of Study Period document to ICM Mobility Coordinator before leaving Lund

CHECKLIST FOR STAFF

Before the mobility
• Send a scanned copy of your passport to ICM Mobility Coordinator
• Send Mobility Agreement with all signatures to ICM Mobility Coordinator
• Apply for Visa
• Apply for Housing
• Book travel and send a copy of your ticket to ICM Mobility Coordinator
• Send signed Grant Agreement to ICM Mobility Coordinator
• Book appointment for arrival meeting with ICM Mobility Coordinator

During the mobility
• Book final meeting with ICM Mobility Coordinator before leaving Lund
• Answer online survey before leaving Lund
• Submit Certificate of Attendance document to ICM Mobility Coordinator before leaving Lund
A world-class university that works to understand, explain and improve our world and the human condition.