Before Departure

Checklist

☐ APPROVAL OF STUDY PLAN
Make sure that your course plan has been approved by your faculty/study advisor before you leave. Follow the instructions of your faculty. Keep in touch with your study advisor – particularly if you make any changes to your preliminary course plan. Do not forget to apply for courses at Lund University for the next semester during your stay abroad! See www.studera.nu

☐ INSURANCE
All students travelling within an exchange agreement are insured by Kammarkollegiet’s Insurance (Student UT). Find Terms and Conditions and Claim form: http://www.kammarkollegiet.se/english/insurance

Student UT is only valid when the student has been registered for exchange studies in Ladok. All students going to countries outside the EU will get an insurance document (MIC card or certificate). This insurance document will also be given to non-European students going to EU countries (contact your coordinator about this).

EU/EEA citizens going to EU/EEA countries are also covered by Student UT, even if you do not receive a card or certificate. Instead you should bring a European Health Insurance Card. The card gives you health care for the same price in public hospitals and health care facilities as the citizens of the country. If you are a Swedish citizen and are registered at the Tax Office in Sweden, please order your card here (only in Swedish): https://www.forsakringskassan.se/privatpers/studerande If you are not a Swedish citizen, you need to talk to the state insurance company in your home country. See http://ec.europa.eu/social/

Note that some countries or universities do not accept Student UT as comprehensive. In North America it is often compulsory to pay for the insurance of the university. You can try to waive it through Kammarkollegiet. Contact forsakring@kammarkollegiet.se

☐ STUDY ALLOWANCES (CSN)
If you are eligible to receive Swedish study aid, it is advisable to apply to CSN for two semesters (the study semester and the following semester), even if you are going for only one. The process of getting your transcript and get your credits to be registered in Ladok may take some time.

More information can be found at: www.csn.se/utomlands

☐ VISA APPLICATION
You are responsible for the visa application process. You should apply as soon as you have received your Letter of Acceptance. Even before this, please familiarize yourself with the visa requirements for the country you will be studying in. There may be additional requirements such as a medical certificate. Please double-check that your passport will be valid for the entire study period and for an additional six months after your study period. Find a list of the diplomatic missions in Sweden here: http://www.government.se/ Search for “The Stockholm Diplomatic List”.
For visa-related matters, consult the embassy or the consulate of your home country.

☐ VACCINATION
Please see Vårdguiden www.1177.se before you leave to find information about vaccination for the country/region you are visiting. You can also check the information provided by the WHO at http://www.who.int/ith/en/ Please note that Student Ut does not cover vaccination costs.

☐ APPLY FOR ERASMUS SCHOLARSHIP
Apply for the Erasmus scholarship no later than one month before departure. This applies for students going for exchange studies within Europe. www.lunduniversity.lu.se/erasmus-mobility-programme
During your Time Abroad

IMPORTANT DOCUMENTS TO BRING

- Letter of Acceptance
- Up-to-date Ladok transcript
- Financial documentation (certificate from bank/parents)
- Insurance documentation (The Medical Insurance Card/Certificate from Kammarkollegiet, and/or the European Health Insurance Card for EU/EEA citizens)
- Birth certificate in English with name of parents
- Valid passport (check that your passport is valid during the whole exchange period)
- International student identity card (ISIC)
- Passport photos
- Apply for visa well in advance. Different countries have different rules. In most European countries you should apply for a residence permit if the exchange period is longer than 3 months.
- Vaccination history
- If you take medication, don’t forget to ask your doctor to issue prescriptions that you can bring with you. If you bring medicine in your luggage, it is recommended that you bring a signed document from a doctor certifying that the medicine is for your personal use (for customs). You must also make sure that the medicine you bring is legal in the country you are going to.

Good things to know

SUBLET YOUR ROOM/APARTMENT TO AN INCOMING EXCHANGE STUDENT

The exchange agreements of Lund University are reciprocal. This means that we are committed to receive as many incoming exchange students as we send out. As the housing situation is always a challenge for incoming students, we would appreciate your help. If you are interested in subletting, please contact your landlord and BoPoolen at www.bopoolen.nu

LANGUAGE COURSES

Improve your language skills by taking a course in the host language before starting the exchange semester. Some universities may offer students an introductory language course before/when the semester starts (in some cases free of charge). Please note that these language course often cannot be accredited as part of your degree.

DRIVER’S LICENSE

Please contact Motormännen, phone 08-690 38 00, or see www.motormannen.se/reis. You can also contact the embassy in Sweden and ask them whether your Swedish driver’s license is valid or if you need an international driver’s license. If you have a license from another country, please check with the local authorities or institution responsible for issuing international driver’s licenses in the country of issuance.

IF YOU CHANGE YOUR E-MAIL ADDRESS

We will communicate with you via e-mail. Please inform your coordinator directly regarding changes of your e-mail address.

BE A GOOD STUDENT AMBASSADOR!

As a representative for Lund University, it is important that you are a good ambassador. The host university might ask you to attend information meetings to inform their students about Lund University and Sweden. Contact your coordinator to get information material sent to the host university. Find information on the following websites:

- Lund University: www.lunduniversity.lu.se
- Presentation material about Lund University: www.lunduniversity.lu.se/student-ambassador
- Lund: www.lund.se
- Sweden: www.sweden.se
- Studies in Sweden: www.studyinsweden.se

INFORMATION ABOUT COURSES TAKEN

Collect as much information as possible about your courses (course descriptions, learning outcomes, literature lists, schedules, exams, etc.). This will facilitate the transfer of credits once you return home.

CONTINUED STUDIES AT LUND UNIVERSITY

Don’t forget to apply for courses at LU for the semester following your study period abroad. Go to www.studera.nu

IN CASE OF EMERGENCY

The host university should be equipped to help you with most things. After ensuring your safety, keep your relatives and your coordinator at Lund University informed! Follow the instructions of the host university, your home Embassy and/or the Swedish Ministry for Foreign Affairs. Travel Health info in English: www.who.int/ith/en/

Always contact Falck Global Assistance as soon as possible if you had an accident abroad or any n(both within and outside EU/EEA). They will help you with advice where to go and what to do, and the claim will be easier to handle when you return. They can also help you with emergency travel and expensive emergency medical costs, phone: + 46 8 587 717 49, e-mail: fga@se.falck.com

In serious situations you can also reach Lund University through the emergency number +46 46 222 07 00.

University of Virginia, USA.
After your Time Abroad

TRANSCRIPT AND TRANSFER OF CREDITS
Your transcript will be sent to your exchange coordinator at Lund University. This may take some time depending upon the routines of the host university. Transfer of credits (accreditation) will be made by your faculty/department and registered in Ladok. If the transcript is sent by post to you directly you have to contact your faculty/department to get the courses accredited within your degree.

WRITE YOUR TRAVEL REPORT
Your experience abroad is valuable to future exchange students as well as coordinators at Lund University. Upon return to Lund University you are obliged to write a travel report. You will be reminded via e-mail. Erasmus students also have to fill in an Erasmus survey.

BECOME AN INTERNATIONAL MENTOR!
Become an international mentor and get to know international students, new cultures and improve your language skills! More information at www.lunduniversity.lu.se/international-mentor