



LUND
UNIVERSITY

Time to Go

PREPARE FOR YOUR STUDIES ABROAD (IN ENGLISH)

Before Departure

TRANSFER OF CREDITS

Follow the instructions from your faculty to assure transfer of credits from your exchange studies and registration in Ladok of credits within your programme/degree. The person whom you have been in contact with concerning your study plan may have to approve changes of courses.

INSURANCE

All students travelling within an exchange agreement are insured by Kammarkollegiet's Insurance (Student UT). Find Terms and Conditions and Claim form: <https://www.kammarkollegiet.se/engelska/start/all-services/insurance-for-foreign-visitors/student-insurance/cards-and-certificates>

All students going to countries outside the EU will get an insurance document (Medical Insurance Card or certificate). This insurance document will also be given to non-European students going to EU countries (contact your coordinator).

As an EU/EEA citizen going to EU/EEA countries you 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/resa_arbeta_studera_eller_fa_varld_utomlands/studera_utomlands. If you are not a Swedish citizen, you need to talk to the state insurance company in your (EU) country of origin. See <http://ec.europa.eu/social/>

Note that some countries or universities do not accept Stu-

dent UT. In North America it is often compulsory to pay for the insurance of the university.

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 abroad for only one semester. Receiving your transcript and getting your credits registered in Ladok may take some time. Read more about study allowances: www.csn.se/utomlands

IF YOU NEED A VISA

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 familiarise yourself with the visa requirements for the country you will be studying in. There may be additional requirements such as a medical certificate. Make sure that your passport is 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". Find out if you may apply for a visa from Sweden or if you have to apply from your country of origin.

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/iith/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.



University of North Carolina at Chapel Hill, USA.



During your Time Abroad

IF YOU CHANGE YOUR E-MAIL ADDRESS

Please inform your coordinator at Lund University regarding changes of your e-mail address so that we can get in touch with you during your exchange period.

BE A GOOD STUDENT AMBASSADOR!

As a representative of 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.

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 courses often cannot be accredited as part of your degree. Any costs for language courses should be paid by the student.

IN CASE OF EMERGENCY

The host university can 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 and your home embassy.

Always contact Falck Global Assistance as soon as possible if you are in an emergency situation both within and outside EU/EEA. They will help you with advice on where to go, what to do, emergency travel and expensive medical costs. Phone: + 46 8 587 717 49. E-mail: fga@se.falck.com

IMPORTANT DOCUMENTS TO BRING

- Letter of Acceptance
- Up-to-date Ladok transcript
- Financial documentation (documentation of study allowances or certificate from bank/ parents)
- Insurance documentation (Medical Insurance Card/ Certificate from Kammarkollegiet, and/or the European Health Insurance Card for EU/EEA citizens)
- Valid passport (check that your passport is valid six months after completed exchange period)
- Copy of passport (leave one copy at home too)
- Photos (passport style)
- Visa
- Vaccination history
- If you take medication, don't forget to ask your doctor to issue prescriptions that you can bring with you. If you carry medicine in your luggage, we recommended that you have 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 is legal in the country you are visiting.
- International student identity card may give you reduced travel prices (ISIC) www.isic.se

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. 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

CONTINUED STUDIES AT LUND UNIVERSITY

Don't forget to apply for courses at Lund University for the semester following your study period abroad.

TRAVELS IN CONNECTION TO YOUR EXCHANGE

Receiving your Letter of Acceptance and your visa may take time. Your coordinator at Lund University is not in a position to speed up these processes. Therefore we recommend leisure travels after your exchange period.



University of Canterbury, New Zealand.

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) and registration of credits in Ladok will be made by your faculty/department.

WRITE A TRAVEL REPORT

Your experience abroad is valuable for 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. In addition Erasmus students have to fill in an Erasmus survey.

BECOME AN INTERNATIONAL MENTOR!

Become an international mentor upon your return and help introduce new international students to Lund University! More information at www.lunduniversity.lu.se/international-mentor