

An aerial photograph of a city skyline, likely New York City, with numerous skyscrapers and buildings. The image is overlaid with three yellow rectangular boxes containing the text 'Study', 'Abroad', and 'Guide' in a bold, dark blue font. The text is arranged vertically, with 'Study' at the top, 'Abroad' in the middle, and 'Guide' at the bottom. The background image is slightly faded to make the text stand out.

Study

Abroad

Guide



**MALMÖ
UNIVERSITY**

Welcome

The Study Abroad Guide is divided into three parts, Before, During and After your exchange. The host university is the university you will be going on exchange to, whereas the home university is Malmö University, often abbreviated as MaU.

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This guide is produced by the International Office at Malmö University. You can find us at Student Centre, Neptuniplan 7. Every effort has been made to ensure the information contained in this publication is accurate and current at the date of printing.

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Before

What happens after I have been nominated by MaU?

Accept your nomination on the [Portal for outgoing student mobility](#).

After you have accepted your place you will be contacted by your coordinator at MaU with instructions on how to apply to the host university. Monitor your email for this information but please be patient

How do I find information about courses I can take at the host university?

Look at the host university's website for courses that you think would fit into your education here in Malmö. At some universities, the word for course is "units", "subjects" or even "program". If you have difficulties finding the right page on the website, please contact MaU for help.

Travel reports from previous students often mention course details. Don't forget to look through these online on our [partner exchange world map](#).

How do I apply to the host university?

Instructions about the application process to your host university will be sent by your future coordinator. This may take up-to 1-2 months after nomination. It is now time to look at your new host university in depth. At this stage your host university does not know who you are so it is advisable not to contact them directly to avoid confusion. It is very important that you respect the deadline date you receive from your host university or MaU for submission of application documents. This since most host universities do not deal with late applications, which means you risk losing your nomination abroad.

How does the application process work?

All nominated students will be informed about the application process to the host university. No matter where you are going, you are responsible for gathering the documents for the application. If your application is not complete by the application deadline you risk losing your nomination.

Do I need to prove language skills?

Depending on the language in which you will study, you may be required to show language proof documentation. Please see the host university's website for requirements.

Are there country/university specific meetings?

Meetings will be arranged by the coordinator. You will be notified about these by email.

Can I take my children/family with me?

We, together with the partner university will help arrange practical matters, even if the student and the family itself are responsible for preparations. Matters such as housing, and visa are often more complicated than normal.



Acceptance

'Letter of Offer' Acceptance' or similarly named document from the host institution:

- Check that the semester dates are correct.
- Accept your offer (where applicable).
- Ensure you complete all forms required (where applicable).

Accommodation

- See application instructions regarding accommodation for exchange students.
- If you would like to sublet your own accommodation in Malmö to an incoming exchange student while you are away, get help via [Housing-anywhere](#).
- See [CASASWAP](#) where exchange students can arrange exchange accommodation. See [Student Exchange Evaluations](#) for tips about where students have lived before.

Health checks

Check the application and/or visa instructions, in case of specific vaccinations, and/or health check requirements.

Health & Wellness

Your wellness is important to us. If you need support while you are on exchange you can contact the Student Health Services at studenthalsan@mau.se

Electrical appliances

Check what type of power source outlets there are in your host country and if you need to purchase an adaptor.

Evidence of available funds

You may have to prove to the immigration authorities that you are financially independent for the period of your exchange. Apply early for financial proof in English from CSN. You may need to send this along with your visa application.

Embassies/ Consulates in your host country

We recommend that you check the appropriate Embassy/Consulate website for detailed information. For safety reasons register with your national Consulate/Embassy/Migration office in your host country.

Erasmus+ Scholarship

Students who are entitled to an Erasmus+ scholarship for exchange studies will receive information about the application process by e-mail from the Erasmus+ coordinator. Please read the instructions carefully.

Expenses/budget

Fees such as visas, student housing, accommodation, health tests, introduction courses, language courses, additional insurance, airfares/travel to and from the host country etc. are not covered by the MaU. Students are responsible for all such costs.

Flight tickets

After you have accepted your offer at the host institution and obtained your visa, you may make your travel arrangements. You are strongly advised not to book any non-refundable tickets.

Insurance

All outgoing exchange students are covered by Kammarkollegiet's 'Student UT' insurance scheme, which applies to education abroad. It provides, on the one hand, an insurance cover equivalent to the general student insurance and, on the other hand, travel insurance. The insurance applies twenty-four hours a day. It covers emergency medical and dental care; it also contains disruption, property and baggage delay. MaU will send the insurance document to you via email.

Exceptions: There are several host universities, outside the EU/EEA, who request students to acquire an additional insurance. Please do not purchase this insurance without first checking with your contact person at Malmö University.

It is your responsibility to make sure that you are familiar with the terms and conditions of the insurance prior to leaving Sweden and to check if you are in need of any additional insurance. Make sure you can access funds in the event of an emergency during your exchange. Money for insurance can be reimbursed first after [Kammarkollegiet](#) has received receipts and processed your claim.

For EU students studying in other EU/EEA country, you will also require a European Health Insurance Card (EHIC) which, you can order from your home country (Swedish citizens order from Försäkringskassan).

International students from outside the EU/EEA

For those of you who are not Swedish

citizens, or do not have a permanent Swedish Residence Permit, make sure that you apply for an extension of your Swedish Residence Permit before leaving for the exchange.

Learning Agreement

The idea of student exchange is that you can accredit your study abroad as part of your education at MaU. The Learning Agreement is the list of courses you will study at your host university. It must be signed by you, Malmö University and the host university before you leave on your exchange. Any modifications must also be reported and signed for once again. Always remember to keep a copy of the Learning Agreement, and any changes! A verbal agreement with your teacher is never enough!

Upload both the original document and changes to this on the Exchange document [Portal for outgoing student mobility](#).

Driver's license

If you intend to drive while abroad you may need to obtain an international driving permit (IDP), depending on where you sat your test. Always check the countries' driving rules!

LADOK-Student registration MaU

Check that you are registered for exchange studies with your coordinator at your faculty. You must be registered for exchange studies in order to obtain credit and receive funds from CSN during and on your return from exchange.

Luggage

Check luggage allowance (maximum weight and number of items for check-in and carry-on) with your airline. Usually around 20kg.

Check with customs what you can and cannot take into the country. Some countries have extremely strict rules e.g. Australia with food and plants. Secure your baggage, but if you are travelling to the USA you will need TSA approved locks so they won't be cut off at customs in the USA.

Money

- Organise enough cash money to cover expenses for the first week upon arrival.
- Make sure you can access funds in the event of an emergency.

Passport

Please check this with the appropriate Consulate/Embassy. Depending on the country and/or visa, your passport must be valid for the entire exchange period plus 2-6 additional months after your return journey.

Suggestions for documents/things to take in your hand luggage

- Travel tickets
- Passport
- Visa documentation
- Letter of offer/acceptance from host institution
- International driver's licence or drivers license from your home country
- Information on airport pick up service (if applicable)
- Accommodation details
- Emergency contact details e.g. relatives, friends, government, embassy.

- Medical record (incl. blood type, medication details, and prescriptions if required)
- Universal converter / adapter for all electronic needs.
- ID other than passport for daily use.
- Laptop & mobile phone

Scholarships

Some universities offer scholarships for exchange students, see the website of your host university for more information.

Student grant/allowance

CSN (Swedish financial aid for students), should be applied for in advance. CSN advises that students apply for two semesters at a time, regardless of when you travel, to help alleviate problems on return to do with accreditation.

More information on [csn.se](https://www.csn.se)

Travel advice

- Read The Swedish Ministry for Foreign Affairs' (UD) [Travel Advice](#) specific for your host country.
- Make several copies of all travel documents i.e. passport, plane tickets, insurance documents and credit cards. Leave a copy at home, or email copies to yourself.
- It is particularly important for family to be aware of your flights and accommodation details.

Vaccinations

Find out which vaccinations are required in good time before traveling. See [1177](#) for more information on vaccinations.

Visa/ Residence permit

Visa issues are generally specific to the individual and therefore the responsibility of the student. You can begin to apply for a visa / residence permit only after you have been admitted to exchange studies at the host university.

- Contact the relevant Embassy or Consulate for visa or entry permit for your exchange.
- Apply in good time, as early as possible. It can take several weeks to get.
- EU-citizens studying in the EU for more than 3 months must apply for a residence permit in the host country.
- See www.ud.se for more information on visas.
- For exchange studies to the USA you will be obliged to book a meeting at the embassy, after you receive your 'Letter of Acceptance' to obtain a visa. This may mean returning to your country of nationality.



During

Ambassador for Malmö University

Actively encourage students to come to Malmö University. Be available for information meetings, student fairs and spread information about MaU. If you need information materials, please contact the internationaloffice@mau.se

Arrival

- Contact your family to say that you arrived safely.
- Contact The International Office at the host institution and introduce yourself.
- Participate in the orientation programme (if available).

Emergencies & crisis response

- Emergencies may arise while travelling. Please contact your family.
- Monitor your email regularly.
- Evaluate your options in the event of an emergency, such as staying put; moving to a safer location, or returning to Sweden.
- Falck Global Security are ready to act at any time day or night. Don't forget your details: +46 8 587 717 49
fga@se.falck.com
- Do you know the emergency telephone number for the country you are in? Add it to your mobile.

- Make sure you know the location of the nearest doctor and hospital.
- Communicate your plans and movements at all times to your host university and Malmö University.
- Check your insurance for eventual flight, accommodation or health restrictions.

Extending your stay

If you wish to extend studies at your host institution for a second semester you will first need permission from the host university and from your coordinator at MaU. After approval, you will need another Learning Agreement approved by your faculty. This can be done by email. Keep copies of all correspondence. Don't leave it till the last minute! Don't change flights or accommodation bookings until you have approval from all parties and your new study plan approved.

Learning Agreement

- Changes? Alterations to the Learning Agreement must be approved by your faculty/school. Keep copies of correspondence. Upload the document with changes to the MoveON platform.
- Credits will not be transferred unless the new courses have been approved.
- Keep copies of any work completed while on exchange, such as syllabi, reading lists, papers and exams, so you have documentation in case any questions arise on your return.

Social Media

- Instagram [#malmostudentabroad](#)
- Facebook: [MalmoGoInternational](#)
- If you wish to blog for us or to publish your own blog, contact internationaloffice@mau.se

Travel Advice

Malmö University advises that students follow the Swedish Ministry for Foreign Affairs (UD) travel advice and/or advice issued by local diplomatic representatives. If UD issues advice against travel to any country/area, MaU may cancel the participation of any student who will be undertaking an exchange in that country/area.



After

Accreditation of credits

It is your responsibility to make sure that you receive a transcript of records from the host university. After you have received your transcript of records you should contact your coordinator at your faculty and apply for accreditation of credits. Host institutions will not release transcripts to students who have outstanding unpaid fees, such as library fines, student fees or orientation programmes. Please upload your transcript to your [Portal for outgoing student mobility](#) platform.

Go International Fair and more

- Stay involved!
- Take part in the MaU Go International Fair representing your host university!
- Be available at the next Kick Off as a returning student and help someone out like you were helped out once upon a time!
- Join us at other information meetings, seminars, etc. to speak about your experiences.

Exchange Evaluation

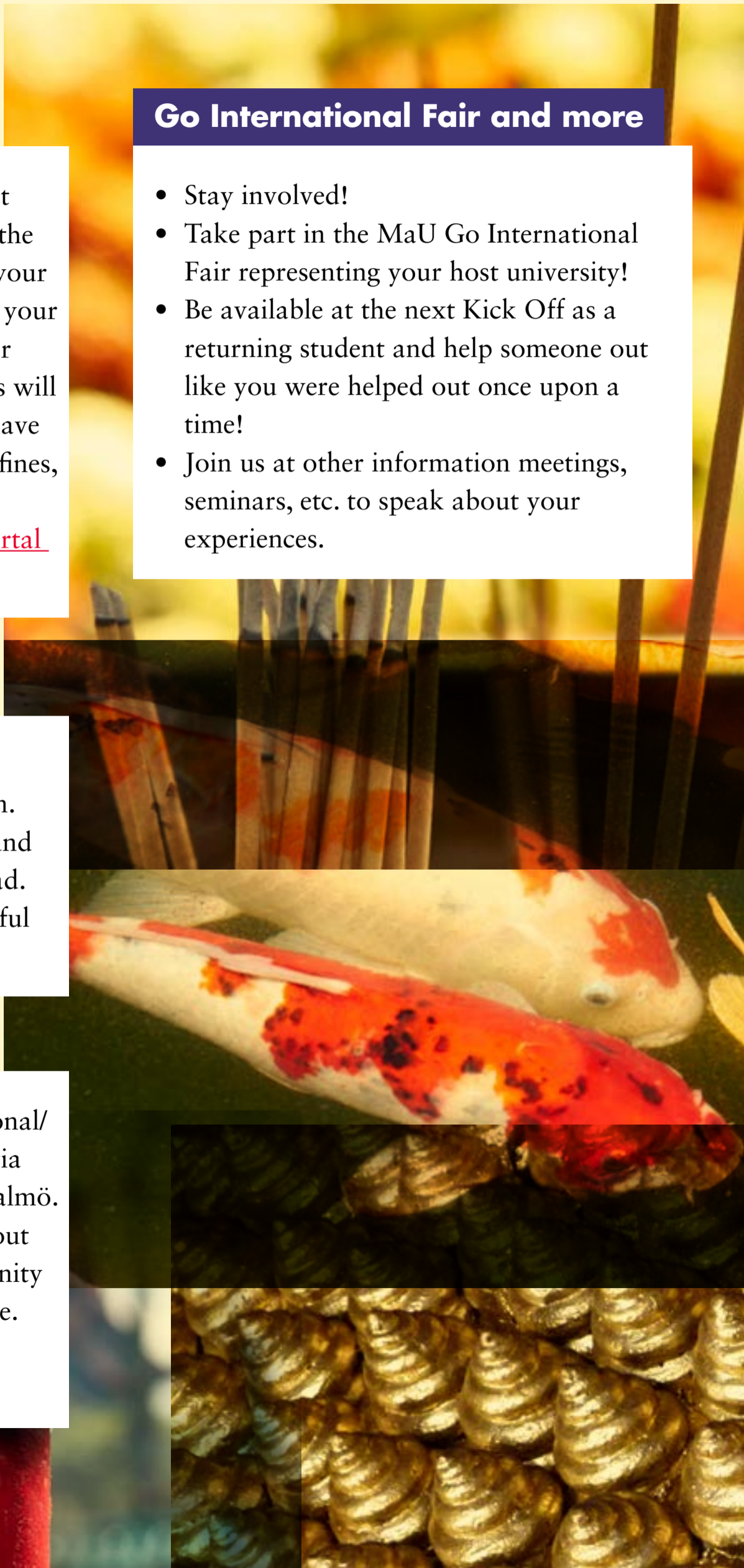
It is a requirement of your exchange to complete an evaluation upon your return. Reflect about things you would have found useful to know before your period abroad. Your evaluation is very valuable and useful for future exchange students at MaU.

Fadder/Buddy

Become a fadder/buddy for an international/exchange student at Malmö University via the Erasmus Student Network (ESN) Malmö. ESN hosts events and activities throughout each semester providing a great opportunity to continue your international experience.

Email: esnmalmo@esnsweden.org

Web: esnmalmo.org





LEARNING AGREEMENT

Exchange studies

Name of student: _____

Sending department at Malmö University: _____

Semester and year: _____

Receiving university: _____

Courses/units to be studied at receiving institution ¹			
The courses at receiving institution should correspond to full time studies. A full exchange semester = 30 ECTS			
Course unit and code	Course title	Local credits	Swedish credits
Recognition at sending institution – corresponding courses/units at Malmö University			
Course code	Course title	Credits	

If necessary, continue the list on a separate sheet!

Student's name (printed): _____

Student's signature: _____ Date: _____

SENDING INSTITUTION (Malmö University)

We confirm that the proposed programme of study/learning agreement is approved.

Departmental co-ordinator's name (printed): _____

Departmental co-ordinator's signature: _____ Date: _____

RECEIVING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved.

Departmental co-ordinator's signature: _____ Date: _____

Please return this form to the international coordinator at your faculty/department

¹ **PLEASE NOTE:** It is the student's responsibility to provide sufficient information about the planned courses to the co-ordinator at Malmö University before the Learning Agreement can be signed. If syllabus or course descriptions aren't available on the web, the student must contact relevant staff at the host institution.

But Wait!

There's more!

Check out what other international opportunities there are available while you study at Malmö University

mau.se/gointernational



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