

# Instructions on how to apply for international study opportunities

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**INTERNATIONAL OFFICE | UPDATED: 28 AUGUST 2019**

These instructions are intended for students at Lund University School of Economics and Management who are applying for international study opportunities.

There are three application periods each year:

## **OCTOBER/NOVEMBER**

Exchange studies on Bachelor's level

## **JANUARY**

Exchange studies on Master's level  
International Master Class  
Double Degree within a Master's programme

## **FEBRUARY**

Summer Exchange  
Stanford International Honors Program  
Berkeley Haas Global Access Program (BHGAP)  
Berkeley International Study Program (BISP)  
Spare exchange places on Bachelor's level

**Apply online:  
[utland.ehl.lu.se](http://utland.ehl.lu.se)**



# 1. Creating an account and logging in

English translation below

## INLOGGNING

Jag vill registrera mig / jag har glömt mitt lösenord

Email:

I want to register / I have forgotten my password

Email

Jag vill söka till EHLs utbytesprogram

Email:

Lösenord:

**Step 1.** Create an account. Enter your student e-mail address in the box under *Jag vill registrera mig / jag har glömt mitt lösenord* as shown above. An automatic e-mail with login details will be sent to you when you click *Register*.

If you have forgotten your password, you can also write your e-mail in the same box, and a new e-mail will be sent to you.

Registrering klar. Du får ett epostmeddelande med inloggningsuppgifter.

Registration completed. You will get an e-mail with login details.

A confirmation that your registration was successful appears on the page.

## INLOGGNING

Jag vill registrera mig / jag har glömt mitt lösenord

Email:

Jag vill söka till EHLs utbytesprogram

Email:

Lösenord:

I want to apply for the LUSEM Exchange programme

Email

Password

**Step 2.** Log in with your student e-mail (Login ID) and password (lösenord) provided to you in the registration confirmation e-mail.

## 2. Personal data

**English translation below**

Fill in all fields under the personal data - Persondata section in the application, then click on Spara to save the information.

### Persondata

<b>Namn</b> Kön: <input type="radio"/> Male <input type="radio"/> Female Efternamn: <input type="text"/> Förnamn: <input type="text"/> Namn enl. pass: <input type="text"/> Personnummer exempel: 1980-12-22-4302 Year <input type="text"/> Month <input type="text"/> Day <input type="text"/> - <input type="text"/>	<b>Name</b> Gender Last name First name Name in passport Personal number (date of birth + 4 digits)
<b>Permanent adress</b> Gatuadress: <input type="text"/> Postnummer: <input type="text"/> Ort: <input type="text"/>	<b>Home address</b> Street address Postal code City
<b>Kontaktinformation</b> Email: <input type="text" value="outgoing@ehl.lu.se"/> Telefon: <input type="text"/> <input type="checkbox"/> Jag godkänner att min e-mail används internt och externt för studieändamål och försäkrar att min kontaktperson informerats och att denne ger sitt samtycke till att lämna kontaktuppgifter.	<b>Contact info</b> E-mail Phone number  Consent - ICE and e-mail address (see explanation below)

According to Swedish law, your contact person has to give his or her consent to share their contact details. You inform us of this by clicking the above box. By clicking the box, you also give us permission to share your e-mail internally and externally for study purposes. You fill in the ICE contact info in the box below.

<b>Kontaktperson - vid nödsituation (ICE)</b> Namn: <input type="text"/> Telefon: <input type="text"/> Email: <input type="text"/>	<b>Contact person – in case of emergency (ICE)</b> Full name Phone number E-mail
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→ Save

By clicking *Spara* your application will be saved. Save your application after you have completed each section, to make sure no information is lost. It is possible to update your application as many times as you want before the deadline.

**English translation below**

**Mitt studieprogram**

Jag studerar på:

Om annat vg specificera:

Detta är min termin nr:

Jag söker inte utbyte utan ett "Double Degree"  Ja  Nej

**My Study Programme**

I'm studying  
If other, specify  
My semester #  
I'm not applying for exchange but for a "Double Degree" –  
Yes or No (Ja/Nej)

Select your study programme from the drop down list. If not listed, choose *Other* and write the name of your programme in the box below.

Enter your current semester, bachelors usually 2nd or 3rd, and master students usually 2nd.

Only click *Ja* if you are applying for a semester abroad in a Double Degree programme.

**Ladda upp dokument (pdf, jpg, png, gif) - max. 20 MB**

Dokument 1:	<input type="text"/>	Bläddra...
Dokument 2:	<input type="text"/>	Bläddra...
Dokument 3:	<input type="text"/>	Bläddra...
Dokument 4:	<input type="text"/>	Bläddra...
Dokument 5:	<input type="text"/>	Bläddra...

**Upload documents (pdf, jpg, png, gif) – maximum 20 MB**

Upload your documents, one by one, and save after each document, to make sure no information is lost. You can upload up to 5 documents in total. The following documents are required:

- Statement of Purpose (or short motivational letter depending on the application)
- CV
- Study Plan

Documents in PDF format are accepted and pictures in or JPG/GIF/PNG-format are also accepted. Special characters like å, ä, ö etc. are not allowed in file names.

Note that the maximum limit is 20 MB in total. If you have PDF files that are too big, you can use an online service to compress them before uploading.

**Jag önskar läsa följande ämnen**

Ange inom vilket/vilka ämnen du vill läsa kurser, t.ex: fek, nek, blandat av ekonomiska ämnen, etc.

**I wish to study the following subjects –** state for example business, economics, informatics, business law, statistics, economic history, mixed courses in business, & other etc.

State here which will be your main areas of study during your exchange.

**Anteckningar**

**English translation below**

**Comments**  
 Here you can write anything you want to bring our attention to

If you are applying for summer courses, write "summer course".

### 3. Universities

#### Universitet

**Rangordna dina val och välj studieperiod**

1	<input type="text"/>	<input type="text" value="Välj"/>
2	<input type="text"/>	<input type="text" value="Välj"/>
3	<input type="text"/>	<input type="text" value="Välj"/>
4	<input type="text"/>	<input type="text" value="Välj"/>
5	<input type="text"/>	<input type="text" value="Välj"/>
6	<input type="text"/>	<input type="text" value="Välj"/>
7	<input type="text"/>	<input type="text" value="Välj"/>

**Rank your selections and choose study period**

Hösttermin – Autumn semester  
 Vårtermin – Spring semester  
 Vilken som – Any semester  
 Helår – Full year

Rank the universities you wish to apply to in your preferred order. Don't forget to state which semester you are applying for, this has to be done for every university. If your programme has a specific exchange semester, you can only choose this semester. If you are applying for a summer course, choose "Vilken som". You cannot change the ranking order of your universities or preferred semester after the application has closed.

To send and finish your application, click on *Skicka*. A confirmation page where you can see what info has been saved will appear on the screen together with the message *Uppgifter sparade*. If you need to change something, you can click on *Back* to go back to the editable view to update your information.

Uppgifter sparade.

Information has been saved.

After the application deadline you will not be able to access the system again. **You will not get any e-mail confirmation** of your submitted application. We recommend that you print or save the confirmation page in PDF format for your reference.

## 4. Accept or decline your place

This section will only open up after you have been informed of the selection results.

English  
translation  
below

### Tacka ja eller nej till tilldelad plats

**Tilldelad plats**

Tilldelat universitet:

Tilldelad period:

Jag tackar "Ja/Nej" till den tilldelade platsen:  Ja  Nej

Jag behöver pedagogiskt stöd:  Ja  Nej

Kommentarer:

#### Assigned place

Assigned university  
Assigned period

I accept/decline the  
assigned seat –

To accept – click  
"Ja"

To decline – click  
"Nej"

#### I need pedagogical support

If yes – click "Ja"  
If no – click "Nej"

Comments – Please  
write comments  
regarding what kind  
of pedagogical  
support you receive  
from Lund University  
and that you will  
also need at your  
host university

If you have been awarded a place you must log in to the online application system and accept or decline your place before the deadline by clicking *Ja* for Accept, and *Nej* for Decline.

Here you can also inform us if you are in need of pedagogical support during the exchange semester, so that we can inform our partners of this beforehand. If you want to know what Pedagogical support is, go to the Lund University website -

<https://www.lunduniversity.lu.se/student-life/preparing-to-come/students-with-disabilities>

If you have any questions regarding the application process or our online application, don't hesitate to contact us at the International Office - <https://lusem.lu.se/study/exchange/office>



SCHOOL OF  
ECONOMICS AND  
MANAGEMENT