This guide is intended only for students being nominated to Lund University School of Economics and Management, LUSEM. Students coming to Lund University on a university-wide agreement or through other faculties apply according to their instructions.
1. Login

Applications are made online semester-wise. Username and password will be sent to nominated students via e-mail. Login is not possible until the application period starts.

The password in case sensitive, make sure you do not enter any blank spaces when you write your username or password.

2. Instructions

On the application page you will find information specific to your application. It is very important that you read the information and follow all instructions given.
3. Personal information

Check existing personal data and fill in all missing personal data.

If you click the box by your e-mail we can inform you about informal happenings and contacts.

Next of kin is the person Lund University will contact in case of emergency during your stay in Lund. Remember to ask the person for permission to submit their contact information.

Select your major field of study and in case of double majors, do not forget to specify this as well.

If you would like to attend an introductory course in Swedish (SUSA) you click Yes.

Upload the required documents in PDF or JPG-format.

The required documents are:

- an official transcript of all previous academic studies (in English)
- a list of ongoing courses (if not included in transcript)
- a copy of your passport (photo page) or official EU Identity Card
- any other relevant documents to show you meet prerequisites not listed on your transcript
- an official transcript of bachelor studies (master students only)

If you have a disability or a medical condition that requires support, please specify in the Notes field below the course application.
4. Course application

a) Find courses

The majority of your courses should be taken at LUSEM. You will find a link to the courses under the instructions.

Even if you will find other courses in English at LUSEM, please note that only courses that are stated on the LUSEM Course List can be taken as an exchange student.
On the same page you can also find links to SAS-courses (Special Area Studies), Swedish Language courses and courses at other faculties. If you need course descriptions please see under each institution or faculty.
b) Choose courses

Each semester at Lund University is divided into two periods.

The Autumn semester (Aug–Jan) consists of Study period 1 (Sep-Oct) and Study period 2 (Nov-Jan). The Spring semester (Jan–Jun) consists of Study period 3 (Jan-Mar) and Study period 4 (Apr-Jun).

Choose courses adding up to 30 credits per semester, normally it means two courses in the 1st period and two courses in the 2nd period.

Also make sure that you meet the prerequisites for each course.
The best way to avoid conflicting schedules is to choose courses with *the same prefix* (FEK, NEK, EKH etc) within the same period. Ex. from LUSEM:s course list:

<table>
<thead>
<tr>
<th>SUBJECT AREA</th>
<th>LEVEL</th>
<th>CODE</th>
<th>CREDIT</th>
<th>TITLE</th>
<th>PREREQUISITES</th>
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<td>AUTUMN SEMESTER - PERIOD 1 (SEP-OCT)</td>
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<td></td>
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<tr>
<td>BUS</td>
<td>UG</td>
<td>D01</td>
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<td>Entrepreneurship</td>
<td>Introductory and intermediate courses in business.*</td>
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<td>D02</td>
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<tr>
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<tr>
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<td>D07</td>
<td>7.5</td>
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<tr>
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<td>UG</td>
<td>D02</td>
<td>7.5</td>
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<tr>
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<td>Emerging Asia: Economic Transformation in East and South East Asia</td>
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<td>Economic History</td>
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<td>7.5</td>
<td>Recession and the Welfare State</td>
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<tr>
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<tr>
<td>BUS</td>
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<td>D01</td>
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<td>International Finance</td>
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<td>UG</td>
<td>D01</td>
<td>7.5</td>
<td>Global Business</td>
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<tr>
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<td>7.5</td>
<td>Health Economics</td>
<td>Courses in economics, in total min 20 cr. including introductory microeconomic theory. Recommended courses in economics or statistics.</td>
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</tbody>
</table>

* Same or do an e-course
Courses at LUSEM are very popular and each course has a limited number of seats. There is a risk that you will not get your first alternatives. Therefore you must state **two alternatives per course.**
If you want to state **more alternatives**, please use the Notes field.

If you apply for courses outside LUSEM it will be marked as "**Course not Available**". Then also specify course number, title, period and number of credits in the Notes field.
c) Seek approval of your courses

Change of courses can only be made on Registration Day in Lund and only due to conflicting schedules.

The schedule will be available a few days before semester starts. There will be no time to check approval with your home university at that time.

Therefore it is mandatory to seek approval from your home university to all of the courses before you submit the application.

<table>
<thead>
<tr>
<th>Course code</th>
<th>Course title</th>
<th>Study period</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FEKH91</td>
<td>Entrepreneurship</td>
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<td>7.5</td>
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<td>Swedish Economics</td>
<td>Oct</td>
<td>7.5</td>
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<td>FEKH92</td>
<td>Innovation</td>
<td>Sep-Oct</td>
<td>7.5</td>
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<td>FEKH11</td>
<td>Research</td>
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<td>Nov-Jan</td>
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<tr>
<td>SASE21</td>
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<td>Nov-Jan</td>
<td>7.5</td>
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</table>
5. Save and send

You can continuously save and change your application until the application period closes. Once you have completed your application press the Submit button.

Print the confirmation page of your application for your future reference. You will not be able to access your application after deadline.
6. Confirmation

Shortly after the application deadline The International Office at LUSEM will look at your application and make sure that you meet the prerequisites, have attached all needed documents and that you have stated 12 courses (4 + 8). Then you will receive your Letter of Acceptance, which you might need for your VISA-application.

If you do not hear anything before this, it means that everything is in order.

When the course admission process is done a Course Confirmation will be sent to you via e-mail in June (for Autumn) and in November (for Spring).
7. Schedule

The schedule is being updated continuously and in August (for autumn semester) and in January (for spring semester) you will be able to find the schedule for most courses in TimeEdit.

Further instructions on how to find schedules can be found on our web-page.

You are asked to look for schedule clashes before you attend Registration Day in the beginning of the semester.

8. Apply for accommodation

We strongly advise you to also apply for accommodation as soon as possible. See LU accommodation and housing.

Welcome to LUSEM!