

# **Nomination instructions**

## **Mid Sweden University**

### **Autumn 2025, full-year 2025/2026**

---

We ask all partners to ensure that they nominate their students in the subject stated in the partnership agreement and that you inform your students that this is the subject in which they can apply for courses.

**If you would like to nominate a student in a subject other than that in the partnership agreement, send us a request well in advance of the nomination period so that we can see if it is at all possible and can get authorization from the relevant department. The possibility to nominate in other subjects than that of your agreement is extremely limited.**

Please note that we require exchange students to be admitted to fulltime studies during their exchange semester at Mid Sweden University. This means that we expect that your students apply for 30 credits per semester and study fulltime during their exchange. This is also a requirement from the local student housing providers. Accommodation can only be guaranteed to students who have been admitted to fulltime studies at Mid Sweden University.

---

## **Important dates**

<b>Nomination</b>	<b>March 3 – March 28</b>
<b>Application deadline</b>	<b>April 15</b>
<b>Notification of Selection Results</b>	<b>May 15</b>
<b>Official semester dates 2024/2025</b>	<b>Autumn: September 1 – January 18</b> <b>Spring: January 19 – June 7</b>

## Instructions on how to nominate students

---

Mid Sweden University ask all nominations of incoming exchange students to be submitted online by the students' coordinator at the home university. We only accept nominations through our online application system Mobility Online. We do not accept late nominations, nor late applications.

**Nominations submitted in this application round are strictly for the autumn semester 2025 or full academic year 2025-2026.** Nominations for spring 2026 will be managed in August/September, 2025, and will not be accepted in this early nomination round.

Please make sure to nominate students who have sufficient knowledge in English, both oral and written, so they are able to follow their courses.

### **Mobility Online Nomination**

We only accept nominations through our online application system Mobility Online. In order to nominate your students for exchange at Mid Sweden University, you must have a registered account to nominate in Mid Sweden University's Mobility Online platform specifically. You cannot use your user from other Mobility Online in other institutions.

If you haven't nominated students to us in Mobility Online before, please contact the [International Relations Office](#) and we will send you a registration link to Mobility Online.

### **Courses**

Incoming exchange students apply for fulltime studies at Mid Sweden University (i.e. 30 credits). The only exception is the Swedish Language course, which students may enroll in on top of a full course load (37,5 credits).

As of the academic year of 2023/2024, Mid Sweden University tries to package the course offer into either course packages – i.e. sets of courses within one or two subject areas, set into a formal package of 22-30 credits. For subjects where course packages are not possible, we have arranged so-called "study tracks". These are sets of courses within one or two subjects, that are possible to combine, and would give the student what they need to meet our requirements (and those of our housing agents) for 30 credits for the full semester. These subjects and courses also always stem from the same department here at MIUN. Course packages can be found at [www.miun.se/courses](http://www.miun.se/courses). Study tracks are only available in the Study Guide sent out to students who have an approved nomination to study with us. The Study Guide also contains the course packages.

### **Courses available to exchange students:**

Courses available to exchange students are listed on: [www.miun.se/courses](http://www.miun.se/courses)

Complete lists will be published just before March 1st when the application round opens. Information on courses and how to combine them into a full 30 credit semester will be sent directly to each student in our Study Guide.

### **Swedish language course**

All exchange students have the opportunity to take a Swedish language course for beginners for free. The course is worth 7.5 credits on the pre-university level and runs every semester. It is given part time and designed to be taken in parallel with the student's regular studies.

As of the spring of 2024, there is also a second Swedish course, Swedish II, which, when offered, is also available to incoming exchange students. The maximum number of credits per semester a student can be admitted to is still 37.5 credits, including either Swedish I or both Swedish I and II. Please note that Swedish I is a requirement to be accepted to Swedish II.

---

## **Application Procedure**

When the nomination has been submitted it is reviewed by the International Relations Office (IRO) at Mid Sweden University. We check to make sure the students are nominated in accordance with the active agreements between us and our partners and, based on the information about the number of semesters accomplished at the home institution, there is reason to believe the student will be eligible for the courses offered. When the nomination is approved, your student(s) will receive a nomination email with our study guide, application instructions, information about the Swedish study system and, in a separate e-mail, a personal application link to the course website for exchange students. Each application link is personal and unique and therefore cannot be shared or forwarded to additional students. The links can also only be used once. The student follows the application link and starts the application process by creating an account on [University Admissions](#). On this page, the student completes their application and chooses courses. Later in the process, they will also be able to download their Notification of Selection Results (admissions result) from their account on University Admissions. MIUN cannot accept late applications.

The nomination e-mail also contains a "Study Information Sheet". Students are expected to fill in this document as part of the supporting documents and upload it on their personal account on University Admissions, along with the rest of the supporting documents before submitting their application. Failure to provide an updated study information sheet is the number 1 reason why students are assessed as noneligible to our courses, so this is, along with the Transcript of Records, the most important document for the student to provide.

It is important to understand that an approved nomination does not equal a guaranteed admission to Mid Sweden University. All students, no matter category, need to meet the prerequisites and eligibility criteria of the courses they apply to. We are not allowed, nor able, to give special treatment to incoming exchange students in assessing eligibility. As of the academic year of 2023/2024, we've had to become even more strict on this in order to ensure equal treatment of all students. This means that it is not possible to rely on old assessments of admission as a guarantee that a student will be admitted. Incorrect assessments in the past will not influence the present and future.

### **Required documents:**

All supporting documents mentioned below must be uploaded electronically to the student's personal page on the University Admissions website.

- 1. Transcript of records** of completed courses and grades from all previous university studies, **translated into English**. (Please note that master students are required to also include their certificates and diplomas of completed bachelor's degree)
- 2. Copy of passport or ID card.**
- 3. Study Information Sheet:** We ask students to list all the courses that they are going to complete during the current semester at their home university. Course(s) that will not yet appear on the transcript of records. This is especially helpful for bachelor's degree students looking to apply for MA-level courses for their exchange semester. Include course name and credits.

---

## **What happens next?**

---

### **Admission**

Students will be able to access their Notification of Selection Results, i.e., their letters of admission, on their personal page in University Admissions. Please note that Notification of Selection Results will **not** be sent to students via email or post. It will be available as a PDF file on their personal accounts on University Admissions around mid-May. On the same day as the publication of the admission results, students will receive a Welcome letter from the International Relations Office including information about accommodation, residence permit, registration, disability support, etc.

## Learning Agreements

Mid Sweden University will not sign any learning agreements until a student has received their Notification of Selection Results. Please put the following details for the “responsible person” in the Learning Agreement:

Kristine Djerf, International Officer, [incomingstudents@miun.se](mailto:incomingstudents@miun.se), +46101427873.

We can handle DLA, OLA, and paper versions, based on what our partners prefer. It is the sending institution who must arrange for the learning agreements of their students. Mid Sweden University can only ever do so for our own, outgoing, students.

## Accommodation

When students receive their Notification of Selection results, they can start applying for student housing. Please note that the housing providers require students to study in Sweden fulltime (i.e., 30 credits) to be qualified for student accommodation during the exchange.

## Apply for residence permit (when applicable)

Once the student has received their Notification of Selection Result, they must apply for their residence permit if required. Students who do not have an EU/EEA citizenship will have to apply for residence permits to study in Sweden. This applies also to third country nationals coming in via European partner institutions.

As of the spring of 2023, this process has become more complicated and time consuming, and for this reason we want to stress the importance that the students submit their residence permit application immediately after having received their Notification of Selection Results, to avoid further delays. The IRO will provide the student with an insurance certificate which they will need to include in their residence permit application. This will be emailed directly to the student on the day of the publication of the Notification of Selection Results.

Please note that residence permits can only be granted to students who are admitted to at least 30 credits, on campus, in one semester. Fully online courses cannot be counted towards residence permit eligibility.

Due to the more complicated nature of the application process for residence permits, we **strongly** recommend that third country nationals only apply to an autumn semester or full academic year at Mid Sweden University – **not** for a spring semester.

Please also note that it is the responsibility of the student to apply and find the correct information and instructions from the Swedish Migration Agency. Mid Sweden University does not have the right to mediate between the Migration Agency and the applicant, nor can we help speed the process along or assist in the process. The only way to achieve a successful application for residence permit for studies is to apply immediately upon admission, and make sure that the application contains all the information the Migration Agency asks for + that the applicant follows any subsequent instructions.

### **Disability support**

Incoming exchange students with disabilities should establish contact with the Special Pedagogical Support team by sending an email to the coordinator at the relevant campus. Further information about Mid Sweden University disability support can be found through this link: [Support for students with disabilities](#). Information on how to apply can be found [HERE](#).

---

## **A tip! How to make the application process smooth and efficient**

---

We kindly ask that you help in preparing your students for their upcoming exchange by encouraging them to submit their course applications on time and to submit all necessary supporting documents. While the students are waiting to receive their application links to the course application platform, there's plenty of time for them to start preparing all the required documents and getting their course selection approval from the relevant department at the home university.

### **Supporting documents**

Remind your students to have their transcript of records ready and **translated into English** by the time they submit their course applications. This is simply because we are unable to process course applications without this information.

### **Course selection**

Make sure that you have checked and approved the courses that your student selects before they submit their course application. This is mainly because we do not have an add-drop period and there is almost no chance of changing courses once the course application has been submitted or the Notification of Selection Results have been sent out.

We also ask that you only nominate students who will be studying fulltime at Mid Sweden University, 30 credits. We are unable to accept students who do not plan to study full-time and the full semester with us. Courses available to exchange students and prerequisites are listed on our course website. Students must apply for courses within the subject of the agreement and their nomination, or the track related to this advised by us in the Study Guide.

Course website: [www.miun.se/courses](http://www.miun.se/courses)

---

### **Information about studies at Mid Sweden University**

International Relations Office - [www.miun.se/en/education/exchangestudies/](http://www.miun.se/en/education/exchangestudies/)  
[incomingstudents@miun.se](mailto:incomingstudents@miun.se)

Please see our attached Fact Sheet.

- [Mid Sweden University](#)
- [Exchange Studies](#)
- [StudyInSweden.se](#)

---

## Questions?

If you have any questions, you can check our website where you may find the answers you need:

### FAQ for Exchange Students

[miun.se/en/education/exchangestudies/FAQ/](http://miun.se/en/education/exchangestudies/FAQ/)

### Checklist for admitted Exchange Students

[miun.se/checklist-exchangestudents](http://miun.se/checklist-exchangestudents)

Should you have any questions about the nomination form or application process, please contact The International Relations Office: [Incomingstudents@miun.se](mailto:Incomingstudents@miun.se)

We look forward to receiving your nominations!

Best regards,  
International Relations Office

