

Checklist for Incoming Exchange Students

Before your arrival at Umeå University

Check your Notification of Selection Results (admission letter)

Go to your page on universityadmissions.se to find out which courses you have been admitted to. No hard copy will be sent.

Arrange an additional insurance, if needed

All exchange students at Umeå University are covered by an insurance policy, Student IN, covering necessary and reasonable costs for emergency health care and emergency dental care. For full details about the Student IN insurance visit: Kammarkollegiet.

- The insurance is free of charge.
- The insurance is activated two weeks before the start of your studies and ends two weeks after the end of your study period.

Note: You are, no matter nationality, strongly advised to take out your own Health, Travel and Accident insurance policy.

Apply for a Residence Permit or Visa, if needed

If you need a residence permit you have to be admitted to full-time studies (30 ECTS/term).

For studies lasting shorter than three months, you should not apply for a visa instead of a residence permit. *The Notification of Selection Results* serves as the official admission document for your residence permit or visa application. When you apply you will be asked to upload an insurance certificate. If you do not have a private insurance, you should upload your *Notification of Selection Results* where you are asked to upload a proof of insurance.

Arrange your travel

Arrange your travel to Umeå according to the Arrival days, if possible. The recommended arrival days are 24–25 August 2020.

Attend the Orientation

The Orientation is a digital event which will be held 26-28 August 2020. You will be able to choose which one of these dates you want to participate. A newsletter will be sent in the beginning of August with more information. Here you can find more information about the [Orientation Programme](#).

Sign up for the Buddy Programme

Visit the website to sign up for the [Buddy Programme](#).

If you have applied for accommodation through the International Housing Office (IHO)

Fill in the Arrival Form

As soon as you have your travel arrangements set, fill in the [Arrival form](#).

Bring your own bedding

A student room is equipped with a mattress, a duvet and a pillow. You need to bring your own bed sheets.

Bring your own LAN-cable

There is no wi-fi at the student residence halls. For internet you need to bring a LAN-cable, or if you want wi-fi, your own router.



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During your exchange at Umeå University

Activate your Umu-ID

You will receive information in the beginning of August on how to activate your Umu-ID.

Umeå University offers all active students a user account, Umu-ID. The user account gives you access to our wireless networks, to the learning platforms Cambro and Moodle, and to information and personal services that apply to your studies such as register for courses, sign up for examinations, get certificates of your studies, or apply for a degree.

Find your Welcome Letter/Schedule

Go to the [Course Catalogue for Exchange Students](#).

Use the search function to find the course you have been admitted to, and go to the course web page. On that web page you will find a welcome letter with important information for newly admitted students. If there is no welcome letter published, we recommend that you contact the department responsible for the course. On every respective course page the department has a contact form. Remember to type in the name of the course concerned.

Register for your course(s)

The schedules will be published one month before the courses start. Register on your course by attending the first class. Some courses require online registration. If this is the case you will find this in the welcome letter published in the [Course Catalogue for Exchange Students](#).

Get your documents signed, if needed

Some universities require their student to bring documents for signing (e.g. *Confirmation of Arrival, Learning Agreement*). Make sure to fill out the information requested in your document. Please send your study related documents in need of signatures to the International Office: incoming.io@umu.se

If you have applied for accommodation through the International Housing Office (IHO)

Fill in the Inspection Report

Within seven days of arrival you need to sign your [Inspection Report](#).

Please note that there is no add/drop period for courses at Umeå University



UMEÅ UNIVERSITY

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After your exchange

Links to useful information

Request your Transcript of Records (grades)

Infocenter can provide you with a hard copy of your Transcript of Records upon request. Please use the [Infocenter contact form](#).

Get a signature on documents, if needed

Some universities require their students to bring back signed documents, for example *Confirmation of Departure*. Make sure to fill out the information requested in your document. Please send your study related documents in need of signatures to the International Office: incoming.io@umu.se

If you have applied for accommodation through the International Housing Office (IHO)

Plan your departure

Even though it might seem far away, we recommend that you plan your departure according to your housing contract.

Read the information about returning home

Read the information and follow the instructions about [Returning home](#).

[Swedish Study System](#)

[Accommodation](#)

[International Student Guide](#)

[Exchange student FAQ](#)

[Digital Map of Campus Umeå](#)



UMEA UNIVERSITY