

APPLICATION FORM FOR EXCHANGE STUDENTS AT THE DEPARTMENT OF CHILD  
AND YOUTH STUDIES, STOCKHOLM UNIVERSITY

**Application for**

autumn semester 2023

**1. Home University** (to be filled in by the student and the coordinator at the home university)

Name of home university:

Country of home university:

Erasmus code (if applicable):

Exchange programme:

Erasmus

Nordplus

Bilateral exchange agreement

SEMP (Swiss-European Mobility Programme)

**Coordinator/Departmental Contact Person 1**

Name:

Phone:

E-mail:

**Coordinator/Departmental Contact Person 2** (If there is more than one contact person)

Name:

Phone:

E-mail:

**The student's Transcript of Records shall be sent to** (Please add an email address and note if the ToR also needs to be sent via mail).

Email:

Postal address (if this is necessary):

**2. Student's Personal Details**

First Name:

Surname:

Date of Birth(YY-MM-DD):

Gender:

E-mail:

Phone:

### 3. Academic Background

Number of higher education study years completed prior to exchange:  
Main field of study at the home university:

### 4. Required Documents

In order for the application to be processed, the following supporting document(s) shall be enclosed:

- Transcript of Records (signed and authorized by sending institution. Please note that the transcript needs to be in English and include an explanation regarding the credit- and grade system at the home university).
- Motivation letter (maximum one page)
- Separate attachment with emergency contact details (name of the emergency contact, email, phone and relation to the student)

### 5. Language Proficiency

Mother tongue:

Language of instruction at the sending institution:

English proficiency according to [the Common European Framework of Reference for Languages \(CEFR\)](#) : Recommended level is at least B2.

*Only relevant if the student would like to study courses with Swedish as the language of instruction.* Swedish proficiency according to [the Common European Framework of Reference for Languages \(CEFR\)](#) : Recommended level is at least B2

If you have prior knowledge of Swedish, please attach supporting documents.

## 6. Support for Students with a Disability

Students with a disability are welcome to Stockholm University. Arrangements for the exchange have to be agreed on in connection with the nomination, no later than April 15<sup>th</sup>.

The sending institution is responsible for covering all extra costs in connection with the exchange.

## 7. Study Plan at Stockholm University

Course package priority	Course code	Course period (course dates)	Course title	ECTS-credits
1				
1				
1				
1				
2				
2				
2				
2				
3				
3				

3				
3				
4				
4				
4				
4				

Please note that one semester of full-time studies is 30 credits.

Please make sure to add several alternative course packages in your application form in case that your first-hand choice is not possible.

Please note that the selected courses need to be possible to combine in terms of schedule –see more information about this in the nomination guide.

In general, we would like incoming exchange students to choose course packages with at least some courses offered at the Department of Child and Youth Studies.

## 8. Processing of personal data

Through your application, Stockholm University will collect information about your name, date of birth, nationality, gender, telephone number, transcript of records and email address to be able to process your application.

The processing is done as part of our exercise of official authority as a university in order to assess and take a decision on your application. The data will be saved for as long as needed for the handling of your exchange and will be anonymized in this system after your academic exchange year.

Your name, date of birth, address, email address, course registrations and study results will be stored in the national student registrar Ladok.

We will also collect your emergency contact details, which will be saved during your stay abroad and then deleted.

For Erasmus students the application form (with attachments), transcript of records and learning agreement will be saved up to seven years according to the Erasmus programme requirement for documentation.

Your name, date of birth, transcript of records and email address will be passed to individual departments (if you choose courses offered by other departments) and within Student Services at Stockholm University for the purposes of university registration and course registration.

Your name, home university, main field of study and email address will also be passed on to international coordinators at the other departments at Stockholm University involved in teacher education/pedagogical sciences. This is done for the purpose to invite you to joint welcome activities during the exchange semester. Your name and email will be deleted from this list after the exchange semester.

You may demand to see what is registered about you by contacting the International Office. For questions about the data processing, you may contact the university's data protection officer at [dso@su.se](mailto:dso@su.se). Complaints that cannot be resolved with Stockholm University may be submitted to [The Swedish Data Protection Authority \(DPA\)](#).

[Privacy Policy](#)

### 9. Signature on Behalf of Home University

I hereby certify that this student has been selected, as an exchange student, for a study period at Stockholm University. I also certify that the student's English proficiency is at least B2 according to [the Common European Framework of Reference for Languages \(CEFR\)](#)

Signature:

Name (please text):

Date:

### 10. Student's Signature

Signature:

Name (please text):

Date:

### 11. To apply for Housing

To be eligible for housing for the autumn semester 2023 the application form must be e-mailed to the International Coordinator at the Department of Child and Youth Studies at the latest May 1<sup>st</sup>.

The Housing Office will inform all eligible students on how to apply for housing by e-mail.

Please note that we cannot guarantee housing for all incoming exchange students

Please fill in, print and scan the application form and save the file in the following format surname.doc. Send a complete application including attachments by the following deadline.

**The application shall be sent to:** [international@buv.su.se](mailto:international@buv.su.se)

No later than: May 1<sup>st</sup>.

**The student's Online Learning Agreement (signed by student and home university) shall be submitted:**

No later than: August 15<sup>th</sup>

*More instructions for what information to add in the Online Learning Agreement about Stockholm University is available [here](#). Please make sure that the information is correct.*