STUDENT REGISTRATION

REGISTRATION IS COMPLETED BY THE STUDENT AND SUBMITTED AT LEAST ONE MONTH BEFORE THE PLACEMENT BEGINS

THE STUDENT SHALL:

☐ Register for the international placement online

☐ Sign the registration form electronically, obtain their supervisor’s electronic signature and email the form along with supporting documents to the International Office (exchange@kau.se).

☐ In collaboration with their supervisor, fill in the Organizational Contract (not required if there is an existing agreement with the host, e.g. Erasmus+ agreement) and email it to the International Office

FOR ERASMUS+ PLACEMENTS ALSO:

☐ Step 1: Apply for the Erasmus+ scholarship by:
  o Filling in the "before the mobility" section on the Learning Agreement Traineeship (Erasmus+). Email the agreement to the International Office

☐ Step 2: Once the approved, the student will receive further information to:
  o Fill in and submit a "Grant agreement".
  o Complete an online Erasmus+ language test
  o Report back at the end of the Erasmus+ placement according to the Erasmus+ guidelines.

AFTER REGISTRATION

AFTER REGISTRATION, THE STUDENT WILL RECEIVE CONFIRMATION AND INSURANCE INFORMATION VIA EMAIL