

Checklist for Erasmus exchange

Apply for the nomination from SDU

- Find suitable universities by looking at the list of exchange places on [SDU's website](#).
- Go to the universities' websites and see the study programme and courses catalogue. We encourage you to find several suitable universities, as some may be very popular.
- If we have both a Nordplus and an Erasmus+ agreement with the same university and both agreements are relevant to you, we encourage you to apply for both to increase your chances. Choose the Erasmus+ place as the highest priority of the two.
- Apply to get nominated by SDU. Deadline for submitting your application is twice a year: **November 1st** and **March 1st** for the entire future academic year. E.g. If you wish to study abroad in the autumn semester 2021 or spring semester 2022, the deadlines to be aware of is November 1st 2020 and March 1st 2021. We encourage you to apply for the earliest possible round to secure a spot as soon as possible.
- There is an extra application deadline **October 1st** for the remaining European places for the following spring.
- Receive the nomination from SDU. The nomination will also be sent directly to the host university.

Apply to the host university

- When you have been nominated to the host university, they will send you info on the application procedure. Please follow directions and apply to the host university.¹
- Some universities ask for specific documentation, e.g. language skills. SDU will send you a letter confirming the general English skills required to be admitted to SDU which is accepted by most of our partner universities.
- Some universities ask for a Learning Agreement. In that case, SDU International can sign it. Please find us at Student Services or through spoc.sdu.dk

Get your preapproval of courses from your study board (studienævn)

- You can ask your academic student advisor (faglig vejleder) or the secretary of the study board (studienævnssekretær) how to apply for the pre-approval. (You can do this any time after you receive your nomination).

Receive the grant from SDU International

- Hand in your Learning Agreement with signatures from you and your host university.
- Hand in your enrolment letter from the host university.
- Hand in the pre-approval from your study board (studienævn).
- Take the mandatory language assessment test. It will be sent to you by SDU International.
- Hand in the grant agreement that you will receive by e-mail from SDU International.
- You can send in all the documents through spoc.sdu.dk

Upon arrival / during stay

- Hand in the arrival confirmation signed by your host university. SDU International will send you the form.
- Before departure; ask your host university to sign the departure confirmation. SDU International will send you the form.

When returning home

- Hand in your transcript to SDU International and the Registration office through spoc.sdu.dk.

¹ Some universities do not send out information and will expect you to go through their website on your own.

- Hand in the departure confirmation signed by your host university.
- Take the Erasmus+ evaluation. It will be sent to you by SDU International.
- Hand in your transcript to your study board (studienævn) or the Registration office for the final credit transfer. Check the pre-approval from your study board for information on the process.

Should you have any need for help or guidance then you are always welcome to contact us via [SPOC](#), by phone on **+45 6550 2264** or meet us in person at [Student Services campus Odense](#) weekdays from 10-14.

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