

## Checklist for Nordplus<sup>1</sup> 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 1<sup>st</sup>** and **March 1<sup>st</sup>** 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 1<sup>st</sup> 2020 and March 1<sup>st</sup> 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 1<sup>st</sup>** 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.<sup>2</sup>
- 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](http://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**

- You may get an Erasmus+ grant even though the exchange place you have been given is within a Nordplus network. Therefore, there are variations in the documentation requirements before, during and after your exchange stay. SDU International will inform you of all the requirements by e-mail.

For all:

- Hand in your enrolment letter from the host university.
- Hand in the pre-approval from your study board (studienævn).
- Hand in the learning agreement with signature from you and your host university.
- 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](http://spoc.sdu.dk)

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<sup>1</sup> Nordplus includes different study specific networks, e.g. Norek, Nordtek, Nordliks etc.

<sup>2</sup> Some universities do not send out information and will expect you to go through their website on your own.

**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](http://spoc.sdu.dk).
- Hand in the departure confirmation signed by your host university.

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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