

Checklist for self-arranged studies abroad

□ Application to the host university

- Contact the host university for information about the application procedure. Follow the directions and apply directly to the host university.
- Some universities ask for specific documentation, e.g. language skills. You can download the document “[Documentation of English Skills](#)”, fill it out and ask SDU International to certify it.
- Some universities may ask for other kinds of documents and SDU International can in most cases help you in that regard.
- You can contact SDU International via 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 (studienævnsekretær) how to apply for the pre-approval. This is especially important for the self-arranged exchange, as there are no guarantees or precedence for host universities outside of the SDU partner network.

□ If you are entitled to SU, you can apply for the SU - Study Abroad Scholarship (Udlandsstipendium)

- Hand in your enrolment letter from the host university
- Hand in the preapproval from your study board (Studienævn)
- Submit the online application: SU Scholarship: mitsdu.dk/su > Udlandsstipendium (in Danish only)
- Send in all the documents through spoc.sdu.dk to the SU team

□ If you are not entitled to SU, you can apply for the SDU Internationalisation fund

- Hand in your enrolment letter from the host university
- Hand in the preapproval from your study board (Studienævn)
- Submit the online application form from [SDU Internationalisation Fund](#)
- Send in all the documents through spoc.sdu.dk to SDU International

□ Final considerations

- Even if you apply for the SU – Study Abroad Scholarship, you will have to pay the tuition yourself and then get a refund.
- Get adequate insurance. Read more at mitsdu.dk/studyabroad > *How to do it* > *Insurance and safety*
- Check for required vaccinations if you are going overseas

□ When returning home

- Hand in your transcript to Educational Law and Registrations via spoc.sdu.dk for the final credit transfer

If you need help or guidance, you are always welcome to contact us via spoc.sdu.dk, by phone on +45 6550 2264 or meet us in person at our office on [Campus Square](#). Opening hours can be found at mitsdu.dk/studyabroad > *Contact and guidance*