

Checklist for self-arranged studies abroad

□ Application to the host university

- Research the host university's website for information about the application procedure and contact the university if necessary. 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 the International Office to certify it.
- Many universities ask for official transcript of records. You can order this from Educational Law and Registration via spoc.sdu.dk
- For other requests, you are welcome to contact the International Office via spoc.sdu.dk

□ Get your preapproval of courses from your study board (Studienævn)

- Check out your study programme on mitsdu.dk. You can also ask your academic student advisor (faglig vejleder) or the secretary of the Study Board (studienævnssekretær) how to apply for the pre-approval. This is especially important for the self-arranged studies, 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: [SDU Internationalisation Fund](#)
- Send in all the documents through spoc.sdu.dk to SDU International Office

□ 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 [the zone](#). Opening hours can be found at mitsdu.dk/studyabroad > *Contact and guidance*