

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 university
 - Some universities ask for specific documentation, e.g. language skills. You can download the document [Documentation of English Skills](#), fill it in and ask SDU International Office to certify it
 - Some universities may ask for other kinds of documents – you are welcome to reach out to SDU International Office to find out if we can help you in this regard (see contact information below)

- **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. 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. Check out the information on your study programme on mitsdu.dk

- **If you are entitled to SU, you can apply for the Study Abroad Scholarship (Udlandsstipendium)**
 - Submit the online application: mitsdu.dk/su > Udlandsstipendium (in Danish only)
 - Submit the required documents via spoc.sdu.dk to the SU team. The list of required documents can be found at mitsdu.dk/su > Udlandsstipendium (in Danish only)

- **If you are not entitled to SU, you can apply for the SDU Internationalisation fund**
 - Submit the online application form: [SDU Internationalisation Fund](#).
 - Submit the following documents through spoc.sdu.dk:
 - Your enrolment letter from the host university
 - Preapproval of courses from your study board (Studienævn)

- **Final considerations**
 - Even if you apply for the Study Abroad Scholarship (Udlandsstipendium), 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 Registration and Educational Law via spoc.sdu.dk for the final credit transfer

For help or guidance, please contact us through spoc.sdu.dk, by phone +45 6550 2264 or meet us in person at the student help service, Zonen, in Odense. Opening hours can be found at mitsdu.dk/studyabroad > *Contact and guidance*