



KARLSTAD UNIVERSITY

CONTACTS INTERNATIONAL OFFICE

Incoming and Outgoing students

Name Mrs. Alicia Berg

E-mail alicia.berg@kau.se

Phone 0046 (0)54 700 10 33

Fax 0046 (0)54 700 14 68

Name Ms. Josefin Rönngvist

E-mail josefin.ronngvist@kau.se

Phone 0046 (0)54 700 13 22

Fax 0046 (0)54 700 14 68

Incoming students, Admission Office

Name Ms. Alexandra Argiroudaki

E-mail alexandra.argiroudaki@kau.se

Phone 0046 (0)54 700 24 66

Agreements and Special Programs

Name Ms. Carina Eriksson

Position International Coordinator

E-mail carina.eriksson@kau.se

Phone 0046 (0)54 700 21 51

Name Ms. Susanna Svensson

Position International Coordinator

E-mail susanna.svensson@kau.se

Phone 0046 (0)54 700 23 51

Address

Karlstad University
International Office
SE 651 88 Karlstad
SWEDEN

INFORMATION FOR STUDENTS

Erasmus code	S KARLSTA01
ECHE Reference Number	29403-EPP-1-2014-1-SE-EPPKA3-ECHE
Teaching language(s)	English
Academic Year Structure	2 Semesters (Fall + Spring semester)
Term/Semester dates	Spring 2015: 19.01.2015 until 07.06.2015 Fall 2015: 24.08.2015 until 24.01.2016 <i>The Introduction Week normally starts one week before the official start of the semester.</i>
Online course catalog	http://narvi.sae.kau.se/en/education/courses/in-english

Information specific to exchange students

Students have to be nominated by their universities online in our online database. Information about the nomination process is sent to all partners by e-mail.

Nomination deadline	Spring semester (January-June) 1 of October Fall semester (August-December) 1 of April Master programmes 15 of February (Academic year starts in August)
----------------------------	--

Application deadline	Spring semester (January-June) 15 of October Fall semester (August-December) 15 of April Master programmes 1 of March
-----------------------------	---

Application formalities	Once the student has been nominated online and confirmed by the international office, an automatic e-mail is sent to the student with instructions for application procedure. We only accept online applications!
--------------------------------	--

After finishing the application the student will need to print it out, sign it and get it signed by the coordinator. Thereafter they upload their application with the requested documents via a link found in the email. *Please be aware of the application deadlines.*

Accommodation	Karlstad University works with a student housing company called KBAB. They provide living quarters near the university to our exchange students. Once the students are admitted to courses, they will be contacted directly by KBAB to apply for housing. More information regarding accommodation is found at: http://kbab.se/student/in-english/exchange-student
----------------------	--

Learning Agreement	<p>Only for European students! The student hands it in after their arrival at the Introduction Week. Learning Agreements must be complete and signed by home university representative.</p> <p><i>Please note: we do not accept Learning Agreements via e-mail or regular post.</i></p>
Fees	No fees for exchange students.
Useful information	http://www.kau.se/en/future-students/explore-student-life
Transcript of Records	<p>When the students have finished their studies at Karlstad University they are entitled to get a Transcript of Records. Official documents are not sent by post but instead printed by the students themselves from their personal page on our website. The authenticity of these documents can be checked by following a link on the transcript. If a partner still requires a hard copy these can be ordered from our Welcome Center vc@kau.se All students get information about this before leaving.</p>
Language courses	<p>Swedish as a foreign language 1, 2, 3 and 4.</p> <p>Grades are awarded for these courses as for other courses at the university. These courses must be chosen within the limit of 30 ECTS.</p>