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How to apply as a nominated exchange student

Before you can apply to one of the exchange programmes at the University of South-Eastern Norway, your home institution must have officially nominated you for exchange at USN. After your home institution has completed the nomination, you will receive two e-mails from USN:

- 1) **E-mail 1**: This includes information about your nomination, and a link to "Søknadsweb" where you need to log on to start the process to complete your application.
- 2) **E-mail 2**: This includes the username and password to use when you log on.

Note: Please await completing your application until you have received these e-mails.

In case you do not receive the e-mails, or have problems registering, please contact USN at nomination@usn.no

Nomination and application period:

For the autumn semester: Normally March 1 – April 15

For the spring semester: Normally **September 1 – October 15**

Note: You need to upload all required documents within the deadline (April 15 or November 1)

The application process

Log on

To log on: Please follow the link received in the **e-mail 1.**

Log on as an **International Applicant** using the e-mail and the password given in the **e-mail 2** you received from us.

Step 1: My profile

Please register your personal information and home address and reply to the questions at the bottom of the page.

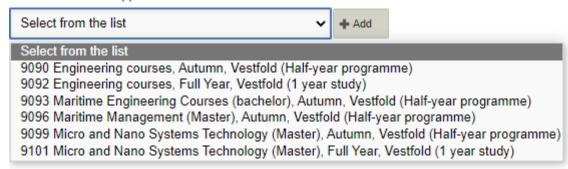
Click Next to continue

Step 2: Application

Please choose the exchange programme that you wish to attend.

Application alternatives

You must select 1 application alternative.



Click +ADD

Please note: Do NOT use the link **New application** at the top of the page to apply, as this is aimed at other student categories.

Step 3: My Documents

For **Exchange students** documents to upload are:

- Required documents are Learning Agreement
- Transcript of records
- A copy of the European ID or the photo page in your passport.

Please note: You need to make sure that all the documents are uploaded within the deadline

When you are finished click **Next**

Step 4: Receipt

Please check that you have registered for the correct programme and click **Done.**

After you have applied

You may any time log on to Søknadsweb to check the status of your application. You may also change the application and upload documents until the application deadline