

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 incomingexchange@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 to continue

Step 2: Application

Please choose the exchange programme that you wish to attend.

Application alternatives

You must select 1 application alternative.

Select from the list▼

+ Add

Select from the list

- 9090 Engineering courses, Autumn, Vestfold (Half-year programme)
- 9092 Engineering courses, Full Year, Vestfold (1 year study)
- 9093 Maritime Engineering Courses (bachelor), Autumn, Vestfold (Half-year programme)
- 9096 Maritime Management (Master), Autumn, Vestfold (Half-year programme)
- 9099 Micro and Nano Systems Technology (Master), Autumn, Vestfold (Half-year programme)
- 9101 Micro and Nano Systems Technology (Master), Full Year, Vestfold (1 year study)

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:

- 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 Søknaadsweb to check the status of your application. You may also change the application and upload documents until the application deadline