Nomination of students

This is a short guide how to nominate students from your institution to exchange at the University of South-Eastern Norway.

If you have any questions to this guide, please contact us 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**

Be sure to nominate your students well in advance of the deadline, so the students will have time to apply and upload necessary documentation.

The nomination-process

Step 1: Log in

Please open the Nomination Web   https://fsweb.no/nomination/chooseInstitution.jsf

Choose: **University of South-Eastern Norway**

Username: Your username is the **e-mail address** at which you have received information and instructions from the International Relations Office at USN. In case you have not received any e-mail, please contact us at incomingexchange@usn.no

Password: The first time you log in, you must order a **password**. The password will be sent to the same e-mail address as your username.

Step 2: Choose the right agreement

Here you will see the Available agreements that your institution holds with USN.
- Choose the right agreement from the list of **Active agreements**
- Click Add new nomination to nominate a student

Step 3: Register nominated student

Be careful to register the requested information correctly for the student, as this is important for the application of the student later.

Email address: Check that it is entered correctly

First name: First name and middle names (as written in passport/official documents

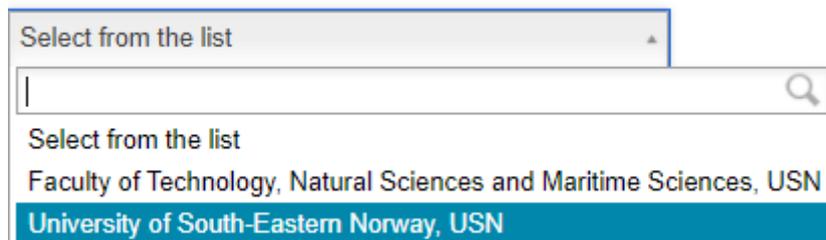<u>Family Name</u> as written in passport/official documents
<u>Gender</u>

<u>Date of birth</u>   on the format YYYY-MM-DD

<u>Citizenship</u>

<u>Nominated to:</u>
**Note**: Always choose University of South-Eastern Norway, USN

Nominated to:

Select from the list

Select from the list
Faculty of Technology, Natural Sciences and Maritime Sciences, USN
University of South-Eastern Norway, USN

<u>Terms</u>
You might be asked to choose the length of the study period (usually one or two semesters).
Please choose the right alternative from the drop-down menu

Term:
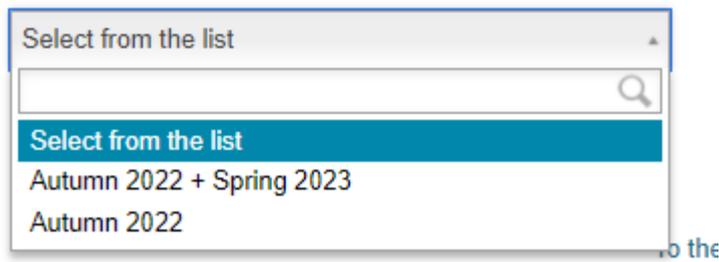
Select from the list

Select from the list
Autumn 2022 + Spring 2023
Autumn 2022

When you are done click Add nomination

Regarding Changing of nomination

In case you need to make changes after you have clicked **Add nomination**, you must erase the nomination by clicking the red circle with the white cross to the right of the name. Then click **Add new nomination** to start the process over again.

Regarding Upload of relevant documents

The students will be asked to upload relevant documents as a part of their application procedure.

In case you need to upload documents on behalf of the student, please follow these procedures:

-   Click Documents and Details to the right of the student's name.

- Click Select a fil to upload, to browse for the documents on your server. The documents will be uploaded directly into the system.

After nomination

When the nomination is completed, the student will, after 30 minutes, receive two e-mails:
1) E-mail 1: This includes information about the nomination, and a link to Søknadsweb where he/she has to log on, to complete the application.
2) E-mail 2: This includes the username and password to use when he/she logs on.

The 30 minutes delay is to give you time to make changes or erase a nominated student before he/she receives the information.

We recommend that you inform the student when he/she is nominated and let him/her know that he/she will receive the e-mails from USN.

Student application status: You can keep track of each student's status by logging on to the nomination web at any time. On the **Available agreements and admission** webpage you may see all relevant agreements and the application status of the nominated students; nominated, applied, admission granted, withdrawn etc.