



# KARLSTAD UNIVERSITY

## CONTACTS INTERNATIONAL OFFICE

### Incoming and Outgoing Students

E-mail [exchange@kau.se](mailto:exchange@kau.se)  
Phone 0046 (0)54 700 10 00

Ms. Maria Nilsson, Ms. Eva-Lena Andersson and Ms. Ellinor Klockare

### Admissions Office, Incoming Exchange Students

Name Ms. Alexandra Argiroudaki and Mr. Christian Tyrfelt  
E-mail [exchange.admissions@kau.se](mailto:exchange.admissions@kau.se)

### Agreements and Special Programs

E-mail [collaboration@kau.se](mailto:collaboration@kau.se)

Name Ms. Carina Eriksson Bilateral Agreements  
Phone 0046 (0)54 700 21 51

Name Mrs. Candida MacKenzie Erasmus Agreements  
Phone 0046 (0)54 700 18 63

### Mailing 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 (Autumn + Spring semester)
Term/Semester dates	Autumn 2019: 26.08.2019 until 19.01.2020 Spring 2020: 20.01.2020 until 07.06.2020 <i>The Introduction Week normally starts one week before the official start of the semester.</i>
Website	<a href="http://www.kau.se/in">www.kau.se/in</a>
Courses	<a href="http://www.kau.se/en/exchangecourses">www.kau.se/en/exchangecourses</a>
Social media	<a href="https://facebook.com/karlstaduniversity">facebook.com/karlstaduniversity</a>

### Information specific to exchange students

Students have to be nominated by their universities before the deadlines listed below:

**Nomination deadline** Spring semester (January-June): **1 October**  
Autumn semester (August-January): **1 April**  
Master programs: **15 February** (Academic year starts in August)

**Application deadline** Spring semester (January-June): 15 October  
Autumn semester (August-January): 15 April  
Master programs: 1 March

**Application formalities** Once the student has been nominated and the nomination is confirmed by the International Office at Karlstad University, an e-mail is sent to the student with instructions for the application procedure. We only accept online applications.

Within the application the student student will apply for courses and upload requested documents. ***Please note: late or incomplete applications are not accepted and we cannot make exceptions regarding the application deadline.***

**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://www.kbab.se/student/foreign-students/exchangestudent>

**Learning Agreement**

Only for European and ICM students. Can be signed by us *after* students have received their letter of admission with the courses they are admitted to. Learning Agreements must be complete and signed by home university representative.

**Fees**

No fees for exchange students.

**Transcript of Records**

When the students have finished their studies at Karlstad University they can request 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 [valkomstcenter@kau.se](mailto:valkomstcenter@kau.se) All students get information about this before leaving.

Please note that only Swedish grades are given to students. Karlstad University does not translate grades into other grading scales.

**Language courses**

Courses in Swedish as a foreign language are usually offered. Grades are awarded for these courses as for other courses at the university.