

Dear Partner,

Information on the students that you nominate for autumn 2014 should reach us no later than 15 April 2014. Please send the information via email to kabr@asb.dk. We will need the following information on each nominated student:

1. Full name
2. E-mail address
3. Period of study

Please observe that we cannot accept students, if we receive your nomination after 15 April 2014. When we receive the above mentioned information, your nominated students will receive further instructions on the application process via email. The application will be available in mid-March.

The deadline to apply for admission is 1 May 2014.

Online Application Form

All students will have to submit the online Application Form no later than 1 May 2014. Information on how to apply is found in the email we send to the students after receiving your nominations. You will receive a copy of this email as well.

Residence Permit/Visa

All students of non-EU or non-Nordic nationality must apply for a residence permit before coming to Denmark. Shortly after the application deadline the AU International Centre will issue a Letter of Enrolment and an application form for residence permit (ST1) to all accepted applicants. This will be sent directly to the students via email.

The Letter of Enrolment and the completed ST1 Form should be sent to the nearest Danish embassy or consulate in the student's home country together with any other documentation required by the embassy. Please note that the residence permit must be obtained before the student can enter Denmark.

Students should be aware that the application procedure takes approximately 2 months.



Please note that in order for your students to participate actively in our courses and to pass the exams it is necessary for them to have a high level of English proficiency. Therefore, if English is not the native language of the student, we ask you – as the student's home institution - to guarantee that his/her standard of spoken and written English is equivalent to at least 83 points in the TOEFL iBT before departure. Language/Communication students are expected to have a proficiency equivalent to 100 points in the TOEFLS iBT. If we observe that students from any given institution do not meet the above standards of English, we may require documentation in the future for students from that institution.

Courses

The list of courses for the autumn semester 2014 will be available in May. Students will receive information by email about the course application process and the deadline for courses as soon as the list of courses is available. Please also see this page: <http://bss.au.dk/education/international-students/incoming-students-exchange/economics-business-and-business-administration/academicdadk/courses/>

Housing

Exchange students sign up for housing when they fill in the online application form. The Housing Office at the AU International Centre handles all matters regarding housing. For more information on housing, please see: <http://www.au.dk/en/internationalcentre/international-housing-office/exchange/aarhus/housing-for-exchange-and-mundus-students/>. In the autumn semester 2014 the housing guarantee is replaced by a housing service. The AU housing service means that the AU Housing Department continues to assign accommodation on a first-come-first-served basis, but cannot guarantee housing for all newly admitted exchange students to Aarhus University.

If you have questions or concerns in relation to the above, please do not hesitate to contact me.

I look forward to welcoming your students to School of Business & Social Sciences, Aarhus University.

Yours sincerely,
Katrine Rosenbeck
kabr@asb.dk