

Overview about the mobility procedure for exchange students at the University of Luxembourg

Step 1. Official nomination

The University of Luxembourg only accepts **official nominations**. That means that the INCOMING students have to be nominated by their home institution (either by post, mail or fax) with the following information:

- Full name (First name and LAST NAME)
- Citizenship
- Gender
- E-mail address
- Study field
- Level of studies (Bachelor or Master)
- Period of stay (1 or 2 semester)

There is no official deadline for the nomination but in order to make sure that your students have enough time to prepare their application they should be nominated at least 6 weeks before the application deadline.

Step 2. Application (two documents)

After the nomination we will send the students the required documents so they will be able to prepare their **application**.

- the Application form has to be filled out
- the Learning agreement (list of courses the students would like to follow)

All required documents need to be sent to the SEVE Mobility office by **email** (seve.mobility@uni.lu). Fax will be excluded from consideration.

Deadline for sending the application:

For the winter term: EU citizens: **1st June** NON-EU citizens: **1st May**
For the summer term: EU citizens: **30th November** NON-EU citizens: **15th September**

Step 3. Admission and Online registration

The documents will be signed by the persons in charge and once the Incoming students are accepted we will send the coordinator of the sending university the *certificate of acceptance*, the *Learning agreement* and the *letter of acceptance* so they can apply for authorization to stay. Some might also receive a *scholarship certificate* in case they are eligible for a scholarship.

The students will be informed about their admission by e-mail and receive a to-do list with detailed information about:

- online registration
- authorisation to stay (application)
- accommodation
- language courses
- academic calendar

We recommend Incoming students to come to Luxembourg at least a few days before the start of the semester.

Step 4. Accommodation

Once online registered, the student receives a student ID number, which is essential for applying for accommodation. A few days before the registration opens the students will be sent the housing code.

Housing registration for the **winter semester**: starting in **July**

Housing registration for the **summer semester**: starting in **January**

The lease of our residence halls start on the **1st** and on the **16th** of each month.

The students must take out "**home insurance**" for their university accommodation by an **insurance company registered in the Grand duchy of the Luxembourg**. They can choose among those registered in the Grand duchy of Luxembourg:

<http://www.commassu.lu/fr/operateurs/default.asp?id={F68291E6-F42E-4C0B-A6E9-F7800DAA9933}>

But we strongly recommend them to take out the insurance policy offered by the University of Luxembourg: the Student Insurance Programme (SIP)

http://wwwen.uni.lu/students/accommodation/taking_out_home_insurance/sip_student_insurance_program_supplementary_insurance

Step 5. Health Insurance

Please consider that all students in Luxembourg need to be covered by health insurance. They can either send us a copy of a valid **European Health Insurance Card (EHIC)** or they register at the CCSS once they have arrived in Luxembourg in order to be covered by health insurance.

EHIC application : <http://ec.europa.eu/social/main.jsp?catId=563&langId=en>

NOTE:

An INCOMING brochure has been published and it will be sent to the students as soon as they are officially admitted in order to help them prepare their stay in Luxembourg.

Academic calendar

The academic dates are published on our website under the following link:

http://wwwen.uni.lu/students/useful_information_from_a_to_z (Academic calendar)

Further information :

http://wwwen.uni.lu/students/mobility/incoming_students/incoming_students_international_agreements_global_exchange_programme

For any further question, please do not hesitate to contact our office.

We are looking forward to welcoming your outgoing students in Luxembourg!

Contact person INCOMING students:

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