

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 by email with the following information:

- Full name (First name, LAST NAME)
- Gender
- Citizenship (please add the date of birth for non-EU citizens)
- E-mail address
- Study field or Erasmus code
- Level of studies (Bachelor or Master)
- Status (Erasmus, inter-university agreement or Freemover)
- Exchange period (winter, summer term or whole academic year)
- Number of required credits to bring back home (if any)

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 4 weeks before the application deadline.

Step 2. Application

After the nomination we will send the students the required documents so they will be able to prepare their **application** – Please remember: sending the application doesn't mean that the students are automatically admitted!

- the Application form has to be filled out online (the link will be sent to the student)
- the Learning agreement (not required for a double degree)

The Learning agreement needs to be filled out and to be uploaded into the online registration together with all required documents mentioned in the email to the student.

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 student is accepted we will send the coordinator of the sending university the *certificate of acceptance* and the *Learning agreement*. Non-EU students will also receive a *letter of admission* so they can apply for authorisation to stay.

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. VISA/ Authorisation to stay (for non EU students only)

Apply for "Autorisation de séjour"/entrance visa for the Grand Duchy of Luxembourg at the embassy of Luxembourg or the diplomatic mission representing the interests of Luxembourg in your country, with the original *letter of admission*.

Step 5. Accommodation

Once online registered, the student receives a student ID number, which is essential for applying for an accommodation. The student will receive the housing code a few days before registration opens. The lease of our residence halls start on the 1st and on the 16th of each month.

Housing registration for the **winter semester**: starting mid of **July**

Housing registration for the **summer semester**: starting mid of **January**

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:

http://wwen.uni.lu/students/accommodation/administrative_procedure/subscription_of_a_home_insurance/privative_home_insurance

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

http://wwen.uni.lu/students/accommodation/administrative_procedure/subscription_of_a_home_insurance/multi_risk_home_insurance_allia

Step 6. Health Insurance

Please consider that all students in Luxembourg need to be covered by health insurance. We only need a copy of a private insurance proof or a valid **European Health Insurance Card (EHIC)**.

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

NOTE:

An Incoming brochure, an accommodation brochure and a brochure about the SIP insurance will be sent to the students after admission 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://wwen.uni.lu/students/useful_information_from_a_to_z (Academic calendar)

For further information :

http://wwen.uni.lu/students/mobility/incoming_students

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:

Marie-Anne HEYER

Université du Luxembourg

SEVE Mobilité INCOMING

162a, avenue de la Faïencerie, L-1511 Luxembourg

T +352 46 66 44 6682, F +352 46 66 44 6760

Marie-Anne.Heyer@uni.lu; incoming@uni.lu

www.uni.lu