

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

### Step 1. Official nomination

The University of Luxembourg requires **official nominations**. That means that your students have to be nominated by their home institution by email with the following information:

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

Please also mention the number of credits that your student should bring home from Luxembourg. There is no official deadline for the nomination but in order to make sure that your students have enough time to prepare their application you should nominate them 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
- the Learning agreement (list of courses the students would like to follow)

These two documents need to be filled out and to be sent to [incoming@uni.lu](mailto:incoming@uni.lu) by **email** together with all required documents mentioned in the email to the student.

#### Deadline for sending the application:

For the winter term: EU citizens: **1<sup>st</sup> June**                      NON-EU citizens: **1<sup>st</sup> May**  
For the summer term: EU citizens: **30<sup>th</sup> November**              NON-EU citizens: **15<sup>th</sup> 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 admission* 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. VISA/ Authorisation to stay**

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 accommodation. The student will receive the housing code a few days before registration opens. The lease of our residence halls start on the 1<sup>st</sup> and on the 16<sup>th</sup> of each month.

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

Housing registration for the **summer semester**: starting in **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://www.commassu.lu/fr/operateurs/default.asp?id={F68291E6-F42E-4C0B-A6E9-F7800DAA9933}>

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

[http://wwen.uni.lu/students/accommodation/taking\\_out\\_home\\_insurance/sip\\_student\\_insurance\\_program\\_supplementary\\_insurance](http://wwen.uni.lu/students/accommodation/taking_out_home_insurance/sip_student_insurance_program_supplementary_insurance)

#### **Step 6. 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)** Link for online application :

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

or they register at the CCSS once they have arrived in Luxembourg in order to be covered by health insurance.

**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](http://wwen.uni.lu/students/useful_information_from_a_to_z) (Academic calendar)

Further information :

[http://wwen.uni.lu/students/mobility/incoming\\_students/incoming\\_students\\_international\\_agreements\\_global\\_exchange\\_programme](http://wwen.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 for INCOMING students:**

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