Farewell Mingle

Academic information & Housing information

Faculty of Arts and Sciences, Educational Sciences: Kerstin Karlsson & Konstantinos Mitropoulos

Faculty of Science and Engineering: Åsa Karlsson, Daniel Bladh & Simon Tibell

Faculty of Medicine and Health Sciences: Sabina Kinywa

International Office, housing coordinator: Catarina Lorin
Registration

• Check that you are registered for all courses you are following/have followed
• Cancel courses you are not following
• You cannot receive any grades and the results will not be listed in your transcript of records if you do not make the registrations.
To cancel a course

... at the Faculty of Science and Engineering:

LiU → Education → Exchange Students → Faculty of Science and Engineering → Link to changing courses

http://www.lith.liu.se/for-studenter/kurskompletttering?l=en&sc=true
Change of Courses

Changing courses after admission; adding and/or deleting courses:

- Applies to master programme students and exchange students at the LiU Faculty of Science and Engineering (LiTH).
- Exchange students should use the T-number found in your letter of admission as your Swedish civic reg.no.
- There must be vacancies in the course and you must fulfill the prerequisites in order to be admitted to the course.
- You must identify the responsible department (in the menu on the left side) and then the responsible director of studies. Then fill in the online application form concerning changing courses with the necessary details. You can use the Study Guide 2016 or Study Guide 2017 to find out the course name, course code, the name of the director of studies, etc.
- If you make a course request and intend to replace this with another course that you have already been admitted to, please specify this in the reason tab, as it will shorten the processing time.
- The director of study will assess if there are available seats in the course, if so your application will be sent to the Dean’s office for processing.
- If you fulfill the prerequisites you will be able to join the course and can register in Studentportalen. In the case your request is rejected we will contact you.
- **You will not be registered for the course, but must register yourself in the Student Portal.**
- Applications for cancellation of registered courses (also in the menu on the left side) will go directly to the Dean’s Office (TRK) for processing.

Please note that at the beginning of a semester there are many course changes to handle and therefore it may take some time before you are notified about the status of your request.

Additional questions regarding changing courses should be sent to kursanmalan.li@liu.se, for other questions please see www.liu.liu.se/studievagledning.
To cancel a course

...at the Faculty of Arts and Sciences, Educational Sciences:
E-mail international@ffk.liu.se or go to the Student Service Desk in Zenit or Kåkenhus.
Have your documents signed
Certificate of Attendance/Departure

Faculty of Arts and Sciences, Educational Sciences:
Last reception before summer holidays (Campus Valla):
Wednesday, 21 June
Campus Norrköping, Kåkenhus: Friday, 2 June

Faculty of Science and Engineering:
Last reception (Campus Valla): Tuesday, 20 June

Faculty of Medicine and Health Sciences: Please contact your coordinator through international@medfak.liu.se
Transcript of Records

When your last exam has been graded...
Order your transcript in the Student Portal

To order a signed and stamped transcript:

- Select: Student Services, Transcripts, List of Qualifications in English, Change address and click on send.
- An original transcript will be sent to the address you stated.
- Expect to receive your transcript in two weeks.
Order transcripts from the students register LADOK

The fastest way to obtain your transcript of records is to create a verifiable transcript. This transcript will be created as a pdf file provided with an electronic seal.

But you can also order several different transcripts from the Student Service Desk. These transcripts are suitable for different purposes and you read the survey below in order to decide which kind you need. NOTE! It does not cost anything to order. But you can only receive one kind per month.

List of qualifications for job applications/exjobb/scholarships, etc

Gives a list of course name, grades, date of completion and credits. All courses are shown. You can choose to show all part courses and/or remove which have no final grade. You can also obtain this transcript as a pdf file provided with an electronic seal by the link verifiable transcript.

List of qualifications for applications for other educations.

Detailed extracts which are used if you want to apply for an education at another school.

Certificate about registration

Show that you are registered as a student at Linköping University.

Order form

1. List of qualifications for job applications/exjobb/scholarships.
   a. Show all part courses.
   b. Remove courses which have no final grade.
2. List of qualifications for education applications
3. Certificate about registration (current semester)
4. List of qualifications in English
   a. Show all part courses.
   b. Remove courses which have no final grade
5. Certificate about registration in English (current semester)

Address

Social security number: [999-99-9999]
Name: Demon Testsson
Address: Hemsjövägen 320
City: Linköping
Zip-code: 581 83
E-mail: test@student.liu.se

Send
Exchange student survey

• Your feedback is very important to us
• You will shortly receive a survey from your faculty
• Win nice prizes
Moving out

- Do not leave anything behind
- Clean your room
- Cancel your internet account
- Leave your keys to Catarina Lorin at the International Office, Zenit-building
- Outside office hours: leave the key in the mailbox in D-building – see map
What can you leave behind

Cleaning products

Bedding
Questions? 😊
We wish you a beautiful summer!