Not intended for students of the Erasmus + programme!

Instructions – Exchange

|  |
| --- |
| General information |
| * The “Application form – Exchange” is intended for students who want to apply for a short term exchange at Wageningen University, according to an exchange agreement, **which isn’t part of the Erasmus + programme of the EU**. The purpose has to be study, not work. This means following courses or doing a thesis project, not working as an intern doing an internship / placement). For the Erasmus + programme use the other set of [forms](http://www.wageningenur.nl/en/Education-Programmes/Study-Abroad-and-Exchange-Students/Show/Application-forms.htm). * You need to be eligible to participate in the Exchange programme. * Exchange is only possible, if there is an agreement between Wageningen University and your educational institution. Ask your exchange coordinator if this is the case. You need to be nominated by your home university. * You have to have passed your first year successfully and have obtained at least 120 ECTS. * The first and fourth period start with the Annual Introduction Days. |
| Link to [Conditions](http://www.wageningenur.nl/en/Education-Programmes/Study-Abroad-and-Exchange-Students/Show/Admission-Requirements-1.htm)  Link to [Forms](http://www.wageningenur.nl/en/Education-Programmes/Study-Abroad-and-Exchange-Students/Show/Application-forms.htm) |
|  |
| Filling in the application form |
| **Important note**   * Fill in the application form and learning agreement electronically. It is possible to download and save the file. When sending the application form by e-mail, **make sure the file is in Word or PDF and has a limited KB/MB size!!** * Have your application form approved and signed by your home coordinator. Do not forget to sign the form yourself as well. * Send the scanned forms to **application.studentexchange@wur.nl** * Do not forget to include all required appendices to avoid delays in the procedure.   **Personal data**   * Fill in your name as stated in your passport. * If you want to receive mail at a different address, fill in a correspondence address. * Keep your departmental coordinator at WU informed about your arrival date.   **Data Home Institution**   * Fill in a complete and correct correspondence address and e-mail including the name of the relevant coordinator. This address will be used to return digital copies of the signed application form, learning agreement and future documents regarding your exchange. * Include the country code in the telephone numbers.   **Study information**   * Sending a copy of the results of an English test is part of the application procedure. See our website for the [requirements](http://www.wageningenur.nl/en/Education-Programmes/Student-Service-Centre/Show-ssc/English-Language-Proficiency-EU.htm).   **Transcript of records and coursework in progress**   * You should add your transcript of records of both your BSc and MSc (if applicable) to the application. On the last page of the application form you should list the courses that you are planning to do at your home university, before going to Wageningen University, which are not yet listed on your transcript of records.   **Learning agreement**   * Please add your course selection on the separate learning agreement form and add this form to your application. |
| Link to [Exchange site](http://www.wageningenur.nl/en/Education-Programmes/Study-Abroad-and-Exchange-Students.htm)  Link to [English proficiency](http://www.wageningenur.nl/en/Education-Programmes/Student-Service-Centre/Show-ssc/English-Language-Proficiency-EU.htm) |

|  |
| --- |
| Choosing subjects |
| * A normal study load in period 1, 2, 5 and 6 is 12 credits per period. In the two shorter periods, 3 and 4, the normal study load is 6 credits. Most subjects are 6 credits. When choosing two courses in one period, make sure you choose a morning (MO) and afternoon course (AF) (Please note that in period 6 some courses are given in blocks of 4 weeks – A/B division). * Check if the language of instruction is English. * If you intend to work on a thesis research project, mention the project title, ECTS, chairgroup and supervisor at Wageningen University. * The departmental exchange coordinator of WU will give you feedback on the subjects you selected. You should use the **learning agreement form** for your **definite** study programme, which needs to be confirmed by the responsible coordinator of your home university. Without an approved **learning agreement** the exchange cannot proceed. * Always check the prerequisites of a subject. We advise you to choose courses of your own field of study. * It is advisable to select courses from one specific BSc/MSc programme. * Please note: If a course has a maximum of participants (this is indicated in the Study Handbook), you have to find an alternative course in case your first choice turns out to be full. * The new Study Handbook is published in July. Check for changes, you might have to change your study plan. |
| Link to [Selecting courses](http://www.wageningenur.nl/en/Education-Programmes/Study-Abroad-and-Exchange-Students/Show/Planning-Selection-of-courses.htm) Link to [Schedule](http://www.wageningenur.nl/en/Education-Programmes/Student-Service-Centre/Schedule-Study-Handbook.htm)  Link to [Study Handbook](http://www.wageningenur.nl/en/Education-Programmes/Student-Service-Centre/Schedule-Study-Handbook.htm) Link to [Planning booklet](http://www.wageningenur.nl/en/Education-Programmes/Student-Service-Centre/Schedule-Study-Handbook.htm) (Excel list for a quick search) |
|  |
| Application deadlines and Calendar |
| Deadlines Period Preparation week and (re)exams |
| Orientation week/Annual Introduction Days: 18/08/2017 – 23/08/2017 <http://aidwageningen.nl/site/en/>  May 1st 1: 04/09/2017 – 27/10/2017 16/10/2017 – 27/10/2017  May 1st 2: 30/10/2017 – 22/12/2017 11/12/2017 – 22/12/2017  Christmas Holidays: 25/12/2017 – 05/01/2018  October 15th 3: 08/01/2018 – 02/02/2018 05/02/2018 – 16/02/2018  Orientation week/Annual Introduction Days: 12/02/2018 – 18/02/2018 <http://aidwageningen.nl/site/en/>  October 15th 4: 19/02/2018 – 16/03/2018  October 15th 5: 19/03/2018 – 11/05/2018 30/04/2018 – 11/05/2018  October 15th 6: 14/05/2018 – 06/07/2018  Summer Holidays: 09/07/2018 – 31/08/2018 06/08/2018 – 17/08/2018 |
| Link to [Deadlines](http://www.wageningenur.nl/en/Education-Programmes/Study-Abroad-and-Exchange-Students/Show/Application-deadlines-1.htm)  Link to [Academic calendar](http://www.wageningenur.nl/en/Education-Programmes/Student-Service-Centre/Schedule-Study-Handbook.htm) |
|  |
| Contact information |
| * Coordinator, drs. Dennis Duindam, Environmental Sciences, [environmentalsciences.studentexchange@wur.nl](mailto:environmentalsciences.studentexchange@wur.nl) * Coordinator, ing. Marita van den Bergh, Social Sciences, [socialsciences.studentexchange@wur.nl](mailto:socialsciences.studentexchange@wur.nl) * Coordinator, drs. Loes de Heus, Animal sciences, Plant Sciences and Biology, [lifesciences.studentexchange@wur.nl](mailto:lifesciences.studentexchange@wur.nl) * Coordinator, ir. Ellen de Jong, Agrotechnology and Food Sciences, [technology.studentexchange@wur.nl](mailto:technology.studentexchange@wur.nl) |
| Link to [Contact](http://www.wageningenur.nl/en/Education-Programmes/Study-Abroad-and-Exchange-Students/Show/Contact-Exchange-coordinators-at-WU.htm) |
|  |
| Sending the application |
| 1. Please e-mail a scan of: - the application form  **-** the learning agreement  **-** your transcript of records  **-** proof of your English proficiency  to: **application.studentexchange@wur.nl**  **Legal residence**  Students who need an entry visa and/or a residence permit will be contacted by the International Office. |
| Optional: **Only** if you require originals from your home university:   * Send the scans of the documents as in step 1. Mention you need originals in your e-mail. * Print this application form and the learning agreement and have it signed and stamped by the responsible coordinator(s) of your home university. * Send us duplicates to: Wageningen University   Study abroad Office – Student exchange  P.O. Box 414  6700 AK Wageningen  The Netherlands |

|  |  |  |  |
| --- | --- | --- | --- |
| Application form - Exchange programme | | | |
| Personal Data | | | |
| **Family name**: | | | |
| **Given name(s)**: | | | |
| Gender: | Date of birth:       (dd/mm/yyyy) | Nationality: | |
| Do you hold multiple citizenships? If yes, which: | | | |
| Address: | | Correspondence address: | |
|  | |  | |
| Telephone: + | | Telephone: + | |
|  | |  | |
| E-mail: | |  | |
| Planned period of study in Wageningen: from  to (dd/mm/yyyy) | | | |
| Planned arrival date in Wageningen:  (dd/mm/yyyy) | | | |
|  | | | |
| Data Home Institution | | | |
| Home Institution’s / University’s name: | | | |
| Country: | |  | |
| Exchange coordinator: | | | Telephone: + |
|  | | E-mail: | |
| Departmental coordinator: | | | Telephone: + |
|  | | E-mail: | |
| Institutional coordinator: | | | Telephone: + |
|  | | E-mail: | |
| Correspondence address: | | | |
|  | |  | Telephone: + |
|  | |  |  |
|  | | E-mail: | |

|  |
| --- |
| Study information |
| Years of study completed before departure: : BSc MSc Current studyphase: |
| Main subject/major or degree/diploma at home university: |
| Specialisation: |
| English proficiency  Writing : Very poor  Poor  Sufficient  Good  Very Good  Reading : Very poor  Poor  Sufficient  Good  Very Good  Speaking : Very poor  Poor  Sufficient  Good  Very Good |
| Previous exchange experience?       from       to |
| Guest Institution’s / University’s name:       Country: |

|  |
| --- |
| Programme, main subject or field of study at WU:  Please mention one of the MSc programmes closest related to your field of study: <http://www.wageningenur.nl/en/Education-Programmes/prospective-master-students/MSc-programmes.htm>  Departmental coordinator at WU:  Coordinator, Environmental Sciences, [environmentalsciences.studentexchange@wur.nl](mailto:environmentalsciences.studentexchange@wur.nl)  Coordinator, Social Sciences, [socialsciences.studentexchange@wur.nl](mailto:socialsciences.studentexchange@wur.nl)  Coordinator, Animal sciences, Plant Sciences and Biology, [lifesciences.studentexchange@wur.nl](mailto:lifesciences.studentexchange@wur.nl)  Coordinator, Agrotechnology and Food Sciences, [technology.studentexchange@wur.nl](mailto:technology.studentexchange@wur.nl) |
| Are you a Double Degree student? |

|  |  |
| --- | --- |
| Coursework in progress (planned subjects, not listed on your transcript of records) | |
| Subject | ECTS credits |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| For the home institution | | | |
| ‘We approve of the application of our student for an Erasmus exchange study at Wageningen University’  ‘The student approves that Wageningen University can send a transcript of records from Wageningen University at the end of the exchange period to the home university’ | | | |
| Name:  Position:  Date: |  | Name:    Date: |  |
| Stamp: | |  | |
|  | |  | |
|  | |  | |
| **Departmental coordinator’s signature:** | | **Student’s signature:** | |
|  | | | |

Please don’t forget to add a scan of your learning agreement; your transcript of records; proof of your English proficiency