



Dear exchange student:

The staff of the International Affairs Office would like to offer you a warm welcome to Reykjavik University. We look forward to meeting you this coming Fall and/or Spring semesters.

Now the first step is to process your online application. Please, read carefully the following information if you have not read it already from our webpage. It will help you to organize you better:

1) Meet the APPLICATION DEADLINE as follows:

- [May 1st](#) for admission to Fall semester starting in August of the same year
- [October 15th](#) for admission to Spring semester starting in January of the following year

2) Before completing the online application and learning forms we advise you to have the following documents ready:

- A. Copy of your most recent transcripts of courses/records (translated in English, signed and authorized by home institution/s) Please upload this file into section **L** in your application form
- B. Copy of your passport (cover, back and pages 3 and 4)
- C. Copy of your European Health Insurance Card (EHIC) or certificate of private health insurance.
- D. Proof of English proficiency if English is not your mother tongue. In addition, please fill out and sign the [Europass Language Passport Form](#)
- E. Documents confirming special needs, IF NEEDED
- F. [Housing Application form](#) completed IF YOU WISH to use RU International Office accommodation service.
- G. [List of selection of courses](#). (Read the instructions carefully before selecting the courses)
- H. If you will be doing a Master Thesis, Final Project and/or an Internship we need a letter describing the proposal and the contact information of the supervisors at both Universities.
- I. Scanned copy of your Passport pages 1 to 4
- J. All files other than Transcript of records should be uploaded as separate files in in the **M** section called Other file attachments.

IMPORTANT NOTE: Your application will not be considered without these documents.

3) Once you have made your selection of courses (please, include at least two substitute courses) and have gathered all the required documents you are now ready to complete the online application form.

At the end of the online form you will find the appropriate sections L and M to upload the files.

After you have submitted the online application form along with the files, you will be sent an email which includes a web link with a "read only version" of your online application which you will have to use in the next step.

4) We would like to ask you to print out the online application form (pages 1 to 3 using the web link with the "read only version" you have received by email), sign it and get it signed by an authorized representative/coordinator of your University.

5) Finally, we kindly request you to send the signed form by email to the respective RU International Office representative. Then, you will have to mail the signed form to RU's International Office by regular mail or bring it with you when you travel to Iceland (*you will be asked to hand it in once you arrive to the University in order to finish the admissions and course registration processes*).

Once your application has been assessed you will receive:

- a. An email detailing whether your application has been accepted or rejected.
- b. A pre-arrival information pack for international students which will help you to prepare for your study period at Reykjavik University.

Please, do not hesitate to contact us if you need further assistance. We are looking forward to meeting you soon. Kind regards,

Birna, Aldís and Gullý