Application guide for International exchange students

NIH has created a step by step guide to assist exchange students with their application.

For more information regarding an exchange to NIH, see our website:
https://www.nih.no/en/studies/exchange/

Step 1 – Get nominated:
Your university nominates you for an exchange to NIH.

Step 2 – Check your inbox:
- You will receive email informing you about your login procedures
- If you are missing emails, check your spam filter in your email account
- Read the information carefully and find your password

Step 3 - Søknadsweb:
- Follow the link in the email to access the application process. You can also use the following link:
  https://fsweb.no/soknadsweb/
  You may need to manually choose "Norges idrettshøgskole" from the drop-down menu

- Click "Fortsett"

Step 4 - Søknadsweb:
- Change language to "English" at the top, right hand corner
- Choose the correct login type (International Applicant)

Step 5 - Søknadsweb:
- Type in your email address and your password (you received this in an email)
- Click "Log on"

Step 6 – My profile:

- Address
  - o Add your full home address, including:
    - ▪ Street address (Address Line 1 and, if needed, Address Line 2)
    - ▪ Portal Code – City
    - ▪ Country
- Mobile number
  It says it is optional, but you <u>MUST</u> add your mobile number. Failing to do so, you will not receive your username and password for the NIH systems when you arrive for your exchange
  - o Choose from the list your country
  - o Add your phone number

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My Profile	Apply	Documents	Receipt

My Profile

Address (Use Norwegian format instead)

Thomas Halvorsen

Address Line 1:

Address Line 2: *(Optional)*

Postal Code - City:

Country:

Choose from the list ▾

Mobile number *(Optional)*

Choose from the list ▾

- Entrance requirements
  - o Leave it as "No"
- Consent
  - o You have the option to choose with "Yes" or "No" on both questions
- Click "Next"

Step 7 - New Application:

- Read information carefully to find available course packages, and important dates
- Choose course package in the drop-down menu under "Choose application alternative"
  - o You <u>must</u> choose two alternatives in prioritized order (only for exchange during the fall semester)
- Click "Next"

New Application

Nomination Term Autumn 2019

Information on course packages for applicants:
To complete your application you must select one of the course packages below.

The four course packages includes the following courses (course codes):
Outdoor studies:
EXFLL1, EXFLL2, EXFLL3

Sport Management and coaching: **Differs semester to**
SPM323, SPM325, SPM327, TI200   **semester**

Sport Biology and Health:
FAH325, THP200, THP201

Other Course Combinations:
This option would be for those who wish to take the UTV-Essay course, along with one or two other courses from the Sport Biology and Health course package.
If you have any questions, please contact the NIH International office BEFORE you complete your application. You can send an email to: exchange@nih.no

Please note: You CANNOT combine courses from the different packages, because of the course schedule and examination times.

http://www.nih.no/en/studies-at-nih/

Application deadline	01.05.2019
Result will be published	15.05.2019
Documentation submission deadline	01.05.2019

Differs semester to semester

Choose application alternative

1. Choose from the list ▾

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Step 8 – Uploading documents:

- You must upload the necessary documents shown in your application, if your nominator has not done so already.

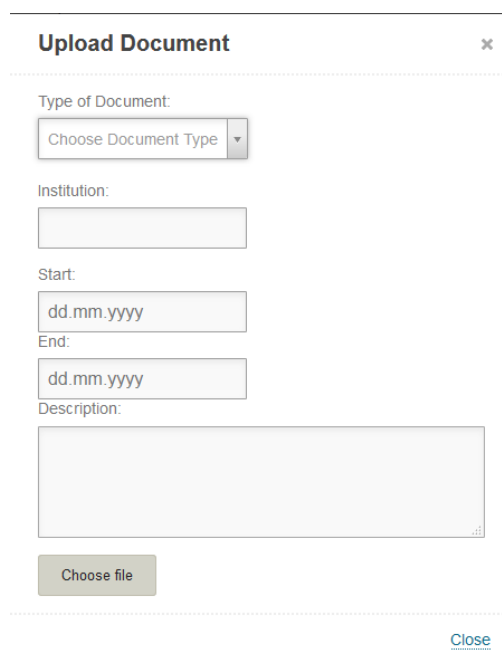## Step 9 – Choose new document:

If you have other documents you think is relevant to your application.

- Type of document
    - o If you are uncertain, choose "Other – other"
- Institution
    - o Write the name of your home university
- Start and End
    - o You have to put in dates, but not important which dates you use
- Description
    - o Leave blank
- Click "Choose file" to find the file you wish to upload
    - o Documents must be either in .pdf or picture format
- Click "Upload"

You can, at any time before the deadline to upload documents, go back to your application and upload additional documents. You do so by logging back into your application, and then choose "My Documents" from the menu.

IMPORTANT:

All documents under "Step 8 – Uploading documents" must be uploaded and filled out correctly before your application is considered complete.