Application process for programme students

How to apply for courses in your programme
You must apply to all courses that you shall study in your next semester on

www.universityadmissions.se
Go to https://www.kau.se/en and click on "CURRENT STUDENT". Then go to "PROGRAMME PORTAL” and select your programme.
Select the semester that started your programme.
When you have selected your starting semester you will be presented with the courses you can apply to for your next semester.
When you select the course you wish to apply for you will be redirected to

www.universityadmissions.se

Now you have to log in to your account at

www.universityadmissions.se
This is where you log on to
www.universityadmissions.se
Log in with your ID number or e-mail address and your password. Then choose Karlstad University to be applying as a programme student. Alternatively, log in via Karlstad University web site (use your student account specifics).
This process of applying via www.universityadmissions.se enables you to have a guaranteed place in each course.

Important to remember!
You may only apply for 30 credits as a programme student.

If you wish to study extra credits, you can do so to courses offered to all non-programme students.
The order of priority on your application is very important.

Start with the course that is your highest priority.
Keep check on your application:

During the time your application is under process you can keep check of your application status at www.universityadmissions.se

When it is fully assessed you will receive an e-mail, a notification of eligibility, to the e-mail address you yourself have submitted to your application account.

This e-mail will ask you to check the status of your processed application and if something is missing or incorrect, you can react to this.
You can submit documents for studies that are ongoing during this autumn semester.

Upload documents on [www.universityadmissions.se](http://www.universityadmissions.se)

If documents arrive late you are at risk of having an application alternative deleted. You must then make a late application when you can show eligibility.
First selection:

Your first letter of Admission will be available on www.universityadmissions.se at ”My pages”.

Remember! You must confirm your place to keep it.

Log in to your account at www.universityadmission.se to confirm your place.

You select "yes" to the course you are admitted to, or are placed as reserve on, if you wish to keep your place.

Leave no answer, which is "no", if you do not want to keep the offered place.
Second selection:

No reply or confirmation is required unless you wish to cancel your place.

If so, cancel your place at your page on universityadmissions.se
You will find a link to information on the courses that you have been admitted to, on the last page of the admission letter.

This link will also take you to the course syllabus, literature list and so forth.
All notes on the admission letter are explained on the last page. A few examples:

• VI = Conditional eligibility. You must show that you fulfill the requirements before registration. Contact the course administrator for this.

• TA = Deleted because you are already admitted to the maximum amount of credits.

• EJ = Deleted because you have not confirmed that you wish to study this course.