



How to apply in UiB's SøknadsWeb (online application system)

Step 1: Log in

After you have been nominated by your home university, you will receive two e-mails. One with instructions on how to apply in SøknadsWeb, the other with your password and a link to the online application form.

Step 2: Personal information

Fill in your personal information. If the information filled in by your home university is incorrect (name, nationality or date of birth) please send an e-mail to exchange-students@uib.no.

Contact address: It is important that you fill in your complete home address. Please do not use a P.O. Box address or your university address.

Click "OK - save" to continue.

Step 3: New application – select courses

Add courses

1. Choose if you are currently a student on bachelor's or master's/PhD level. Select the [courses](#) you wish to apply for.
2. You may also apply for a Norwegian language course. Please refer to [the website for the Norwegian language courses](#) for more information. You can only apply for **one** Norwegian language course. There are two beginners' courses in Norwegian (NOR-U01 and NOR-U1). Students staying for one semester can *only* apply for NOR-U01, and not for NOR-U1.

Note that if you select both regular courses and a Norwegian language course, the application will show 'Priority 1' and 'Priority 2'. You can ignore this, as the course applications are not ranked.

Alternative study plan

If you have an alternative study plan and are not taking any courses at UiB, you can choose among these alternatives in the course list:

- **Erasmus+ Traineeship** - You must also upload a Training Agreement and choose "Erasmus+ Traineeship" when adding courses.



- **Thesis / Project / Lab work** - It is your own responsibility to contact academics at a department/faculty directly to acquire a supervisor if needed.
- **Clinical rotation** - For students within the fields of medicine/dentistry
- **UNIS** - Applicants to [UNIS](#) must apply to both UiB and UNIS by the given deadlines
- **Performance / composition** – Only available for applicants to [the Grieg Academy](#). Contact the Grieg Academy for more information before you apply: post@grieg.uib.no.

Courses at other faculties and courses taught in Norwegian

- Even though you are only registered at one faculty, you may still apply for courses at other faculties as long as you meet the pre-requirements.
- If you have knowledge of Norwegian, you can also apply for courses taught in Norwegian. Please find the courses here: www.uib.no/utdanning. Send the course code and title to exchange-students@uib.no, so that the courses can be added to your application.

Step 4: Upload documents

To complete your application you must upload the required documents on SøknadsWeb. Without the required documents, your application is incomplete and we cannot consider you for admission.

NB! The documents must be uploaded as PDF-files.

All applicants must upload

- **Passport** or national ID card
- Official **transcript of records** in English or a Scandinavian language, listing all courses you have completed at your home university, including credits and grades.
- Or, if the above is not available: a translation of your transcript of records in English or a Scandinavian language **in addition** to an official transcript of records in the original language. *We accept a non-official translation if stamped and signed by an officer at the partner university.*

Some applicants must also upload

- **Letter of motivation**: Only applies to applicants to [ENG-courses](#) (courses at the Department of Foreign Languages).
- **Traineeship Agreement**: Only applies to [Erasmus+ Traineeship](#) students. The [Traineeship Agreement](#) is issued by your home university.
- [Documentation of funds](#): Only applies to applicants from non-EU/EEA/EFTA countries.

Erasmus+ applicants can also upload

- **Learning Agreement**: Only if you need it signed before you arrive in Bergen. The [Learning Agreement](#) is issued by your home university.