

**Subject:** Volda University College - nomination procedures for autumn semester 2016

Dear colleagues,

Warm greetings from Volda in winter season. We are covered in a white coat and students enjoy the winter months in Volda! We hope you have had a nice semester start, after a well-deserved Christmas break. We have record high numbers of internationals in Volda this semester, and hope to keep up the trend by welcoming your students in the autumn, from August 2016 on.

We are now ready to receive applications for student exchange for the autumn semester 2016 or for the entire academic year 2016/2017 and as such, we have put together some useful information, which you find attached to this email.

Application deadlines:

- Autumn semester 2016: 15th May
- Academic year 2016/2017: 15th May

A complete application must contain:

- application form
- transcript of records (in English)
- learning agreement
- copy of the passport
- copy of European Health Insurance Card (or equivalent)
- portfolio/motivation letter (for selected courses)

For detailed information about the procedures, a complete list of documents, as well as a list of courses available to exchange students, please have a look at our website.

- Procedures: <http://www.hivolda.no/vuc/admission/exchange>

- Courses: <http://www.hivolda.no/courses>

An updated list of courses will be published on 1<sup>st</sup> March. However, we do not expect many changes to the current list, therefore your students can select courses that are listed now.

Again, we are looking forward to a fruitful year and would be more than glad to answer any questions regarding incoming students for the next semester/academic year!

Warm regards from Volda,  
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