

### Step 1. Official nomination

The University of Luxembourg requires an online nomination which can be submitted via this link: <https://unilux.moveon4.de/form/595cbabe84fb965470a2b02a/eng>  
Just register to create an account and login to submit the online nomination.

#### DEADLINES FOR NON-EU STUDENTS:

##### Nomination:

for an exchange during the winter semester (sept.- february): 15<sup>th</sup> april  
for an exchange during the summer semester (february- july): 15<sup>th</sup> septembre

##### Application:

for an exchange during the winter semester (sept.- february): 15<sup>th</sup> may  
for an exchange during the summer semester (february- july): 15<sup>th</sup> octobre

#### DEADLINES FOR EU STUDENTS:

##### Nomination:

for an exchange during the winter semester (sept.- february): 1<sup>st</sup> mai  
for an exchange during the summer semester (february- july): 1<sup>st</sup> novembre

##### Application:

for an exchange during the winter semester (sept.- february): 1<sup>st</sup> june  
for an exchange during the summer semester (february- july): 1<sup>st</sup> december

### Step 2. Application

After the nomination we will send the students the link to the **application** form – Please remember: sending the application doesn't mean that the students are automatically admitted!

- the Application form has to be filled out online (the link will be sent to the student)
- the Learning agreement will be filled out online via the OLA ([www.learning-agreement.eu](http://www.learning-agreement.eu))

Once the student has completed/signed the Online Learning agreement it will automatically be sent by email to the sending and then the receiving institution for signature.

### Step 3. Admission and Online registration

The documents will be signed by the persons in charge and once the Incoming student is accepted we will send the coordinator of the sending university the approved *Learning agreement* and the *admission letter* (which non-EU students need to apply for authorisation to stay). The student will be informed about the admission and receive a to-do list with detailed information about:

- online registration
- authorisation to stay (application)
- accommodation
- language courses
- academic calendar

We strongly recommend Incoming students to come to Luxembourg at least a few days before the start of the semester. In the week before we organise our **Arrival days** with a **pick-up service**: [https://www.en.uni.lu/students/mobility/incoming\\_exchange\\_students/arrival\\_in\\_luxembourg](https://www.en.uni.lu/students/mobility/incoming_exchange_students/arrival_in_luxembourg)

### Step 4. VISA/ Authorisation to stay (for non EU students only)

Incomings need to apply for "Autorisation de séjour"/entrance visa for the Grand Duchy of Luxembourg at the embassy of Luxembourg or the diplomatic mission representing the interests of Luxembourg in your country, with the original *letter of admission*.

### Step 5. Accommodation

Once registered online, the student receives a student ID number, which is essential for applying for accommodation. The student will receive the housing code a few days before registration opens. The lease of our residence halls start on the 1<sup>st</sup> and on the 16<sup>th</sup> of each month.

Housing registration for the **winter semester**: starting mid of **July**

Housing registration for the **summer semester**: starting mid of **January**

The students must take out "**home insurance**" for their university accommodation by an **insurance company registered in the Grand duchy of the Luxembourg**. They can choose among those:

[http://wwen.uni.lu/students/accommodation/administrative\\_procedure/subscription\\_of\\_a\\_home\\_insurance/privative\\_home\\_insurance](http://wwen.uni.lu/students/accommodation/administrative_procedure/subscription_of_a_home_insurance/privative_home_insurance)

We strongly recommend them to take out the insurance policy offered by the University of Luxembourg: the Student Insurance Programme (ALLIA)

[http://wwen.uni.lu/students/accommodation/administrative\\_procedure/subscription\\_of\\_a\\_home\\_insurance/multi\\_risk\\_home\\_insurance\\_allia](http://wwen.uni.lu/students/accommodation/administrative_procedure/subscription_of_a_home_insurance/multi_risk_home_insurance_allia)

### Step 6. Health Insurance

Please consider that all students in Luxembourg need to be covered by health insurance. We only need a copy of a (private) insurance proof or a valid **European Health Insurance Card (EHIC)**.

Online application for a EHIC (if eligible): <http://ec.europa.eu/social/main.jsp?catId=563&langId=en>

### Academic calendar

The dates of the academic year are published on our website under the following link:

[http://wwen.uni.lu/students/useful\\_information\\_from\\_a\\_to\\_z](http://wwen.uni.lu/students/useful_information_from_a_to_z) (Academic calendar)

For further information :

[http://wwen.uni.lu/students/mobility/incoming\\_students](http://wwen.uni.lu/students/mobility/incoming_students)

For any further question, please do not hesitate to contact our office.

We are looking forward to welcoming your outgoing students in Luxembourg!

### Contact persons for INCOMING Mobility:

Ms. Marie-Anne HEYER and Mrs. Sophie RUFFO

Université du Luxembourg

SEVE Mobilité INCOMING

Campus Belval - Maison du Savoir

2, Avenue de l'Université, L-4365 Esch-sur-Alzette

T +352 46 66 44 - 6682, - 6490

[incoming@uni.lu](mailto:incoming@uni.lu), [marie-anne.heyer@uni.lu](mailto:marie-anne.heyer@uni.lu), [sophie.ruffo@uni.lu](mailto:sophie.ruffo@uni.lu)