

## Online nomination service for partner universities

The Oslo School of Architecture and Design uses an online nomination service for nomination of exchange students.

The application deadline is **1<sup>st</sup> March** (bilateral students) and **1<sup>st</sup> April** (Erasmus+ and Nordplus/Nordlys students) for studies starting in August 2017.

### Nomination process for partner institutions

To be registered as a new user in the system, please contact us at [Exchange-students@aho.no](mailto:Exchange-students@aho.no)

#### STEP 1 - Log in:

You log in to The Oslo School of Architecture and Design online nomination service here: <https://fsweb.no/nomination/login.jsf?inst=aho>

The Nomination application supports Internet Explorer 8 or newer versions, along with most other browsers (e.g. Safari, Opera, Firefox, Chrome).

**Username:** Your username is the e-mail address which you have sent to us (the e-mail address of the person in charge of nominating outgoing students). (If you have not sent us this e-mail address, please see "Contact us" below).

**Password:** To log in the first time you must order the password from the log in page. Enter the e-mail address referred to above and click on "Send password".

#### STEP 2 - Choose relevant agreement:

After log in you will see the agreements your institution has with The Oslo School of Architecture and Design (the agreements that are registered on your username). Select the relevant agreement from the list and click on the button "Add new nomination" to nominate a student on the agreement.

#### STEP 3 - Register nominated students:

Add the student's information starting with the student's e-mail address.

Please take care to enter the date of birth correctly in the format YYYY.MM.DD. Please also choose correct term(s) for admission.

After completing the student's information, click on "Add Nomination" to save the data. After ca. 30 minutes the system will send a confirmation e-mail to the nominated student's e-mail address and a copy to you. If you wish to cancel the nomination of the student, no e-mail will be sent if you cancel by clicking on the delete button (red circle with the white cross) within 30 minutes.

Please note that the data you have entered about the student cannot be edited once it has been entered by clicking on the "Add Nomination" button. If you typed incorrect data, you must delete the nomination using the delete button (red circle with the white cross) and then click "Add New Nomination" to start the process again.

#### **STEP 4 - Upload relevant documents:**

Partners may upload the student's relevant documents in the nomination process. **Please note that the students themselves may upload the documents when they apply, using the application service.**

All documents should first be scanned and saved on your pc. To upload the documents you click on "Documents and Details" under the "Action" section, and on "Choose" to browse for the documents. The documents you open will be uploaded directly into the system. You can click on "Download" if you need to check the uploaded document, or "Delete" if you want to remove it.

Repeat the process for each of the nominated students.

#### **Relevant documents for Erasmus+ and Nordplus/Nordlys students:**

- Transcript of Records
- Translations in English or a Scandinavian language of transcripts (if applicable)
- CV
- Letter of Motivation
- Portfolio (pdf)
- Documentation of knowledge of English (if applicable)  
(Read more about the requirements [here](#))

Erasmus students may upload the Learning Agreement for studies (pdf) with their online application. The international coordinator at AHO will sign the Learning Agreement and return it to you when you have completed your course registration and have been admitted to courses at AHO. If you do not upload the Learning Agreement with your online application you must remember to hand it in to the international coordinator when the semester starts.

#### **Relevant documents for bilateral students:**

- Transcript of Records
- Translations in English or a Scandinavian language of transcripts (if applicable)
- CV
- Letter of Motivation
- Portfolio (pdf)
- Documentation of knowledge of English  
(Read more about the requirements [here](#))

### **STEP 5 - Add more students:**

Complete Steps 2 and 3 for each student your institution is nominating to The Oslo School of Architecture and Design. Once you have added a nomination, see the list of students you have nominated, and their status. You may now see the details and upload documents for each student you have nominated, by clicking on the button "Documents and Details", or nominate more students.

**You may log in again later to upload more documents and to check the application status of your nominated students.**

AHO's partner institutions should nominate students in the AHO online nomination system, preferably before **15<sup>th</sup> February** (bilateral students)/**15<sup>th</sup> March** (Erasmus+ and Nordplus/Nordlys students).

### **After nomination**

**E-mail to students:** When you have finished the nomination, the students you have nominated will receive an e-mail from The Oslo School of Architecture and Design confirming that they have been nominated by your institution. The students will be given further instructions for completing their application in The Oslo School of Architecture and Design's online application service for students (SøknadsWeb).

**Student application status:** You can keep track of each student's status by logging in on the online nomination service any time. On the "Available agreements and admission" webpage you may see all relevant agreements and the application status of your nominated students; nominated, applied, admission granted, withdrawn etc.. You may also upload further documents for each student.

**Questions?** If you have any questions or concerns, please do not hesitate to contact us at [Exchange-students@aho.no](mailto:Exchange-students@aho.no)

### **Application process for students**

The nominated students will be sent an e-mail which contains a link to The Oslo School of Architecture and Design online application service ("SøknadsWeb") and instructions on how to complete the application there.

The students must complete the application online before:

#### **Erasmus+ and Nordplus/Nordlys students:**

**1<sup>st</sup> April** for studies starting in the autumn semester (August - December or August - June) Nomination deadline 15<sup>th</sup> March.

**1<sup>st</sup> October** for studies starting in the spring semester (January - May) Nomination deadline 15<sup>th</sup> September.

## **Bilateral students:**

**1<sup>st</sup> March** for studies starting in the autumn semester (August - December or August - June)

**1<sup>st</sup> October** for studies starting in the spring semester (January - May)

Letters of Admission will be sent out from the beginning of November for the Spring semester and from the middle of May for the Autumn semester.

## **Contact us**

Should you have any questions or concerns, please do not hesitate to contact us at [Exchange-students@aho.no](mailto:Exchange-students@aho.no)

If you are one of AHO's partner institutions, and plan to nominate students to AHO but have not previously sent us the name and contact information of the person in charge of nominating students, you may contact us at [Exchange-students@aho.no](mailto:Exchange-students@aho.no). Please send us your/the name and e-mail address and specify which agreement(s) (or field of study/subject area) you are responsible for.