

## IZLAND ( BORGARNES) BIFRÖST UNIVERSITY

### Important points:

#### -Application :

You must always start the application procedure by contacting the International Office at your home university. Once your International Office has nominated you to study at Bifröst, please follow these instructions:

- Fill out and submit the online application form (<https://umsoknir.bifrost.is/umsoknir/?Exchange=&Lang=EN> ) .Don't forget to attach all required documentation before submitting the application.
- ECTS learning agreement
- Fill out the ECTS learning agreement. It should list the courses you plan to take and must be signed by the international coordinator at your home institution. If the course list for the term you are coming to Bifröst has not been posted yet, refer to the list from the previous year or simply write "Exchange Programme - 30 ECTS credits." You can revise the learning agreement later.
- Obtain a copy of your transcript (your academic record) from your home university.
- Make a copy of the photo page of your passport. If you have a driver's license, please also make a copy of this (both sides for European standard licenses). Note: it is not essential that you send copies of your passport and driver's license with your application, but this will save time later.

In many cases, your home university will send the application on your behalf.

Applications must reach us by (Check website for the dateline changes ):

15 March for summer term

15 May for autumn term

15 October for spring term

### Administration fee

There is a 45.000 ISK administration/service fee for incoming exchange students, payable on arrival.

#### -Accommodation:

We arrange on-campus housing for all exchange students. In the exchange studies application form, please indicate the type of room you would prefer. Most students choose a single room in student apartments (with private bath and shared kitchen). Your accommodation request will be processed by the Student Housing Authority and will be confirmed a few weeks before your arrival. If you require confirmation of housing to apply for a residence permit, please request a certificate on the exchange studies form.

All rooms include basic furnishings (bed, desk, chair, closet) and have access to a kitchen equipped with pots, dishes, etc. Heating, hot water, electricity, and Internet access are all included in the rent.

We can also provide exchange students with bedding on loan from the school. You will be asked to pay the first month's rent the first business day after arrival by bank transfer, cash, or credit card.

Below is the type of room available for exchange students:

- 17 m<sup>2</sup> room for one person (private bath, kitchen shared by 6 students)      Bollakot & Vallarkot apartment buildings
- For exchange students with children, we also have family apartments (2-room, 3-room and 4-room apartments)

Please contact us with any questions or special housing needs.

More information about the housing office can be found here :

<http://www.bifrost.is/english/campus/housing/>

**Contact :**

International Coordinator

Mr.Karl Eiríksson

E-mail: [international@bifrost.is](mailto:international@bifrost.is)

Tel.: +354 433 3000

**Useful links :**

- <http://www.bifrost.is/english/>
- <http://www.bifrost.is/english/erasmus/applying-for-student-exchange/>
- <http://www.bifrost.is/english/erasmus/exchange-program-courses-in-english> ( courses taught in English )
- <http://www.bifrost.is/english/erasmus/planning-your-trip/>
- <http://www.bifrost.is/english/erasmus/planning-your-trip/accomodation/>