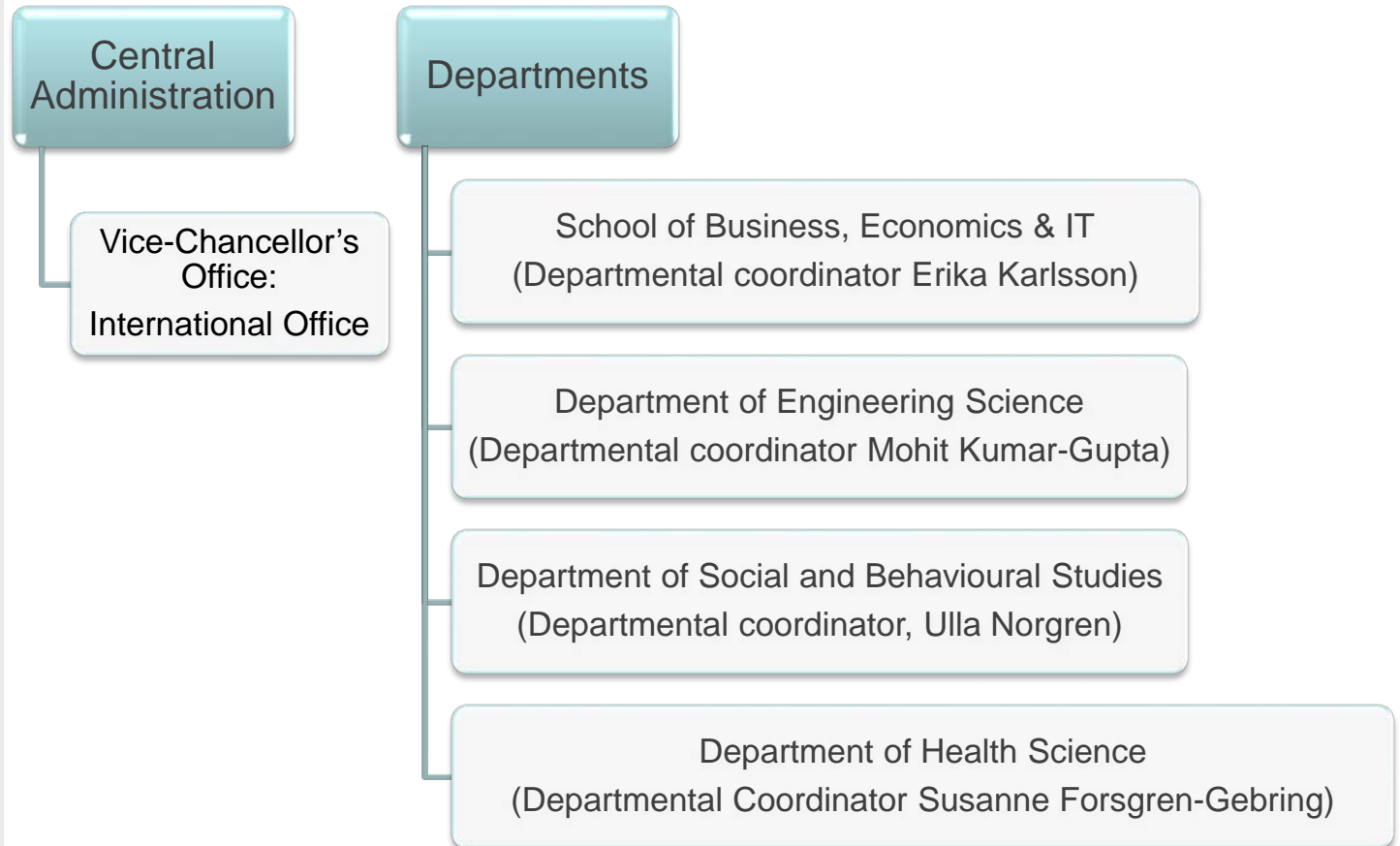


Welcome to University West



University West



International Office coordinator

deals with issues related to insurance &
general practical information

*Visit us in Servicecenter or make an appointment through
international@hv.se*

Departmental coordinator

Questions related to academics, i.e. course
selection, learning agreement, course content
etc.

*For contact information use staff search at
www.hv.se/en/student*

Internet access



Create your account

www.hv.se/newstudent

Have you had problems creating your account?

Servicecenter at the campus main entrance, can help you on this.

Campus access



Key-card (Västkortet)

Apply by filling in the form *User Agreement West Card - student* and hand it in at ServiceCenter. You will need to give them the same ID (personal registration number) as you used when creating your account.

*Charged with 50 SEK, then chargeable by PayEx account
www.hv.se/newstudent*

Registration on courses

- All students register online for their courses. You will have received an e-mail about this with instructions on how to proceed.
- For future study periods, you register at My Pages (link My Studies)
- For any questions or support on this, please contact servicecenter@hv.se
- You cannot change your courses – unless there are conflicts in the schedules of those you have chosen.
- Exchange students: All changes **MUST** be made in agreement with your departmental coordinator

Before you start your studies...

My Page / Ladok My Studies

Please remember to update your contact information as soon as possible! We need you to do this in order to have your current address in Sweden and your Swedish mobile phone number.

Examination

***You have to register on-line
for your examination***

***Otherwise you will not be allowed to take your
exam***

***Registration opens 25 days before day of exam
and closes 8 days before***

New Student

www.hv.se/newstudent

Checklists, useful links, FAQ etc

Presentations from today will be published here shortly