

The Royal Danish Academy's user guide for partner institutions

Nomination of incoming exchange students from partner institutions

Each partner institution has, in the beginning of February 2020, received an e-mail from us with login and password to the Academy's online nomination system. If you have lost the login and password please write an e-mail to exchange@kglakademi.dk.

Nomination deadlines:

- **29 Marts for autumn semester**
- **29 September for spring semester**

Step 1

To login, please use the following link: <https://www.service4mobility.com/europe/LoginServlet> .

Enter your login and password (see above).

Step 2

Click on **Create new nomination** in the left hand side of the page.

Please note that the form is by default set for an Erasmus exchange programme. Bilateral partners need to choose the exchange programme *Bilateral*.

Fill in the form with the personal data and study details of your nominated student. See example on the next page.

Please make sure to type the right e-mail address of the student, as you will not receive an error message in case it is not correct or valid and the student will not receive the "How to Apply" e-mail.

When you have filled in the form, click on **Create application**.

You nominate each student separately by clicking on **Create new nomination**.

The student will immediately receive an e-mail with information on how to apply. You will not receive a copy of this e-mail.

For any doubts on how many students you can nominate, please contact us on exchange@kglakademi.dk before you proceed with the nomination(s).

Nomination for a student exchange



All fields marked with (*) must be completed.

Application Data [Open all sub groups](#) [Close all sub groups](#)

Type of application Incomings Outgoings *

Type of person Students Teachers/Staff *

Internal exchange program *

Exchange programme *

Academic year *

Semester

Personal data

Last name *

First name *

Email address * [?](#)

Birth date * [?](#)

Gender Male Female * [?](#)

Study details

Country of the home institution *

Home institution *

Study field *

Country of the host institution *

Host institution *

Cancel application

Create application