



Course enrollment checklist for exchange students

1. Check with your academic advisor/coordinator or international office of your home university if you have specific course requirements for your exchange

Does your home university require you to take specific AUAS courses? In that case, your home university needs to inform us directly by email: incoming.fbe@hva.nl

2. Decide what courses you want to take by checking the course catalogue

Create a study plan for yourself: list your **first choice** (preferred) courses AND **backup** courses. If you're choosing individual courses, make sure you have at least 6 backup courses. If you're choosing a 30ECTS programme, we advise you to choose another 30ECTS programme as backup.

Ensure you meet the **admission requirements** of the courses you would like to take. You can check the admission requirements of each course or 30ECTS programme in the course catalogue.

3. Check the [Course Enrollment Guide](#)

4. Note down the course enrollment period in your agenda

- Especially the opening day and time since course enrollment is done on first come first served basis!
- When the course enrollment period is confirmed, you will be informed by email.

5. Attend the course enrollment webinar

- Invitation will be sent to your email.

6. Submit your course enrollment selection in SCAGO

Get approval from your home university academic advisor in SCAGO: After you submit your course selection in SCAGO, an email is automatically sent to your home university academic advisor with the request to approve your course selection.

- Note: if you want/need to take more than 30ECTS worth of courses, you cannot select this in SCAGO and will need to inform us by email: incoming.fbe@hva.nl.
- Your draft course schedule is sent to you by email a few weeks before the start of the semester.