



# Student application walkthrough

TransIT

University of Borås



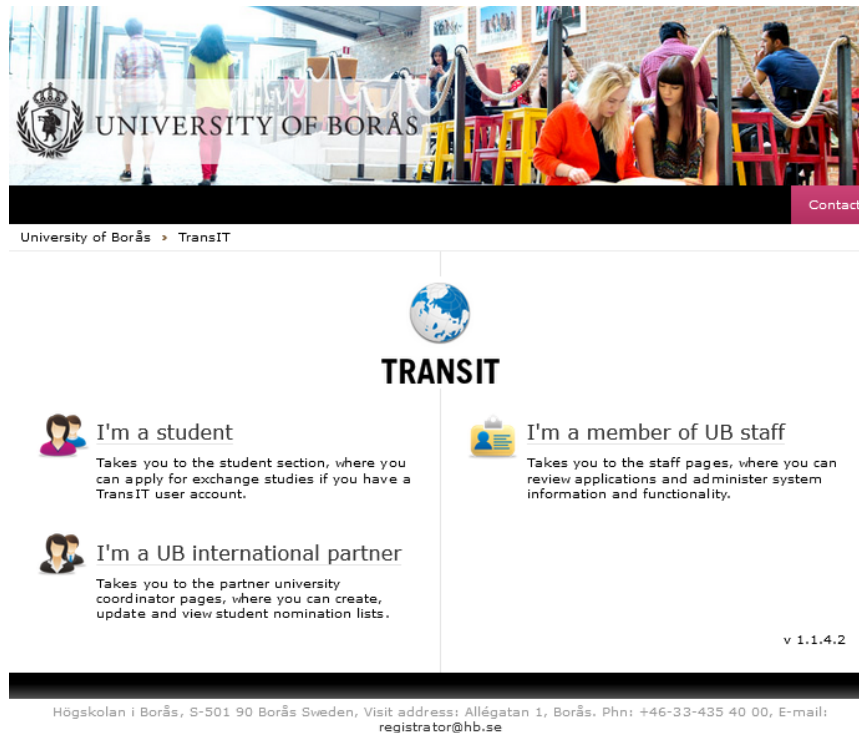
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## LOG IN FORM

The login information is sent by email to the students email address once the nomination has been processed. Nominations are processed shortly before and after the nomination deadline; 15 April or 15 October. The student's username is the same as the students e-mail address.



The screenshot shows the TransIT login page for the University of Borås. At the top, there is a banner image with the university logo and the text 'UNIVERSITY OF BORÅS'. Below the banner, there is a navigation bar with the text 'University of Borås > TransIT' and a 'Contact' button. The main content area features a globe icon and the title 'TRANSIT'. There are three main sections: 'I'm a student', 'I'm a member of UB staff', and 'I'm a UB international partner'. Each section has a small icon and a brief description of the page it leads to. The version number 'v 1.1.4.2' is displayed in the bottom right corner. At the bottom of the page, there is a footer with contact information: 'Högskolan i Borås, S-501 90 Borås Sweden, Visit address: Allégatan 1, Borås. Phn: +46-33-435 40 00, E-mail: [registrator@hb.se](mailto:registrator@hb.se)'.

University of Borås > TransIT

Contact

TRANSIT

**I'm a student**  
Takes you to the student section, where you can apply for exchange studies if you have a TransIT user account.

**I'm a member of UB staff**  
Takes you to the staff pages, where you can review applications and administer system information and functionality.

**I'm a UB international partner**  
Takes you to the partner university coordinator pages, where you can create, update and view student nomination lists.

v 1.1.4.2

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## RESET PASSWORD

If a student loses or forgets his/her password, it is possible to get a new one. The student has to enter the e-mail address, and a new password will be sent to that e-mail address. The e-mail address must be the same as the one belonging to the student's user account in TransIT.



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University of Borås > TransIT

### TRANSIT

- Log in
- Reset password
- Recover username
- Verify document

## Reset your password

Enter your e-mail address and click "Reset password" to reset your password. Your new password will then be sent to your e-mail address.

RESET PASSWORD

Your e-mail address

Reset password



### RECOVER USERNAME

If the student forgets his/her username (which is the student's e-mail address), the student has to contact [internationalstudent@hb.se](mailto:internationalstudent@hb.se).



Contact

University of Borås > TransIT

#### TRANSIT

- Log in
- Reset password
- Recover username
- Verify document

### Recover username

If you have forgotten your username, please contact the Central Services (using the link above).



### VERIFY DOCUMENT

TransIT automatically generates certain documents in PDF format. At the bottom of each document a verification code is printed, that you can use to verify the authenticity of a document. Simply go to the TransIT website, and click 'Verify document'. Enter the 40-character code, and click 'Verify' to check the authenticity of the document. No user account is necessary to access this function.



Contact

University of Borås > TransIT

#### TRANSIT

- Log in
- Reset password
- Recover username
- Verify document

### Verify document

Use the form below to verify the authenticity of a physical document. Enter the code printed on the bottom of the document in the boxes below, and then click 'Verify' to check if the document was generated by this system.

DOCUMENT VERIFICATION CODE

-  -  -  -  -  -  -

Högskolan i Borås, S-501 90 Borås Sweden, Visit address: Allégatan 1, Borås. Phn: +46-33-435 40 00, E-mail: [registrator@hb.se](mailto:registrator@hb.se)

### Document verification code example:

University of Borås, S-501 90 BORÅS, Sweden  
Phn: +46-33-435 40 00  
E-mail: [registrator@hb.se](mailto:registrator@hb.se)

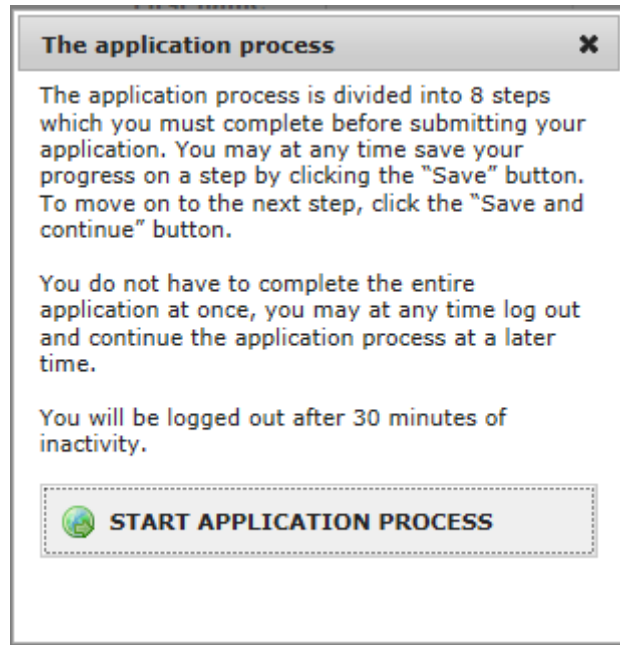
Verify the authenticity of this document at [transit.hb.se](http://transit.hb.se) using verification code:  
AE131-4E1DB-586FB-6C2C3-263D4-CF046-550D6-4F6FB

1 (1)



## STEP 1 – PERSONAL INFORMATION

The first time the student logs in a message explaining the application process is displayed:





To start the application process, the student has to click the 'Start application process' button to close the message and display the first step. Personal information, it is very important that you fill out your name the same way at it is written in your passport.

The screenshot shows the 'Personal information' step of the application process. On the left, a 'PROGRESS' sidebar lists steps: Personal information (active), Emergency contact, Home University - International Coordinator, Semesters, Courses & course packages, Supporting documents, Review application, and Application submitted. The main form area contains fields for: First name (with subtext 'Your given name'), Last name (with subtext 'Your family name (if you don't have a family name, please type 'X' or '-' in this box!)'), Gender (radio buttons for Male/Man and Female/Woman), Date of birth (Year: 2017, Month: August, Day: 28), Street address, Zip code, City, Country (dropdown menu showing AFGHANISTAN (AF)), Phone number (with subtext '\*\* Enter your phone number, including your country's calling code. You must enter either your phone number, or your mobile phone number, or both.'), and Mobile phone number (with subtext 'Enter your mobile phone number, including your country's calling code.'). A legend indicates '\* denotes a required field'. At the bottom, there are 'Save' and 'SAVE AND CONTINUE >>' buttons.

Each step has to be completed before moving on to the next step. To move on to the next step, click 'Save and continue'. If there are any validation errors on the current step, for example if required information is missing, it is not possible to continue to the next step. The student can at any time save the progress on the current step by clicking the 'Save' button. Required fields are marked with an asterisk (\*). On the left hand side of the application form all steps in the application are displayed and it can be used to navigate to previous steps.



STEP 2 – EMERGENCY CONTACT



Contact

University of Borås > TransIT

PROGRESS

- Personal information
- Emergency contact**
- Home University - International Coordinator
- Semesters
- Courses & course packages
- Supporting documents
- Review application
- Application submitted

Emergency contact

Log out Change password Help

Please provide us with some information about a person (f.e. a family member or friend) who we should contact in case of emergency (if something happens to you while you're studying at the University of Borås).

**First name \***   
*Given name*

**Last name \***   
*Family name*

**Relation \***   
*For example "Mother", "Brother", "Friend" etc.*

**Email address \***   
*Must be a valid e-mail address (xxx@xxx.xxx)*

**Phone number \*\***   
*\*\* Enter a phone number, including the country's calling code. You must enter either a phone number, or a mobile phone number, or both.*

**Mobile phone number \*\***   
*Enter a mobile phone number including the country's calling code.*

\* denotes a required field



**STEP 3 – HOME UNIVERSITY – INTERNATIONAL COORDINATOR**



Contact

University of Borås > TransIT

**PROGRESS**

- Personal information
- Emergency contact
- Home University - International Coordinator**
- Semesters
- Courses & course packages
- Supporting documents
- Review application
- Application submitted

### Home University - International Coordinator

[Help](#)

[Log out](#) [Change password](#)

Please provide us with some information about the international coordinator **at your home university**.

**First name \***

*Given name*

**Last name \***

*Family name*

**Email address \***

*Must be a valid e-mail address (xxx@xxx.xxx)*

**Phone number \*\***

*\*\* Enter a phone number, including the country's calling code. You must enter either a phone number, or a mobile phone number, or both.*

**Mobile phone number \*\***

*Enter a mobile phone number including the country's calling code.*

*\* denotes a required field*

[« Previous](#)

[Save](#)

**SAVE AND CONTINUE »**

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**STEP 4 – SEMESTERS**



Contact

University of Borås > TransIT

**PROGRESS**

- Personal information
- Emergency contact
- Home University - International Coordinator
- Semesters**
- Courses & course packages
- Supporting documents
  - Review application
  - Application submitted

**Semesters**

Log out Change password Help

Please choose the semesters during which you want to study at the University of Borås.

- Spring semester 2022
- Autumn semester 2022
- Spring semester 2023

*\* denotes a required field*

« Previous

Save

**SAVE AND CONTINUE »**



## STEP 5 – COURSES & COURSE PACKAGES

Students can choose both single courses and course packages. A course package is a collection of courses that can be chosen instead of individual courses. To display more information about a course, the student can click on the course name and a pop-up window is opened which contains more information about the course. The student should also select the Swedish language course if he or she wishes to study Swedish.

The screenshot shows the 'Courses & course packages' page in the TransIT system. The page header includes the University of Borås logo and name, a 'Contact' button, and navigation links for 'Log out', 'Change password', and 'Help'. A left sidebar menu is titled 'PROGRESS' and lists various application steps, with 'Courses & course packages' highlighted. The main content area is titled 'Courses & course packages' and contains instructions: 'Select the courses and course packages you want to apply for.' and 'Please note that you can apply for a Swedish language course if you wish to study Swedish. You can also apply for the continuation course if you like, but the application for that course will be assessed at a later point.' Below this, a dropdown menu is set to 'SPRING SEMESTER 2019'. The course list is organized into categories: 'UNCATEGORIZED' (one course), 'BUSINESS' (two courses), and 'IT' (three courses). Each course entry includes a checkbox and the course name with its ECTS value and semester.

Category	Course Name	ECTS	Semester
UNCATEGORIZED	Project work 3B in Resource Recovery	30	Spring semester 2019
BUSINESS	Change in Organisation - Leadership and Management	7.5	Spring semester 2019
	e-Business	7.5	Spring semester 2019
IT	Change in Organisation - Leadership and Management	7.5	Spring semester 2019
	e-Business	7.5	Spring semester 2019
	Information Security in a global world	7.5	Spring semester 2019
	Object-Oriented Application Development	7.5	Spring semester 2019



Popup window with course details:

**Always check the prerequisites**


*The same information can also be found on our website.*

Course details	
<b>Ladok code</b>	22EB2D
<b>Name</b>	e-Business
<b>Start</b>	3/26/2018
<b>End</b>	6/3/2018
<b>Main area</b>	Business, IT
<b>Pre-requisites</b>	Passed courses of 60 credits in Informatics or Business Administration.
<b>Content</b>	The course covers topics that are central in the area of e-Business, i.e. how information technology can be used in business processes to add value, not only as a platform for e-commerce. The course is therefore focused on how IT can be an integrated factor for effective business operations.
<b>Assessment</b>	The course is assessed by the following parts: - Project assignment. Project work carried out in groups Learning outcomes: 2.1 Credits: 2,5 Grading Scale: Pass (G) or fail (U) - Seminar for project assignment. Seminar with group presentations Learning outcomes: 2.1 Credits: 0,5 Grading Scale: Pass (G) or fail (U) - Written examination Learning outcomes: 1.1-1.3 och 3.1 Credits: 4,5 Grading Scale: A-F For a passing grade (A-E) on the entire course, the grade Pass (G) is required for <i>Project assignment</i> and <i>Seminar for project assignment</i> together with at least grade E on <i>Written examination</i> . A higher grade on the entire course is thereafter determined by the grade on <i>Written examination</i> .
<b>Objective</b>	After completion the student will be able to, in matters of: <i>Knowledge and understanding</i> 1.1 Describe and explain the meaning and the extent of e-Business and its elements, 1.2 Describe and discuss challenges and obstacles for e-Business implementation, 1.3 Describe and discuss suitable tools, models, techniques and methods in e-Business, <i>Competence and skills</i> 2.1 Develop and orally, as well as in writing, describe and discuss a strategic plan for e-Business in a specific company, and <i>Judgement and approach</i> 3.1 reflect on the effect of legal, societal and ethic limitations and possibilities for a company's e-Business.
<b>Teaching</b>	Teaching on the course consists of lectures, workshops and seminars.



### STEP 6 – SUPPORTING DOCUMENTS

Supporting documents are documents that show that the student fulfill the course prerequisites. Most documents will have to be uploaded in Microsoft Word or PDF format. The maximum allowed upload size is 20 MB. The student cannot proceed to the next step before all required documents have been uploaded.



UNIVERSITY OF BORÅS

Contact

University of Borås > TransIT

**PROGRESS**

- Personal information
- Emergency contact
- Home University - International Coordinator
- Semesters
  - Courses & course packages
  - Supporting documents**
  - Review application
  - Application submitted

**Supporting documents** Log out Change password Help

Please provide the following documents so that we can see that you fulfill the course prerequisites and are able to successfully complete your studies.

You may not proceed to the next step before you have uploaded all of the required documents.

- Documentation of English language proficiency *pdf docx doc* Please upload an English language level certificate equivalent to the B2 level. The B2 level is the basic language requirement for admission at the University of Borås. You can upload either a certificate issued by your coordinator, your upper secondary school final English language grades or an English language test (TOEFL, IELTS) record.
- transcript of records *pdf* Please upload a transcript of record/diploma. The document shall indicate programme, courses and workload/credits. If you are a Master/advanced level student, you are required to submit a transcript for your Bachelor/BSc degree as well as for the current Master level programme. The transcript shall be in the English language and in the format pdf.

**Document** Documentation of English language proficiency ▾

**Local file \***  No file selected.

\* Please note that the maximum allowed upload size is 20 MB.

\* denotes a required field

« Previous **SAVE AND CONTINUE** »



STEP 7 – REVIEW APPLICATION



Contact

University of Borås > TransIT

PROGRESS

- Personal information
- Emergency contact
- Home University - International Coordinator
- Semesters
- Courses & course packages
- Supporting documents
- Review application
- Application submitted

Review application

Log out Change password Help

Please review your application, and go back and make changes where necessary. Click 'Save and Continue' on this page to submit your application when you're done making changes.

PERSONAL INFORMATION

<b>First name</b>	<b>Last name</b>	<b>Phone no</b>
Test	Test	000
<b>Gender</b>	<b>Birth date</b>	<b>Mobile phone no</b>
Female	9/13/2018	000
<b>Street address</b>	<b>Zip code / City</b>	<b>Country</b>
Test	Test	BRAZIL (BR)

EMERGENCY CONTACT

<b>First name</b>	<b>Last name</b>	<b>Phone no</b>
James	James	0046-33 435 4000
<b>Relation</b>		<b>Mobile phone no</b>
Brother		<i>Not set</i>
<b>Street address</b>	<b>Zip code / City</b>	<b>Country</b>
		ANDORRA (AD)
<b>E-mail address</b>		
exchange@hb.se		

INTERNATIONAL COORDINATOR

<b>First name</b>	<b>Last name</b>	<b>Phone no</b>
Tony	Tony	333
<b>E-mail address</b>		<b>Mobile phone no</b>
exchange@hb.se		<i>Not set</i>



To submit the application, the student has to click the 'Save and continue' button:

**SEMESTERS**

- 

**COURSES AND COURSE PACKAGES**

**Courses**

- All the courses you have applied for should be listed here

**SUPPORTING DOCUMENTS**

- Documentation of English language proficiency (transit\_test.docx)
- transcript of records (transit\_test.pdf)

**PRIVACY NOTICE**

Information that you provide about yourself and others when applying for exchange studies at the University of Borås will be processed by the International Office. The information is needed in order to process your application, communicate with you, administer your exchange studies and provide special learning support, if required. The information will not be shared with third parties, with the exception of your home university, which we will for example send a copy of the admission letter to. The information will be stored within the EU/EEA, and erased when it's no longer required. The University of Borås is the controller of the processing, and the legal basis for the processing is article 6.1 (e) GDPR (public interest). Read more about how the University of Borås processes your personal data and your rights at the university's website, <http://www.hb.se/dataskydd>

Click **Save and continue** to **submit** your application. Once you have submitted your application, you will no longer be able to make any changes.

*\* denotes a required field*


« Previous SAVE AND CONTINUE »

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### STEP 8 – APPLICATION SUMMARY

Once the student has submitted his/her application, the student will no longer be able to make any changes. The student may however at any time log in and view the application summary. Once the student’s application has been reviewed, the student will be notified via e-mail.



University of Borås > TransIT

**PROGRESS**

- Personal information
- Emergency contact
- Home University - International Coordinator
- Semesters
- Courses & course packages
- Supporting documents
- Review application
- ➔ **Application submitted**

**Application submitted** [Log out](#) [Change password](#) [Help](#)

**Thank you for your interest in exchange studies at the University of Borås!**

Your application is submitted and will now be reviewed. You will have an answer two or three weeks after the application submission deadline (May 1/November 1).

You will get information about accommodation, if your application is approved.

Your application ID is **104553**. Please include the application ID in any correspondence with the University of Borås.

**PERSONAL INFORMATION**

<b>First name</b>	<b>Last name</b>	<b>Phone no</b>
Test	Test	000
<b>Gender</b>	<b>Birth date</b>	<b>Mobile phone no</b>
Female	9/13/2018	000
<b>Street address</b>	<b>Zip code / City</b>	<b>Country</b>
Test	Test	BRAZIL (BR)

**EMERGENCY CONTACT**

<b>First name</b>	<b>Last name</b>	<b>Phone no</b>
James	James	0046-33 435 4000