



Student application walkthrough

TransIT

University of Borås



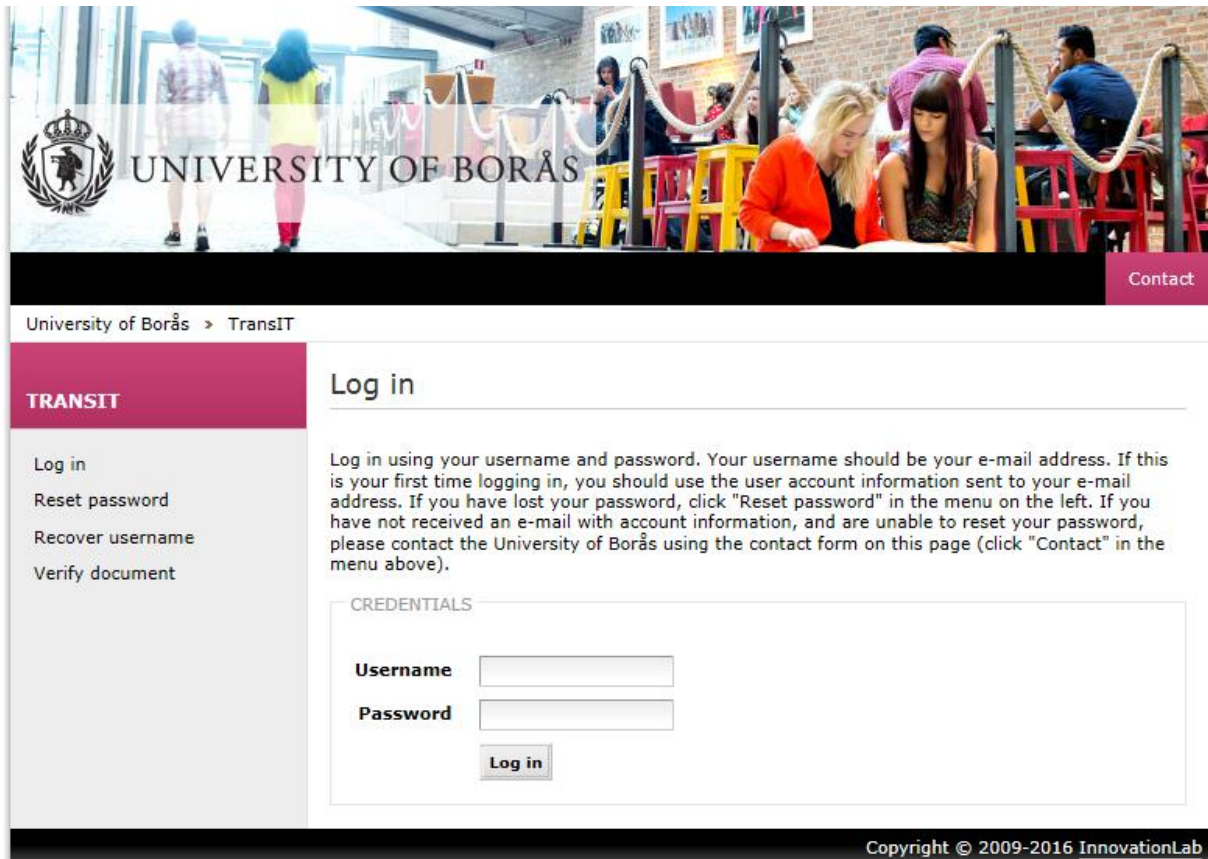
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LOG IN FORM

The password is sent to the student in an e-mail after the student's user account has been created in TransIT. The student's username is the e-mail address that the account information was sent to.



The screenshot shows the TransIT login interface. At the top is a banner image of a university interior with the University of Borås logo and name overlaid. A 'Contact' button is in the top right corner. Below the banner is a breadcrumb trail: 'University of Borås > TransIT'. A left sidebar contains the 'TRANSIT' menu with options: 'Log in', 'Reset password', 'Recover username', and 'Verify document'. The main content area is titled 'Log in' and contains a paragraph of instructions: 'Log in using your username and password. Your username should be your e-mail address. If this is your first time logging in, you should use the user account information sent to your e-mail address. If you have lost your password, click "Reset password" in the menu on the left. If you have not received an e-mail with account information, and are unable to reset your password, please contact the University of Borås using the contact form on this page (click "Contact" in the menu above)'. Below the text is a 'CREDENTIALS' section with two input fields: 'Username' and 'Password', and a 'Log in' button.

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



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.

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

Contact

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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.

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).

Contact

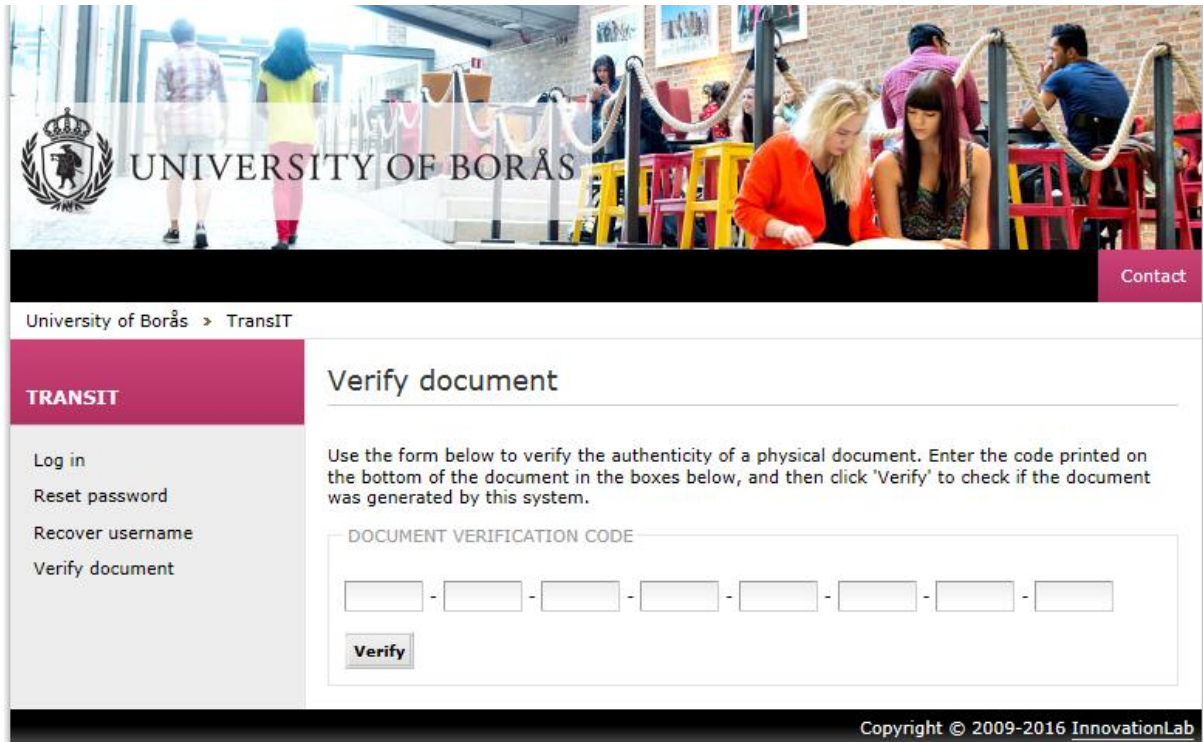
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VERIFY DOCUMENT

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.



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Document verification code example:

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

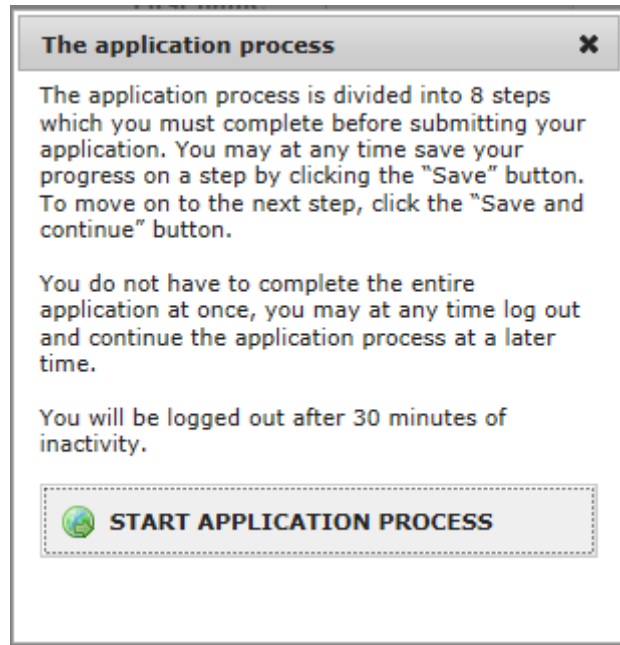
Verify the authenticity of this document at transit.hb.se using verification code:
AE131-4E1DB-586FB-6C2C3-263D4-CF046-550D6-4F6FB

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 (Please note you need to fill in your name as it appears on your passport):

The screenshot shows the 'Personal information' step of the application process. The header includes the University of Borås logo and the text 'UNIVERSITY OF BORÅS'. Below the header is a navigation bar with 'University of Borås > TransIT' and a 'Contact' button. The main content area is titled 'Personal information' and includes links for 'Log out', 'Change password', and 'Help'. A 'PROGRESS' sidebar on the left lists various steps, with 'Personal information' highlighted. The form fields include: 'First name *', 'Last name *', 'Gender *' (with radio buttons for Male and Female), 'Date of birth *' (with dropdowns for Year, Month, and Day), 'Street address *', 'Zip code', 'City *', 'Country *' (with a dropdown menu), 'Phone number **', and 'Mobile phone number **'. A 'Save' button and a 'SAVE AND CONTINUE >>' button are at the bottom. A note at the bottom right states '* denotes a required field'.

Each step has to be completed before moving on to the next step. To move on to the next step, the student has to click 'Save and continue'. If there are any validation errors on the current step, for example if the student has failed to enter required information, the student is not allowed 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



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

Semesters

Log out Change password Help

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

- Autumn semester 2018
9/3/2018 - 1/20/2019
- Spring semester 2019
1/21/2019 - 6/9/2019
- Autumn semester 2019
9/2/2019 - 1/19/2020

* denotes a required field

« Previous Save SAVE AND CONTINUE »

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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. On the left is a 'PROGRESS' sidebar with options like 'Personal information', 'Emergency contact', 'Home University - International Coordinator', 'Semesters', 'Courses & course packages' (highlighted), 'Supporting documents', 'Review application', and 'Application submitted'. The main content area is titled 'Courses & course packages' and includes 'Log out', 'Change password', and 'Help' links. Below the title, there is a dropdown menu for 'SPRING SEMESTER 2019' and a section for 'COURSES'. The courses are grouped into 'UNCATEGORIZED', 'BUSINESS', and 'IT'. 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
BUSINESS	e-Business	7.5	Spring semester 2019
IT	Change in Organisation - Leadership and Management	7.5	Spring semester 2019
IT	e-Business	7.5	Spring semester 2019
IT	Information Security in a global world	7.5	Spring semester 2019
IT	Object-Oriented Application Development	7.5	Spring semester 2019



Popup window with course details:

Course details	
Ladok code	22EB2D
Name	e-Business
Start	3/26/2018
End	6/3/2018
Main area	Business, IT
Pre-requisites	Passed courses of 60 credits in Informatics or Business Administration.
Content	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.
Assessment	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> .
Objective	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.
Teaching	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.

The screenshot shows the 'Supporting documents' page in the TransIT system. On the left is a 'PROGRESS' sidebar with a list of steps: Personal information, Emergency contact, Home University - International Coordinator, Semesters, Courses & course packages, **Supporting documents** (highlighted with a green arrow), Review application, and Application submitted. The main content area is titled 'Supporting documents' and includes a 'Log out', 'Change password', and 'Help' menu. The instructions state: '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.' Two bullet points list the required documents: 1) 'Documentation of English language proficiency pdf docx doc' with instructions to upload a B2 level certificate or test record. 2) 'transcript of records pdf' with instructions to upload a transcript for Bachelor/BSc or Master level students. Below the instructions is a form with a 'Document' dropdown menu set to 'Documentation of English language proficiency', a 'Local file *' field with a 'Browse...' button, and an 'Upload' button. A note states '* Please note that the maximum allowed upload size is 20 MB.' At the bottom, there is a '« Previous' button and a 'SAVE AND CONTINUE »' button. The footer contains 'Copyright © 2009-2017 InnovationLab'.



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

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

EMERGENCY CONTACT

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

INTERNATIONAL COORDINATOR

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



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

SEMESTERS

- Spring semester 2019

COURSES AND COURSE PACKAGES

Courses

- Project work 3B in Resource Recovery, 30 ECTS, Spring semester 2019

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*


« PreviousSAVE 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

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

EMERGENCY CONTACT

First name	Last name	Phone no
James	James	0046-33 435 4000