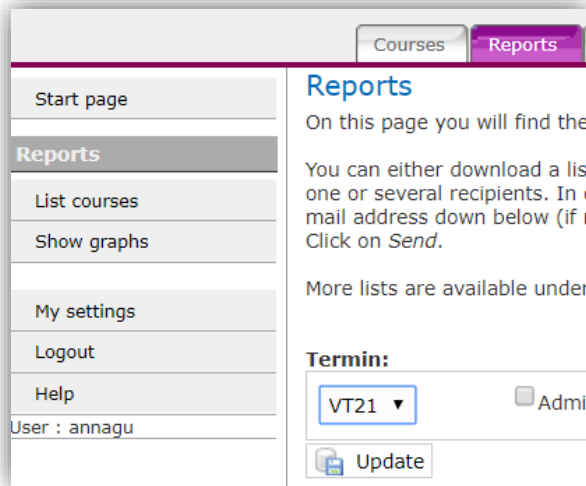


How to extract the applicant lists for your course in KIWAS

1. When the application period has ended, log into KIWAS admin using your KI-login:
<http://kiwas.ki.se/kiwasadmin>
2. Go to the tab **Reports**.
3. Make sure the correct semester is chosen. Click on **Update**.



4. Your course now appears in the list. Click on the Excel and/or Word icons to download the list(s).
5. It is also possible to e-mail the lists to yourself or a colleague; tick the box for the course you choose, scroll down and enter the e-mail address and click on **Send**.

<input type="checkbox"/>	3200	Klinisk och experimentell neuroimmunologi	Clinical and experimental neuroimmunology	en	2019-10-14	2019-10-18	6
<input type="checkbox"/>	3201	Undervisning och lärande: doktorandkurs i högskolepedagogik	Teaching and Learning in Higher Education: A Doctoral Course	en	2019-09-16	2019-12-13	21
<input checked="" type="checkbox"/>	3202	Celldöd och cancer	Cell Death and Cancer	en	2019-11-25	2019-11-29	16

Send report

Recipient's e-mail address (if several, separate by ",")

Subject

Message

6. You can now start your admission process. See the [Help](#) section in KIWAS for a quick reference guide on how to handle admission in the system.

The admission process should start immediately after application deadline, even for courses starting late in the semester.

The following priority should be applied when admitting participants:

1. Doctoral students at KI (and doctoral students in KI collaboration programmes)
2. Postdocs at KI
3. Doctoral students from other universities (in Sweden or abroad)
4. Other applicants

Within each category you have to follow the specific selection criteria you have written in the course catalogue.

For more information regarding admission priority, please see:

<https://staff.ki.se/select-and-admit-to-doctoral-courses>