



Meeting etiquette:

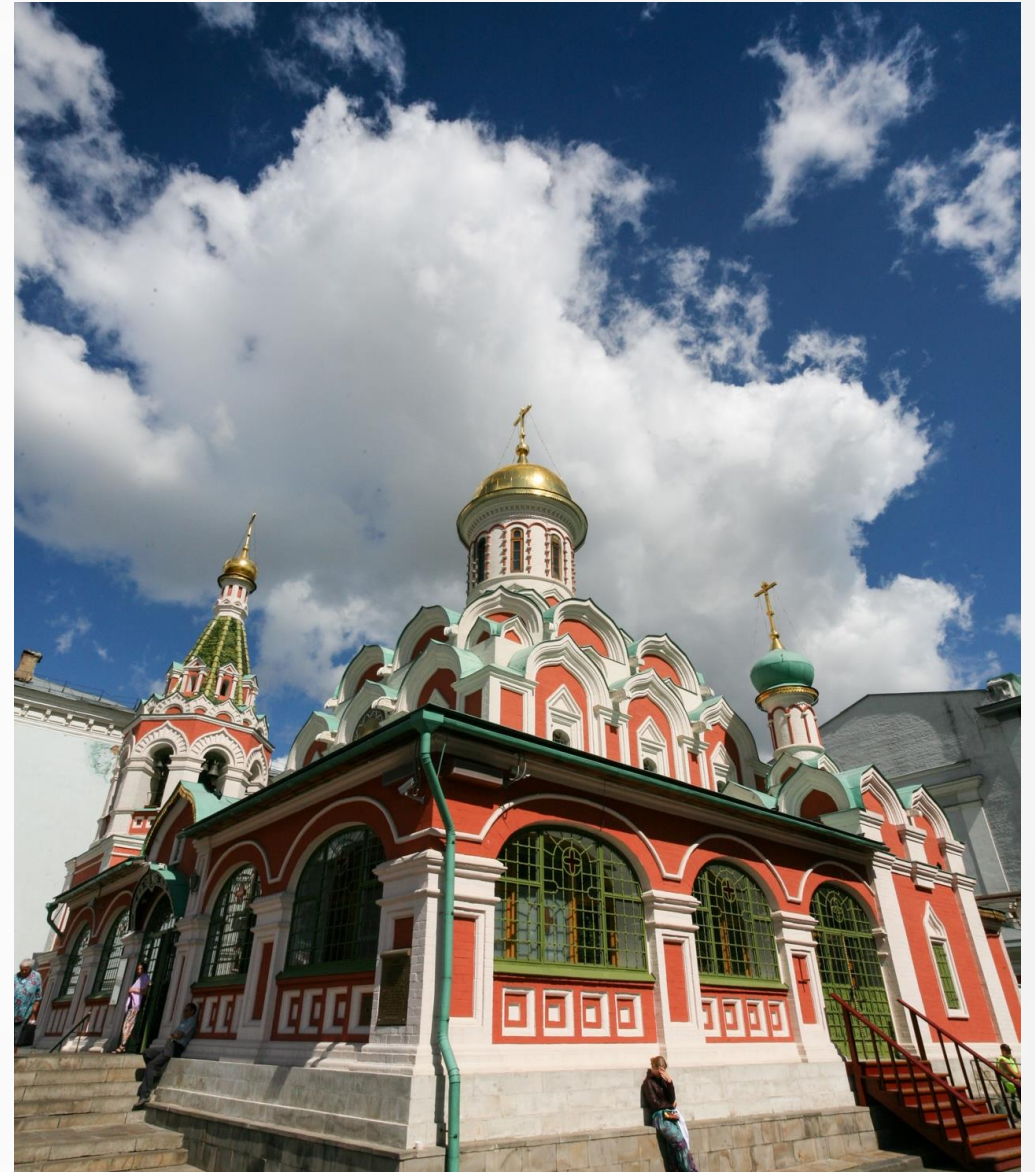
- Please mute your microphone when you are not speaking
- Please be patient and listen to each part carefully before we take a question break
- You can write your questions in the chat or alternatively, use the “Raise hand” function during the Q&A breaks for asking questions

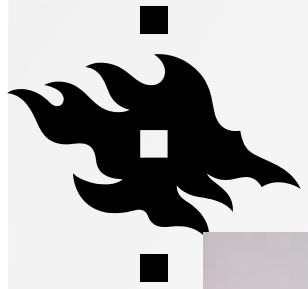
INFORMATION FOR STUDENTS CHOSEN FOR EXCHANGE: EUROPE AND NORDIC COUNTRIES



MEETING AGENDA

- Making an application to your host university
- Funding of your exchange
- Housing arrangements
- These slides will be available after the session on our website: [Information sessions about student exchange](#)





I HAVE BEEN SELECTED FOR EXCHANGE, WHAT DO I DO NOW?



- Check Mobility Online to see if you have been nominated.
- Obtain a language certificate (if required)
- Apply to your host university.
- Accept the "Student exchange terms and conditions" in Mobility Online as soon as possible, at the latest 2 months before your exchange starts.
- Apply for accommodation.
- If you are eligible, apply for student benefits from KELA.
- **Attend the Departure Orientation on Tuesday, 27.5.2025 klo 16.15-18.00 Päärakennus, Auditorium (F2044).**



APPLYING TO YOUR HOST UNIVERSITY 1/2

- Apply to your host university **according to their instructions and application deadlines.**
- **IMPORTANT:** Your information is not transferred to the host university from our Mobility Online system at all. The host university may have their own Mobility Online system or another system for accepting applications.
- Most universities send application instructions directly to your e-mail after they receive your nomination. However, some may not provide any application information to students. Check the application process on your host university's website independently and prepare your application documents in advance.
- Keep in mind that your application may be rejected if your paperwork is incomplete or if you do not fulfill the host university's requirements, such as language proficiency.
- Make sure you follow carefully the host university's application guidelines!



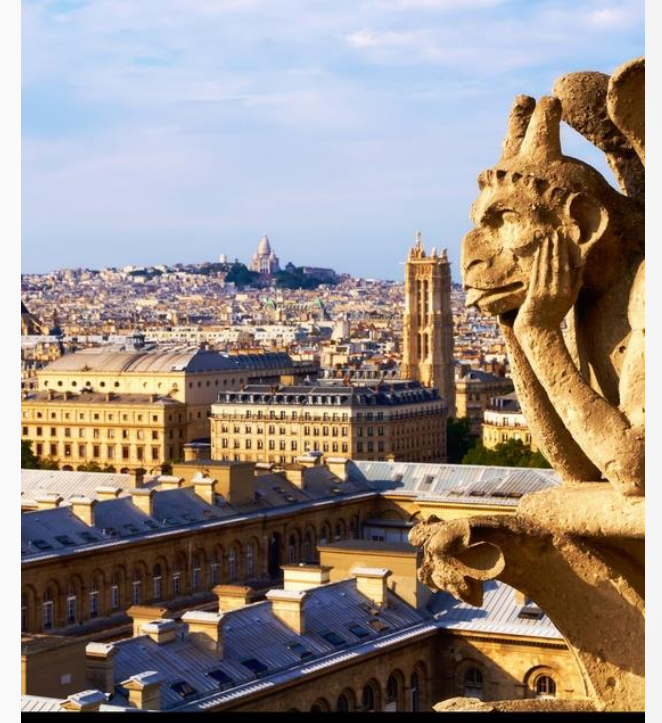
APPLYING TO YOUR HOST UNIVERSITY 2/2

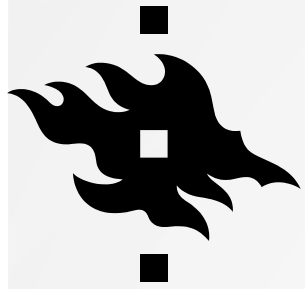
- Typically required paperwork:
 - ✓ **Learning Agreement** (usually digital, if a paper version required, contact us at studentexchange@helsinki.fi)
 - ✓ **Transcript of Records** (you can get a digitally signed version from SISU yourself or order one from the student services: studentinfo@helsinki.fi)
 - ✓ **Motivation Letter**
 - ✓ **Reference Letter** (obtain one from a teacher, e.g. PSP tutor)
 - ✓ **A copy of your Passport**
 - ✓ **Language test certificates**
 - ✓ **Application for Housing**
- It can take up to two months to receive your acceptance letter – be patient.



LEARNING AGREEMENT (LA, OLA, DLA)

- You will receive instructions on how to create your Learning Agreement by e-mail from the University of Helsinki
- Nowadays, the process is digital and called either **Online Learning Agreement (OLA)** or **Digital Learning Agreement (DLA)**
- You can use the same study plan you made for the UH application
- It's recommended to aim for full-time studies (30 ECTS per term, with a minimum of 5 ECTS per full exchange month).
- The first LA is a preliminary study plan, you can make changes to it after you start your exchange.
 - Elective studies can be changed freely as long as they are academic courses.
 - Compulsory courses you're hoping to substitute require you to contact the responsible teacher at the University of Helsinki beforehand.





LANGUAGE CERTIFICATES

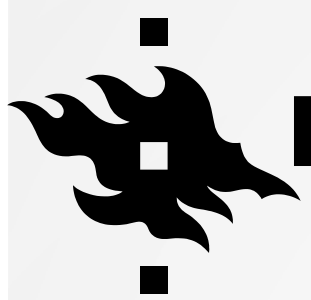


- The host university determines the language requirements
 - i.e. even if UH has accepted a B1 level certificate, the host university may have a higher requirement (B2 is the most common)
 - In exceptional cases, they may require a paid language test.
- Read the [instructions of the Language Centre](#) on how to obtain a UH language certificate.
- Start the language certificate process as soon as possible.



QUESTIONS ABOUT THESE TOPICS I?

- Applying to your host university
- Learning Agreement and language certificate



AFTER RECEIVING THE ACCEPTANCE LETTER FROM THE HOST UNIVERSITY

- **Update your exchange dates in your Mobility Online account** by changing the “*stay from / stay to*” dates (for Erasmus) or by sending the information to us at studentexchange@helsinki.fi
- **Fill in your bank account's IBAN number** in Mobility Online / Complete Personal Data.
 - NB! Switzerland does not participate in the Erasmus programme. The grants are paid by the host university.
- **Make sure to read and agree to the terms of your grant** on your electronic [Mobility Online](#) account at least 2 months before your exchange starts, (you may need to reconfirm if you change the dates of your exchange).
- You can see the stages of your application in Mobility Online
- **Register as an attending student at the University of Helsinki for the duration of your exchange.**
 - If you go for an exchange for a full semester or for a full year, you [reimburse the membership fee from HYY](#).

NB! Do not purchase airline tickets or pay rent until your host university has confirmed your acceptance. You should also ensure that your flight tickets can be changed or cancelled, if necessary, for example, in the event of a crisis situation.

Refer to the "[Checklist for Outgoing Exchange Students](#)" to ensure that you have completed all necessary steps for your exchange.

MOBILITY ONLINE APPLICATION WORKFLOW

Necessary steps	Done	Done on	Done by	Direct access via following link
Application stage				
Online application	✓	24.09.2024		Display application data
Confirmation e-mail on online application	✓	24.09.2024	Automatically generated	
Application documents uploaded	✓	14.01.2025	TestAndraSOP01 (anpr)	Upload application documents (e.g. transcript, motivation letter)
Application with attachments submitted	✓	14.01.2025	TestAndraSOP01 (anpr)	
Thank you for uploading all necessary documents. You will receive an e-mail when your application has been processed further.				
Application documents received (this will be marked by the International Exchange Services after deadline)	✓	14.01.2025	admin (anpr)	
After selection, before mobility				
Application allocated	✓	14.01.2025	admin (anpr)	
<ul style="list-style-type: none"> Stay from : 01.01.2025 Stay to : 30.06.2025 Duration in months : 6 Duration in days : 180 				
Decision about the allocated exchange placement	✓	14.01.2025	TestAndraSOP01 (anpr)	Accept/Decline
Application nominated to partner institution	✓	07.04.2025	Yonca Ermutlu	
Personal data completed	✓	25.09.2024	TestAndraSOP01 (anpr)	Complete personal data
Stay from / Stay to changed	✓	14.01.2025	TestAndraSOP01 (anpr)	Change stay from / stay to - if needed
Remember to re-read and accept the student exchange terms and conditions after updating the semester dates.				
Questionnaire regarding means of transport and travel days	✓	14.01.2025	TestAndraSOP01 (anpr)	
Declaration of Green travel downloaded	✓	14.01.2025	TestAndraSOP01 (anpr)	Download Declaration of Green travel
Signed declaration of Green travel uploaded	✓	14.01.2025	TestAndraSOP01 (anpr)	Upload signed declaration of Green travel
Student exchange terms and conditions read (and saved/printed as pdf)	✓	07.04.2025	Niina Haapasilta	Read student exchange terms and conditions
Student exchange terms and conditions accepted	✓	14.01.2025	TestAndraSOP01 (anpr)	Accept student exchange terms and conditions
Contact information of the coordinator reviewing the Learning Agreement at the host institution	✓	24.09.2024	Student Exchange SOP TestJenni	Enter the information of the coordinator reviewing the Learning Agreement
You can find the information on the host university website, application instructions or the acceptance letter sent by the host university.				
Learning Agreement created and signed	□			Create and sign Learning Agreement

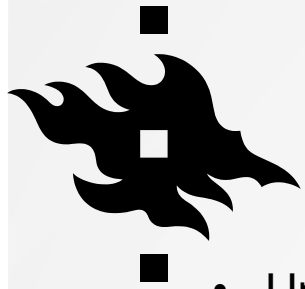


FUNDING YOUR EXCHANGE STUDIES

- An exchange based on an agreement is tuition-free at the host university (does not exempt you from tuition fee to UH).
- It is important to carefully plan and budget your expenses for your exchange, as there may be additional costs such as insurance, vaccinations, language exams, and higher costs of living in certain countries.
- If you are entitled to [KELA](#) student benefits, you may still receive them during your exchange by informing Kela about your studies abroad. See the [Kela site](#) for more information.
- You can also apply for other scholarships or travel grants from, for example, foundations or organisations.
- Inflation rates high in many countries. Flights more expensive than before.
- Finding affordable accommodation may be a challenge in some destinations.

Read more about [funding for exchange](#)





EXCHANGE SCHOLARSHIPS

- University of Helsinki gives scholarships to students selected for EU and Nordic destinations as follows:
- Erasmus exchanges: 490 – 540 euros per month
- Erasmus travel grant based on distance: on average 200 – 400 euros
- Green mobility grant: max. 6 travel days in total + higher travel grant
- Grant for students with fewer opportunities: 250 € /month (extra)
- Nordplus/Nordlys exchange: 250 euros per months (18 + days) + travel grant (330 €)
 - The Nordplus grant is sometimes paid by a specific Nordplus Network. You will receive information on how to apply for the Nordplus grant if this applies to you.
- Swiss Mobility grant: Paid by Swiss government
- Read more about [funding for exchange](#).





ERASMUS SCHOLARSHIPS

- Grant is daily based (16 € or 18 € / day)
- Minimum duration of exchange 2 months, cannot be shorter than that.
- Green travel for example bicycle, train, bus and carpooling, however not ferry travel, max 6 travel days in total (3 before and 3 after the mobility), plus a higher travel grant.
- [Fewer opportunities top-up grant](#): 250 € extra per month e.g. family allowance (children must be under 18 years old), disabilities, refugee status. Please see our page for further information.
- → Let us know if you are taking your family with you, or if you have [special needs](#) because of a disability.





ERASMUS GRANT AND YOUR STUDY LEVEL

- You can do several exchanges. The maximum duration of an Erasmus exchange (studying or a traineeship) is 12 months at each degree level (Bachelor's, Master's and doctoral studies).
- Your study level for the exchange is determined by the level you are at the University of Helsinki on the date your exchange starts.

► Notify us as soon as you graduate before your exchange!

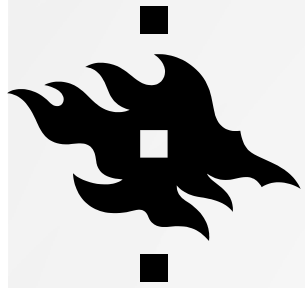




STUDENT EXCHANGE CERTIFICATE

- The student exchange certificate includes the name of the exchange programme, the host university, the duration of the exchange, the amount of the grant, and that the exchange is a part of your degree programme at the University of Helsinki.
- ***NB! It is not a letter of acceptance from your host university!***
- If you are eligible for Kela funding, you will need to provide a copy of the student exchange certificate to them.
- Take the student exchange certificate with you to your destination. You may e.g. need it at the border.
- You will receive the certificate by e-mail approximately two months before your exchange begins from studentexchange@helsinki.fi.





STUDENT EXCHANGE TERMS AND CONDITIONS

By accepting the Student Exchange Terms and Conditions, you agree:

- To study full-time and to complete academic studies of at least 5 ECTS per full calendar month.
- To study within the period stated in your student exchange certificate
- If you shorten or cancel your exchange you will need to pay back a part of the grant, or all of it.
 - Your exchange includes the orientation, participation in courses and the first exams (excluding re-take exams)
 - The duration of the exchange will be checked from your "Confirmation of Stay" / "Letter of Confirmation form"
- If you fail to complete the required number of credits at your host university, you may be required to return a part of the grant. The number of credits will be verified by us from your exchange transcript.
- It is strongly recommended to take the OLS language test before your exchange (for Erasmus),
- It is obligatory to answer the EU Survey (for Erasmus exchanges).





QUESTIONS ABOUT THESE TOPICS II ?

- MEASURES TO BE TAKEN BEFORE DEPARTURE
 - STUDENT EXCHANGE CERTIFICATE
- MOBILITY GRANT AND THE TERMS OF THE GRANT



ERASMUS: OLS PLACEMENT TEST

- The [Online Linguistic Support](#) (OLS) language placement tests are **strongly recommended both before and after your Erasmus exchange**.
- The test is a good way to confirm your language level and to measure the progress you make during your exchange.
- Only you will see your test results. The results do not affect your selection to the target university.
- The test evaluates your language proficiency level based on the Common European Framework of Reference for Languages (CEFR).
- The free online [language course](#) (available for some languages) is a great opportunity for you to practice your language skills.
- Please find detailed information here [on OLS language testing and the language courses](#).



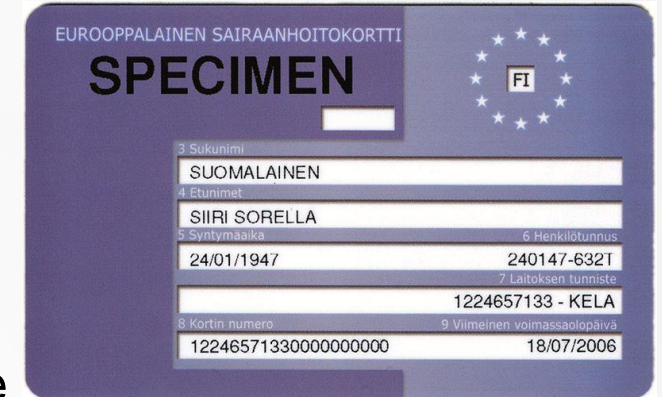
IMPROVE YOUR LANGUAGE SKILLS

Good language skills help you in your exchange studies – even basic level knowledge of the local language will help you in many ways.

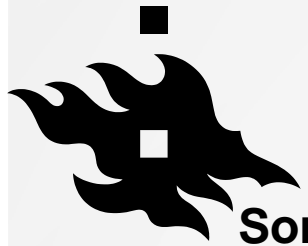
- Participate in the language courses of the [Language Centre](#). Also self-study options.
- The Faculty of Arts offers [language courses](#) as optional studies.
- Read local newspapers and follow the local media in the teaching language of your exchange.
- Try language learning applications, such as Duolingo.



INSURANCE



- Check the coverage of your travel insurance.
- Make sure you are covered for the entire duration of your exchange and that potential cancellations and crisis situations are covered before booking your flights.
- The required coverage may vary depending on your destination
 - make sure to check the specifics before purchasing.
- UH provides in some cases accident insurance for study-related accidents.
- Ask for prices from Finnish insurance companies and International insurance companies
 - you can find a list of international insurance companies that sell student insurance here: <https://migri.fi/en/insurance>
- If you are a European citizen, request a [European Health Insurance Card](#) (EHIC) from Kela in good time.
 - With the EHIC, you will receive medically necessary treatment on the same terms and for the same fee as local residents but it does not cover the costs of returning to Finland in the event of a serious illness or accident. For this reason, it is essential to purchase a comprehensive travel insurance policy.



HOW DO I FIND ACCOMMODATION?

Some universities offer help in finding an accommodation:

- Fill in the "housing application" form if available
- Follow deadlines and instructions
- Pay the deposit on time
- You may need to pay your rent in advance
- You may be asked to sign a fixed-term agreement.
- Don't sign any agreements before you receive an acceptance letter from your host university!

Make use of:

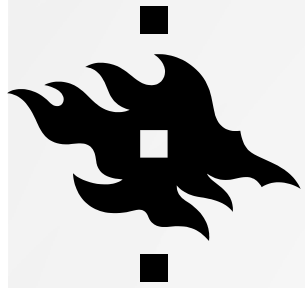
- tips and advice from students who have already been on exchange at that university (exchange stories).
- different sources of information; family and friends, acquaintances, local advertisements, online platforms, Facebook groups, other social media etc.

Private Market:

- Always ask for a written rental agreement.
- If you can, find someone local to go through the agreement with you.
- Find out what is included in the rental agreement.
- Find out your rights for terminating the agreement (when can you terminate it at the earliest and how?)
- Be aware of fraud!

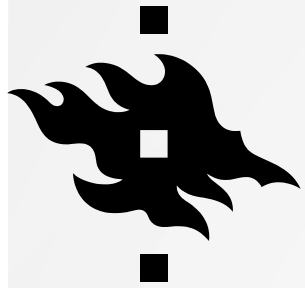
It is advisable to take care of your accommodation before starting your studies so that you can focus on studying properly. If necessary, book temporary accommodation in advance.

DON'T DESPAIR!



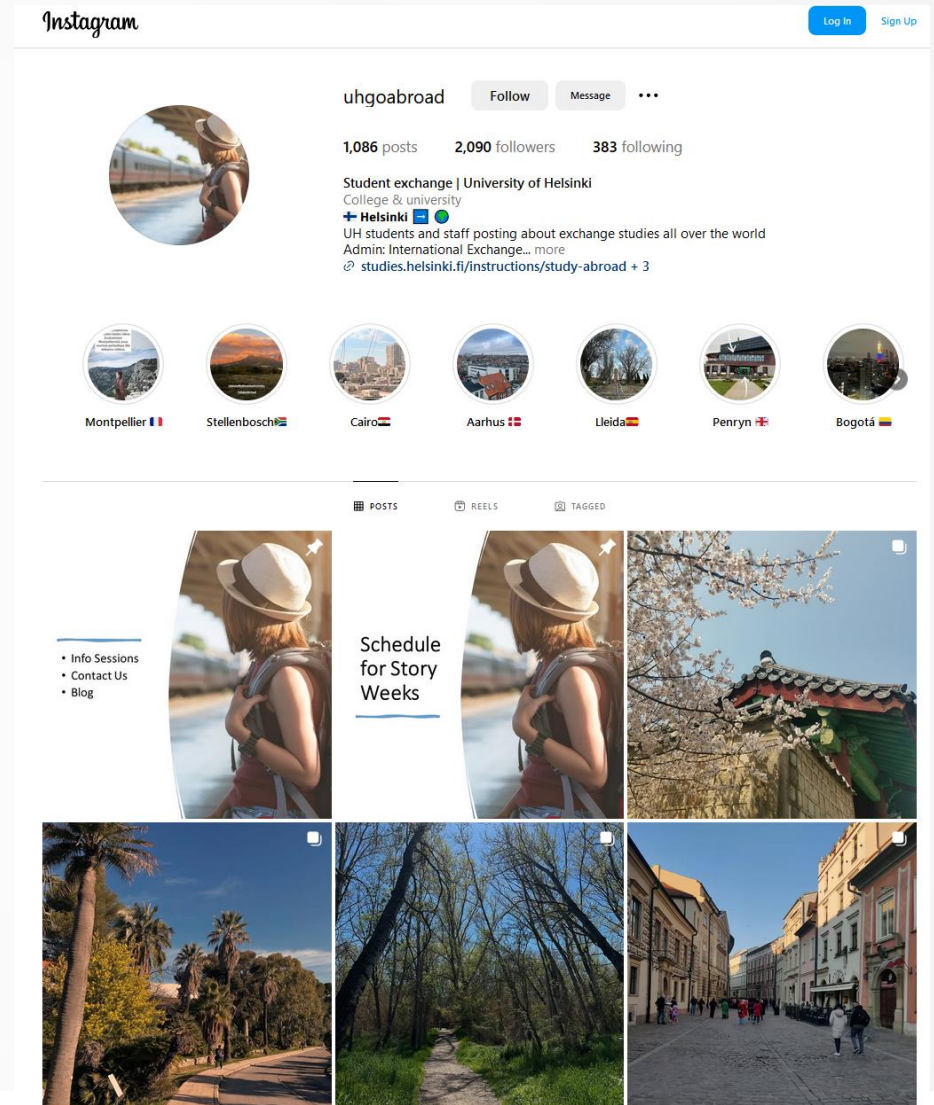
QUESTIONS ABOUT THESE TOPICS III?

- ERASMUS+ OLS LANGUAGE TEST
- IMPROVING YOUR LANGUAGE SKILLS
 - INSURANCE
 - ACCOMMODATION



STUDENT EXCHANGE EXPERIENCES

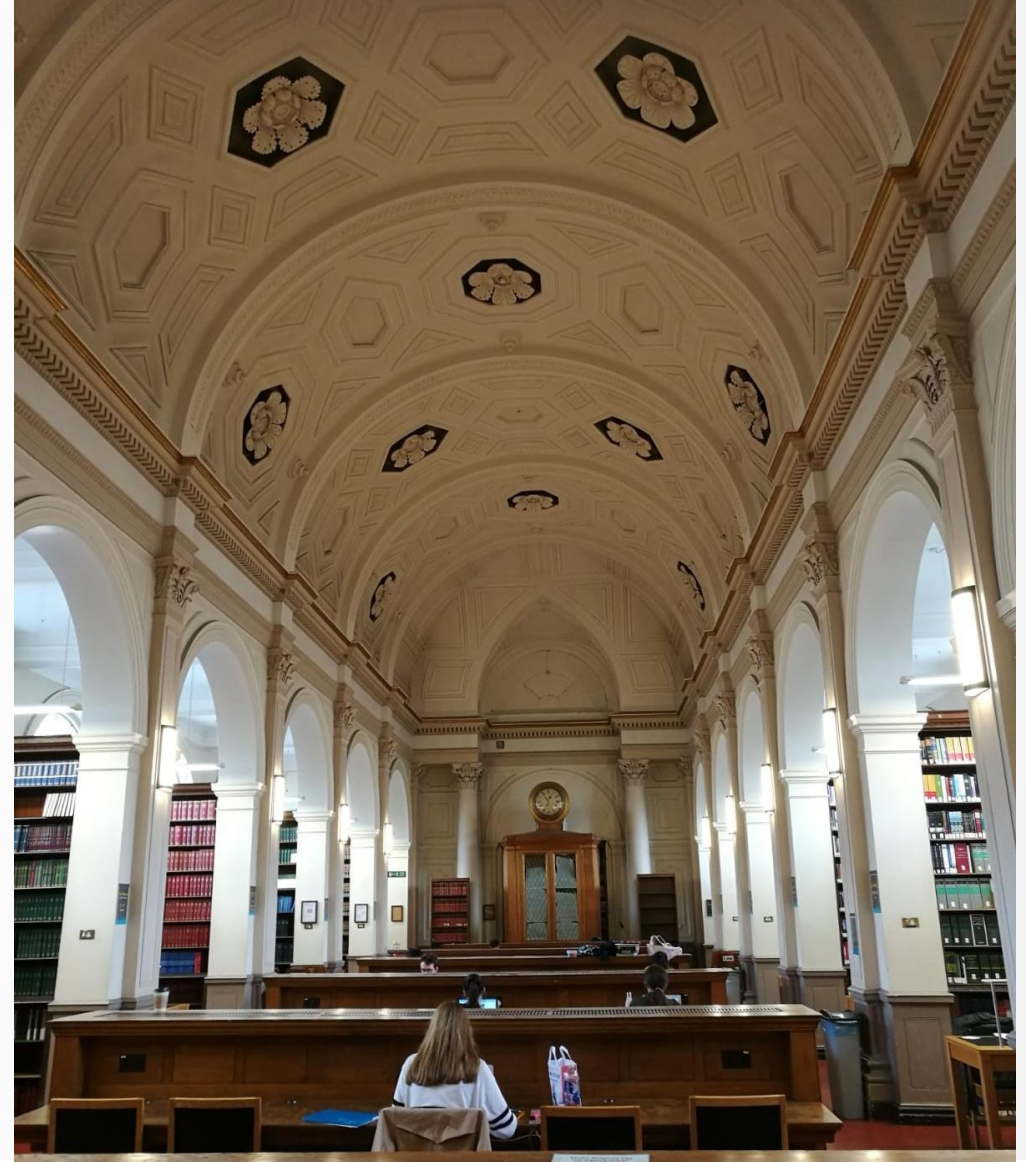
You can read [blog posts and stories](#) by previous exchange students (some are in English) or read about the experiences of students who are on an exchange right now on [Instagram](#) to get inspiration.





DEPARTURE ORIENTATION

- Tue 27.5.2025, 16.15-18.00 Main building, Auditorium (F2044). (physical presence required!)
- You will receive more information regarding preparations for your exchange, bureaucracy and possible security issues during your exchange
- Tutoring sessions: Meet your departure tutor and other students going to the same country for exchange





CONTACT US

International Exchange Services and Education Cooperation:

- E-mail: studentexchange@helsinki.fi
- Online individual appointments: [Booking Service Vihta](#)
- Tel: +358 2941 22401 (weekdays between 12:00-14:00)
- [Drop-in services](#) on different campuses





"I believe that young people should have the chance to know how big the world is, and what you could do in the world. Exchange can really help you with that!" Exchange report, Germany, winter 2022