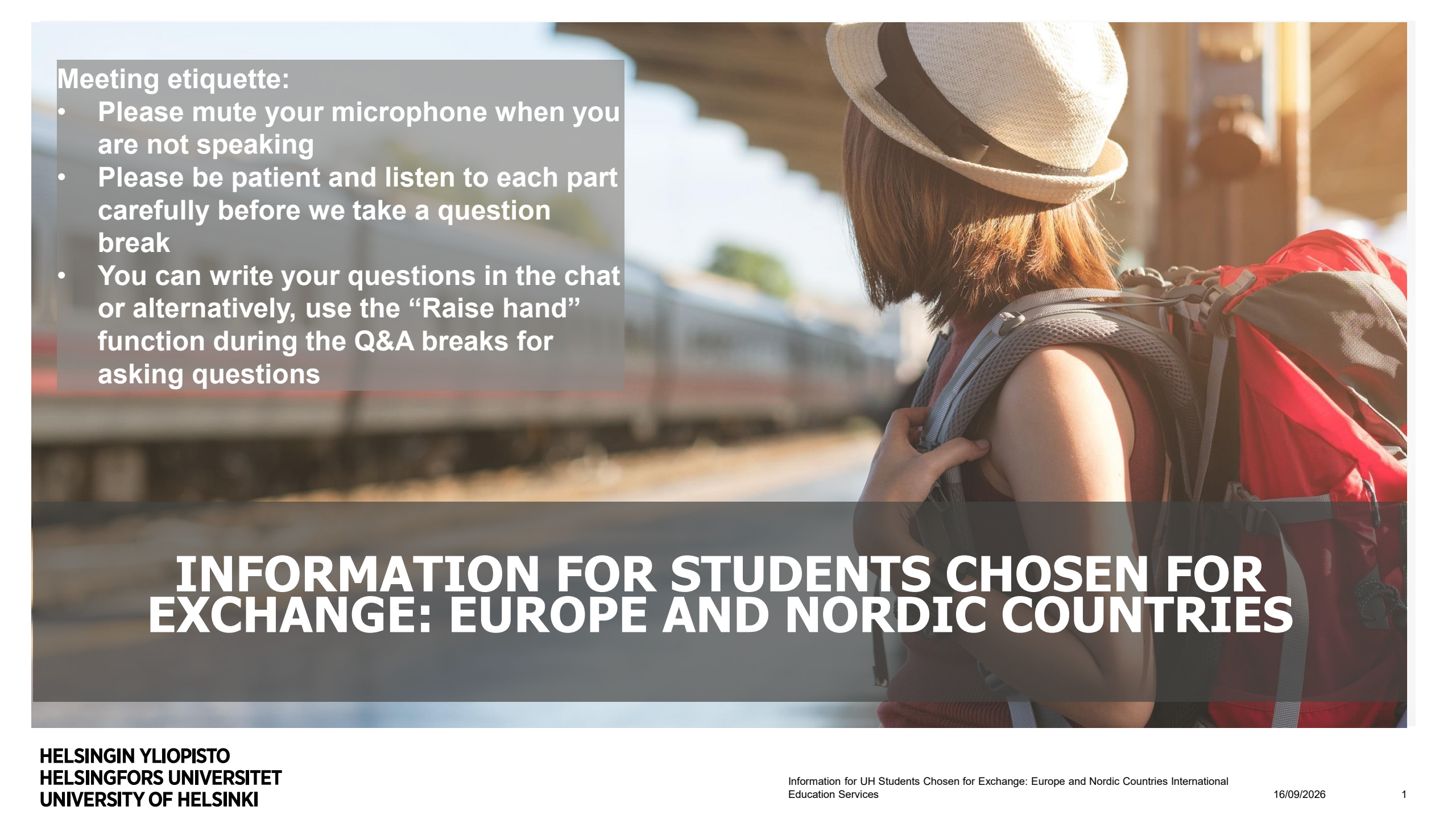




Meeting etiquette:

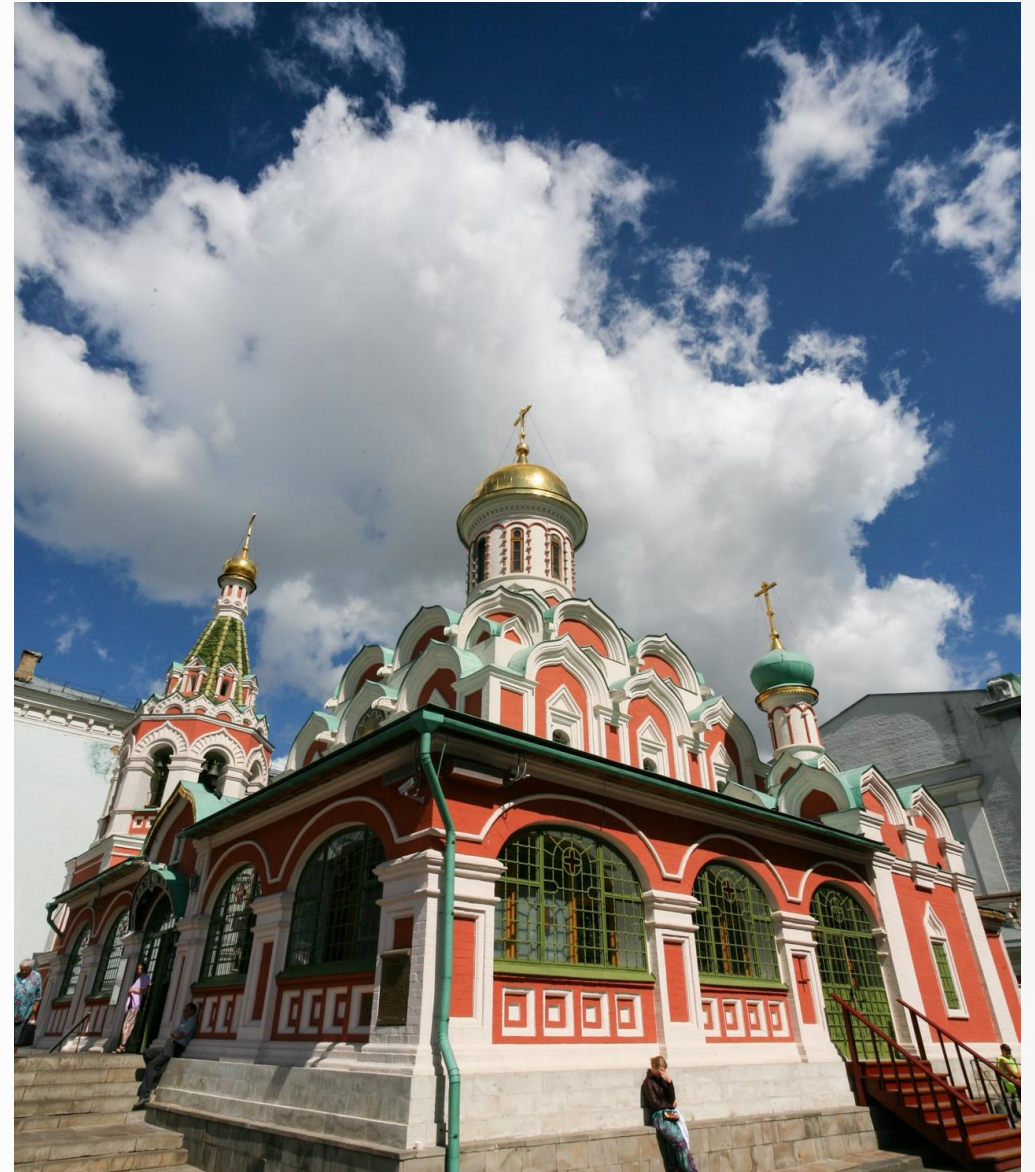
- Please mute your microphone when you are not speaking
- Please be patient and listen to each part carefully before we take a question break
- You can write your questions in the chat or alternatively, use the “Raise hand” function during the Q&A breaks for asking questions

INFORMATION FOR STUDENTS CHOSEN FOR EXCHANGE: EUROPE AND NORDIC COUNTRIES



AGENDA

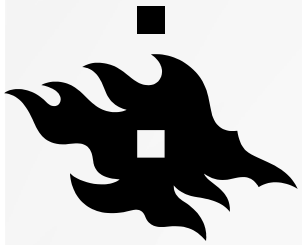
- Making an application to your host university
- Funding of your exchange
- Housing arrangements
- These slides will be available after the session on our website: [Information sessions about student exchange](#)





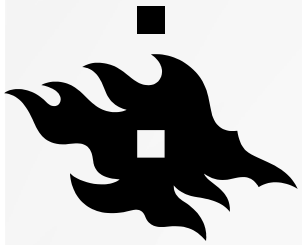
NEXT STEPS

- Check Mobility Online to confirm you have been nominated
- Obtain a language certificate (if required by host university)
- Apply to your host university according to their instructions and deadlines
- Apply for accommodation
- If eligible, apply for KELA student benefits
- Accept the "Student exchange terms and conditions" in Mobility Online as soon as you receive an email requesting it (1-2 months before exchange)
- Attend Departure Orientation: Tuesday 13.10.2026 16.15-18.00 Metsätalo room 1.



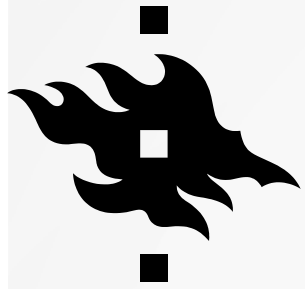
APPLYING TO YOUR HOST UNIVERSITY

- **Critical:** Your information is NOT automatically transferred from UH's Mobility Online to the host university
- Most universities send application instructions via email after receiving your nomination, but some don't. Check their website independently
- Apply early and follow their guidelines carefully; do not apply on the last day
- Your application may be rejected if paperwork is incomplete or you don't meet language/other requirements
- Request UH signatures on application papers well in advance if needed
- Typically required paperwork:
 - **Learning Agreement** (usually digital; contact studentexchange@helsinki.fi if a paper version needed)
 - **Transcript of Records** (download a digitally signed version from SISU or order from student services)
 - **Motivation Letter**
 - **Reference Letter** (from a teacher, e.g., PSP tutor)
 - Copy of your Passport
 - **Language test certificates** (if required by host university)
 - **Housing application** (if available)
 - Allow up to 2 months to receive your acceptance letter



ONLINE LEARNING AGREEMENT (LA, OLA, DLA)

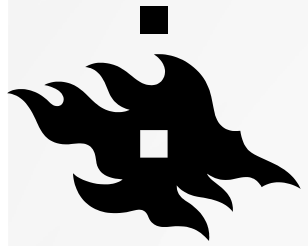
- **For Erasmus exchanges only** (does not apply to Switzerland)
- Start by finding the information of the contact person at the host university who will sign the Learning Agreement.
- Complete by latest 2 months before exchange. Follow your host university's guidelines
- Find the contact person at the host university who will sign the OLA
- Create and sign via Mobility Online link (it is possible to print out PDF version if needed)
- **Important:** Fill in the recognition section for University of Helsinki (e.g., "KEK-yht kandidutkinnon muut opinnot" or "elective studies of Master's degree")
- UH signs within one week; OLA transfers to host university
- Host university signs by the end of your exchange
- **Study requirements:** Full-time (30 ECTS per semester, minimum 5 ECTS per full exchange month)
- First OLA is preliminary; you can make changes after starting your exchange
- Elective studies can be changed freely; compulsory course substitutions require prior contact with UH teacher



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.



ACCEPTANCE LETTER & AFTER RECEIVING IT

- ■ Usually arrives via email, check spam folder regularly
- If applied correctly and on time, acceptance is very likely
- Approval may be delayed if course choices are still being negotiated
- If no acceptance ~1 month before exchange starts, contact the host university's international unit or studentexchange@helsinki.fi
- **After receiving acceptance:**
 - Update your exchange dates in Mobility Online (or email studentexchange@helsinki.fi for non-Erasmus)
 - Fill in your bank account IBAN in Mobility Online / Complete Personal Data
 - **Do NOT purchase travel tickets or pay rent until acceptance is confirmed**
 - Ensure flight tickets can be changed/cancelled in case of crisis
 - Register as an attending student at UH for the duration of your exchange (ask for reimbursement of HYY membership fee if full semester/year)
 - Read and agree to grant terms in Mobility Online as soon as you receive the email (NB: reconfirm if dates change)

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)	
- 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



QUESTIONS ABOUT THESE TOPICS ?

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

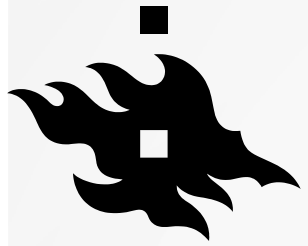


FUNDING YOUR EXCHANGE STUDIES

- Exchange based on an agreement is **tuition-free at the host university** (does not exempt you from UH tuition fees)
- Plan and budget carefully for additional costs: insurance, vaccinations, language exams, books, and higher living costs in certain countries
- If entitled to KELA student benefits, you may continue receiving them during your exchange. Inform KELA about your studies abroad
- You can also apply for other scholarships or travel grants from foundations or organisations
- Finding affordable accommodation may be a challenge in some destinations

Read more about [funding for exchange](#)





EXCHANGE SCHOLARSHIPS

ERASMUS:

- **Monthly grant:** 490–540 euros per month (daily-based: 16 € or 18 € per day) depending on destination
 - **Minimum duration:** 2 months (cannot be shorter)
 - **Travel grant:** 30–580 euros based on distance
 - **Study requirements:** Full-time studies (30 ECTS per semester, minimum 5 ECTS per full exchange month)
 - A higher **green travel grant** when traveling with e.g. bicycle, train, bus, carpooling, or ferry (ferry only when combined with other green travel methods)
 - [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.

OTHER EXCHANGE PROGRAMMES

- **Nordplus/Nordlys exchange:** 250 euros per month (18+ days) + 330 € travel grant. 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 the Swiss government



GREEN MOBILITY & SUSTAINABLE TRAVEL

- As an Erasmus+ student, you'll get **increased travel support**
- **Eligibility:** At least half of your round-trip must use low-emission means of travel (bus, train, bicycle, carpooling, ferry. Ferries only when combined with other green travel methods)
- **Decision deadline:** Make travel method decision **at least 2-3 months before** the exchange month (e.g., exchange in January → notify by end of October)
- **Travel companions:** Look for others with the same destination at Go2UNIS network
- **Interrail Pass discount:** e.g., 4-day youth pass: 180 €, order free digital ISIC student card (valid 12 months) through ISIC website



FEWER OPPORTUNITIES TOP-UP GRANT (ERASMUS+)

How to access the top-up: **Extra 250 € per month** for students in Finland in these categories:

- **Social obstacles:** Students with families (underaged children); students who are family carers (informal care agreement with municipality)
- **Disabilities:** EU disability card holders; disabled students (at least moderate functional deficiency)
- **Health obstacles:** Severe and/or chronic health problems (at least moderate functional deficiency)
- **Migrant background:** Students who have received international protection (refugees, asylum seekers, or those granted international, subsidiary, or temporary protection; refugee passport holders)
- **How to access:** If you indicated eligibility during application, we will contact you by email to submit a guarantee form (vakuuslomake) and supporting documents (EU disability card, proof of underage children, diagnosis of illness)
- If you missed this in your application and feel eligible, contact: **studentexchange@helsinki.fi.s** (encrypted email)



SPECIAL NEEDS AND INCLUSION SUPPORT IN THE ERASMUS+ -PROGRAMME

- Special needs and inclusion grants are intended to enable international exchange and internship in circumstances when a special need causes additional costs that are not covered by other sources.
- Special needs can be an injury, impairment, physical or psychological illness, learning difficulty, personal situation, or other similar reason.
- The grant can be awarded to accessible accommodation, assisted mobility or such study-related special arrangements as learning materials, preparatory visits, and personal assistants.
- The inclusion support is paid in addition to a regular mobility grant and is based on actual costs.
- The essential point is that the exchange results in additional costs for the reasons mentioned above, which are not covered by other sources, such as Kela. The application process is completely confidential, and the application is made together with the International Education Services.
- The decision on the grant is made by the Finnish National Agency for Education. The need for support and its quality varies individually so all applications will be handled on a case-by-case basis.
- It is important to start the preparations early on, at the latest **6 months before the mobility**.
- Contact studentexchange@helsinki.fi.s (note encrypted email!) if you still want to apply for this support or need further information



ERASMUS GRANT AND YOUR STUDY LEVEL

- You can do several exchanges. The maximum total duration of an Erasmus exchange (studying or a traineeship) is 12 months at each degree level (Bachelor's, Master's and doctoral studies). Maximum duration of traineeship is 6 months.
- 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 your graduation is registered in Sisu 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, 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 one month before your exchange begins from studentexchange@helsinki.fi after you have approved the grant terms.





QUESTIONS ABOUT THESE TOPICS?

- 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](#).



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!

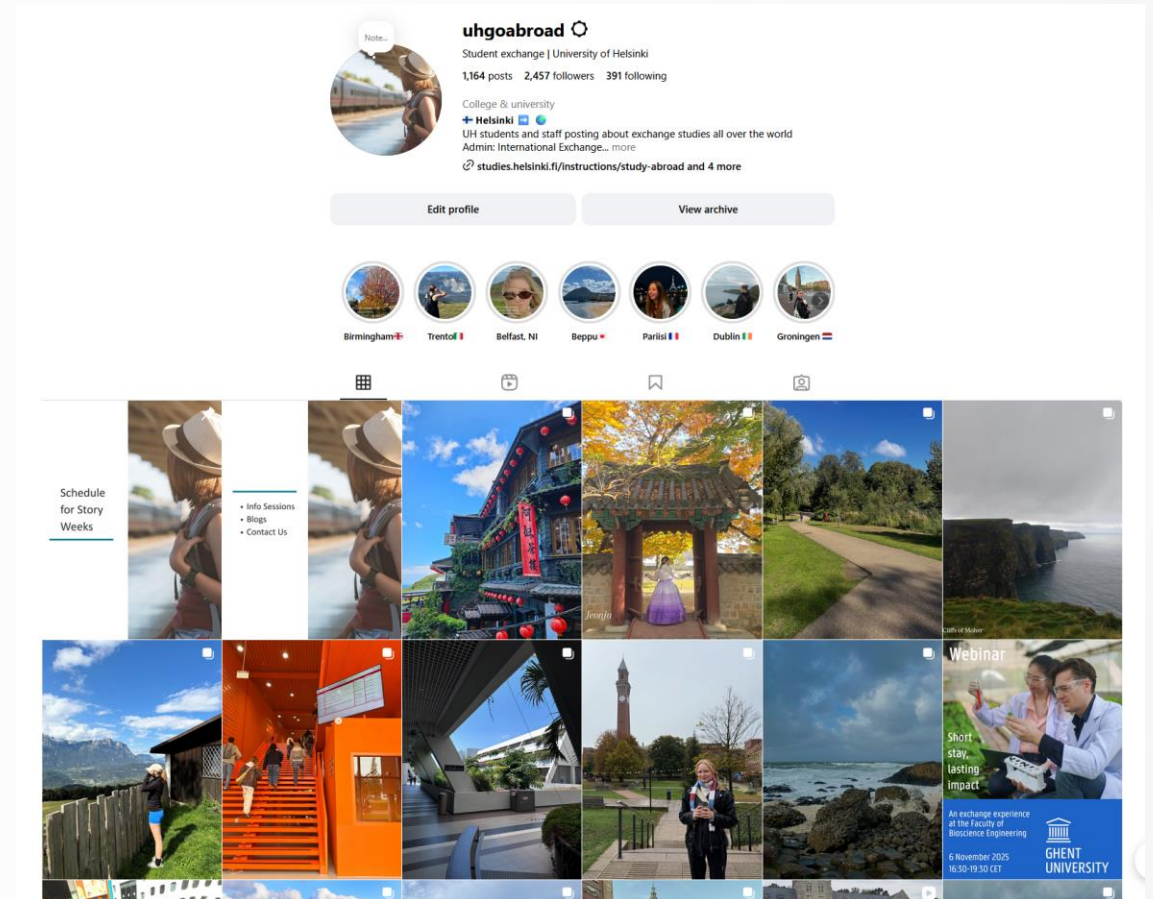
It is advisable to take care of your accommodation before starting your studies so that you can focus on studying properly. If necessary, book temporary accommodation in advance.

Do not panic, but start looking for accommodation early!



STUDENT EXCHANGE EXPERIENCES

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





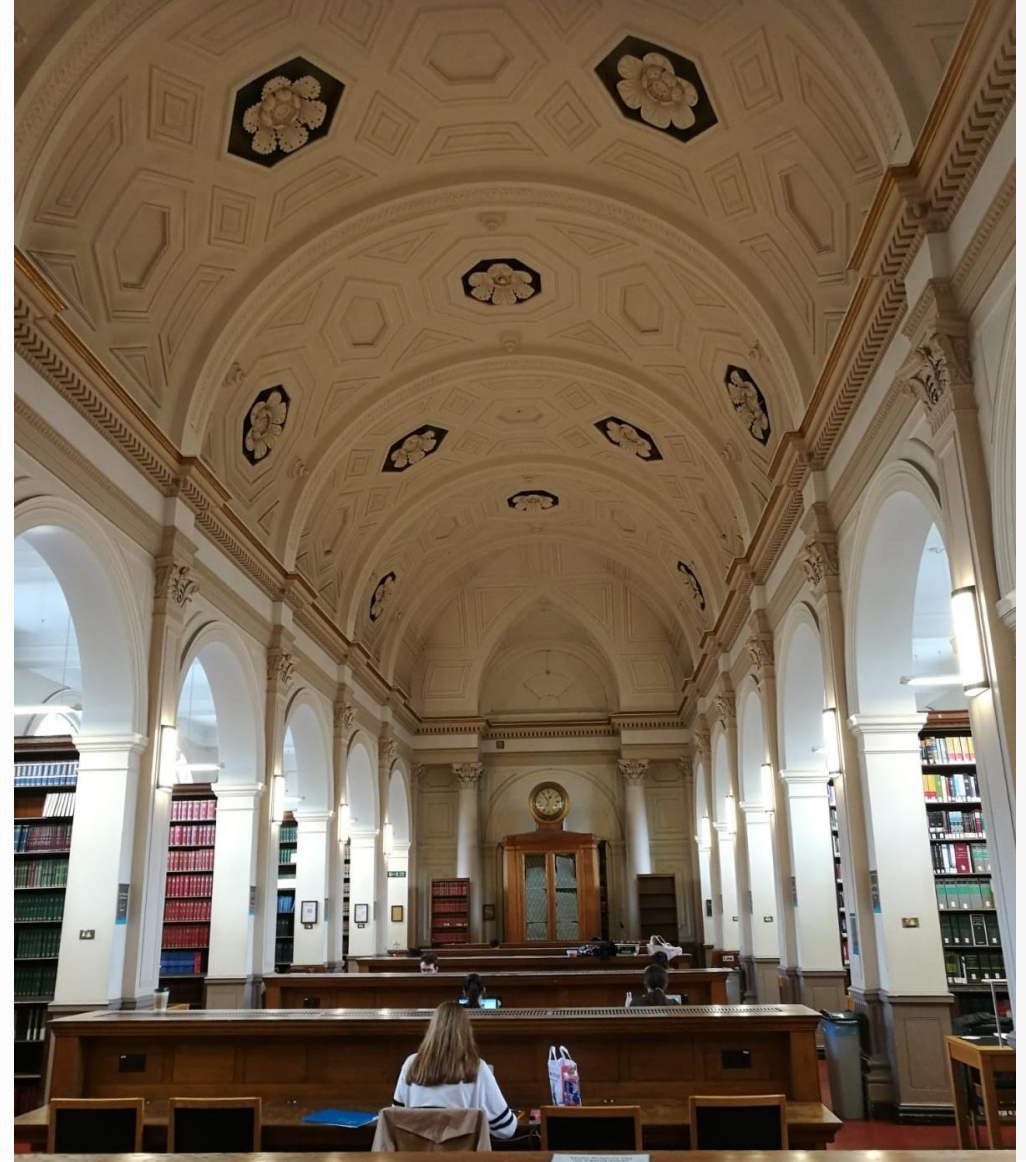
QUESTIONS ABOUT THESE TOPICS?

- ERASMUS+ OLS LANGUAGE TEST
 - ACCOMMODATION



DEPARTURE ORIENTATION

- Tue 13.10.2026 16.15-18.00 Metsätalo, room 1. (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

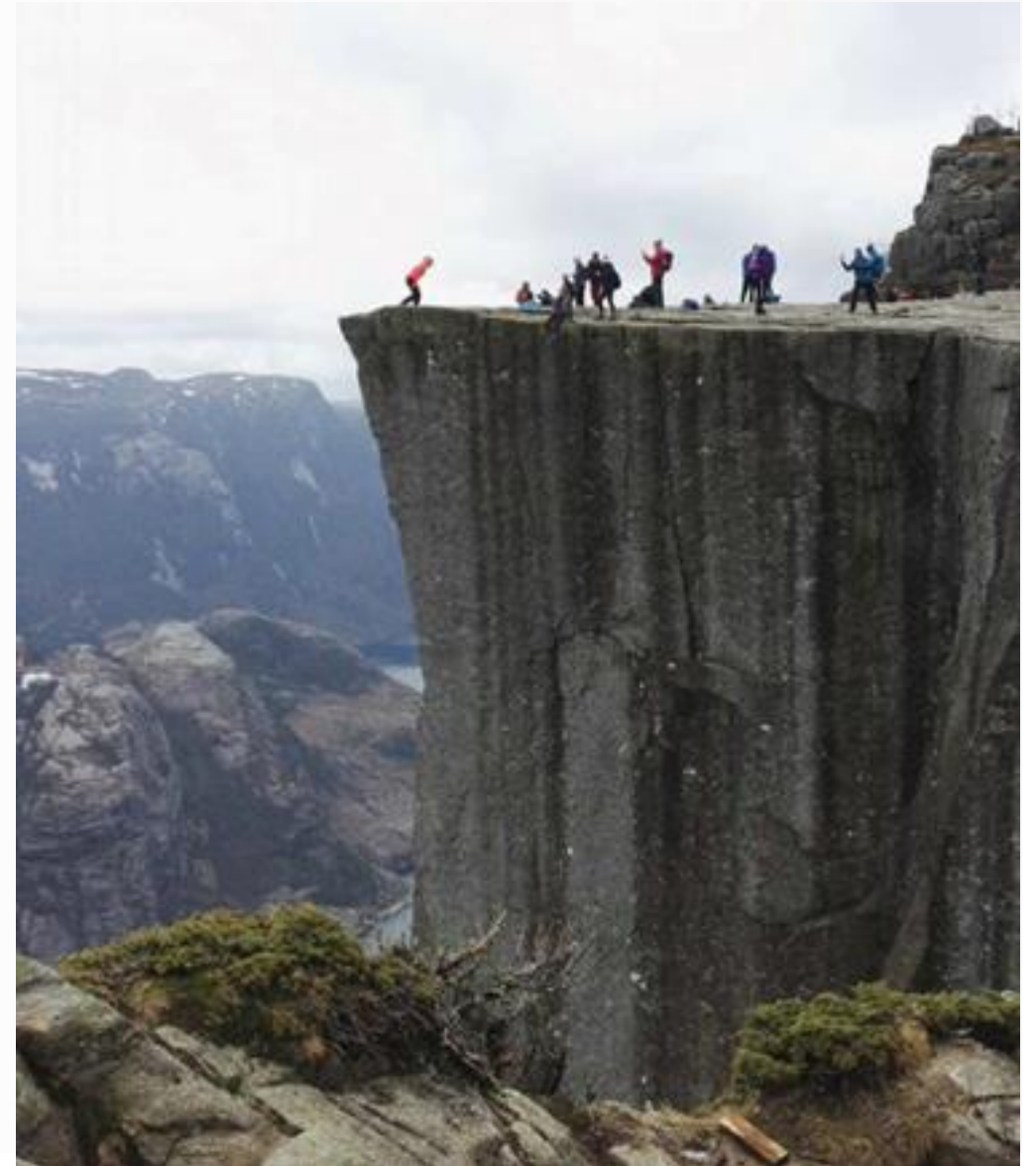




CONTACT US

International Education Services:

- E-mail: studentexchange@helsinki.fi
- Online individual appointments: [Booking Service Vihta](#)
- Tel: +358 2941 22401 (weekdays between 12:00-13:00)
- [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