



INCOMING EXCHANGE STUDENTS / ACADEMIC YEAR 2018-2019 - INSTRUCTIONS FOR COORDINATORS -

STUDENT NOMINATIONS	
Erasmus students: Erasmus.Exchange@lut.fi Non-European countries: incomingexchange@lut.fi Deadlines: April 17 *) October 2*)	<ul style="list-style-type: none"> Use attached <i>nomination sheet for academic year 2018-2019</i> (excel). Only nominated students will get the link to the online application. Additional study places must be negotiated in advance.
<p>*) If you are unable to nominate your students within given deadlines, please contact us immediately to inform when student selections are completed.</p>	
INSTRUCTIONS & GUIDE FOR APPLICANTS	
<p>www.lut.fi/exchange → Apply to LUT → Exchange studies</p>	
STUDIES	
Courses for exchange students	https://weboodi.lut.fi/oodi/jsp/oepopas/jsp/opastutkrakkats.jsf?Kieli=6&MD5vain=&vltila=5&Opas=234&Org=1&alusta=1&esikatselu=0
Schedules (available in mid-June)	uni.lut.fi/en → Quick links → Teaching schedules
ONLINE APPLICATION & DOCUMENTS TO UPLOAD (soft copies)	
Application periods: April 3 – May 15, 2018 September 18 – October 15, 2018 Deadlines: May 15 October 15	<ul style="list-style-type: none"> Online application submitted in Mobility-Online system. Student must register to the system after sending the online application. Student must complete the online application by uploading documents: <ol style="list-style-type: none"> 1. Learning Agreement *) 2. Transcript of records (in English) 3. English language certificate (in English) 4. Passport size facial photo 5. Photocopy of a valid passport or national EU ID **) <p>*) created in the Mobility Online **) national ID from citizens of EU/EEA countries or Switzerland only</p> <p>NOTE! The application process in online, no hard copies are needed.</p> <p>NOTE! <i>If the student is a <u>non-EU/EEA citizen</u>, please encourage him/her to complete the application <u>before the given deadline</u> to ensure that he/she can apply and get the residence permit in time. The residence permit process may take from few weeks up to 3 months.</i></p>
ADMISSION	
<p>Student will receive an e-mail from Mobility-Online when he/she is accepted to study at LUT.</p> <ul style="list-style-type: none"> Erasmus student: Certificate of Admission is emailed as a pdf file to the student. Non-Erasmus student: Certificate of Admission is emailed as a pdf file to the student unless otherwise agreed. 	

ACCOMMODATION

→ www.loas.fi

Deadlines:

June 8 (autumn semester)

November 9 (spring semester)

- Lappeenranta Student Housing Foundation (LOAS) offers a private bedroom in a 2- or 3-room shared flat.
- Online application and information on LOAS websites

RESIDENCE PERMIT

→ www.migri.fi

- Non-EU/EEA citizen must apply for a residence permit immediately after admission has been confirmed.
- Online application on [Finnish Immigration Service \(MIGRI\) eServices](#)
- NOTE: Visa is not accepted.

ARRIVAL, ORIENTATION DAYS & ACADEMIC CALENDAR

Recommended arrival days	August 23-27, 2018 January 2, 2019
Orientation days (compulsory)	Autumn semester: August 28 – 31, 2018 Spring semester: January 3-4, 2019
Academic calendar	Autumn semester: September 3 – December 21, 2018 (incl. exams) Spring semester: January 7 – May 31, 2019 (incl. exams) (intensive weeks 13 - 31.5.2019)
Registration to courses	<ul style="list-style-type: none">▪ Online registration before the semester starts.▪ NOTE: For registration student needs a LUT user account which is given only in person during the orientation week.

CONTACT US

Erasmus+ students

Ms. Suvi Tiainen
International Coordinator
Erasmus.Exchange@lut.fi

- *Nominations*
- *Applications*
- *Admissions*
- *Learning agreements*
- *Mobility-Online technical support*
- *Courses and exams (general information)*
- *LUT transcripts*
- *Arrival issues*
- *Student tutoring*

Students from non-European countries

Ms Anne Makkonen
International Officer
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