



CONGRATULATIONS! You have been nominated to participate in the Erasmus exchange programme by your home university.

The following information is given in order to make the application procedure and the preparations for your study period at the University of Tartu go smooth and easy.

Official name in English:	University of Tartu
Erasmus code:	EE TARTU02
EUC Reference Number:	69935-EPP-1-2014-1-EE-EPPKA3-ECHE
Homepage for incoming students:	www.ut.ee/studies
Postal address:	International Student Service Ülikooli 18-134 Tartu 50090 Estonia
Facebook:	www.facebook.com/tartuuniversity
Twitter:	http://twitter.com/tartuuniversity
Youtube:	http://www.youtube.com/tartuuniversity

The online application form must be filled in after you have been selected by your home university to study abroad at the University of Tartu.

APPLICATION PROCEDURE:

All the necessary information, documents and forms can be found on the following website: <http://www.ut.ee/en/studies/exchange-and-visiting-students/exchange-students>

Required documents for Erasmus programme exchange students are:

1. **online application form** – fill it out, submit it and print it out. It has to be signed by your home institution's coordinator and yourself! Your home university application form is not suitable!
2. **transcript of university records** (must bear an original seal and signature of an authorized official, in English)
3. **copy of valid identification document** (non-EU applicants: copy of the passport page stating the applicant's personal particulars)
4. **one photo** (3 cm x 4 cm; attach to the application form)
5. **proof of English language skills** (not applicable for native speakers and students whose studies at their home university are completely in English). Please view **English language requirements** here: European Levels - [Self Assessment Grid](#). The proof of language must clearly state that your level of English corresponds to at least **B2** according to CEFR.

6. Learning Agreement (LA) (only if required by your home university).

When it is required by your home university to sign the LA **before** the exchange period starts, it must be submitted with other application documents by the application deadline. In this case, the LA will be sent back to you after you have been admitted officially. Please note that the LA, which will be submitted later, will be given back only **at the beginning of the semester**, once the students have arrived in Tartu.

Please note: LA are signed by the departmental coordinators at University of Tartu (UT). Please see prefilled LA in website indicated above or ask your home university's



coordinator for the contact information of the right departmental coordinator at UT (list of coordinators: <http://www.ut.ee/en/international/international-partners/erasmus-partners>). Alternatively, you may leave the respective fields empty. By signing the students' LA, the UT can only guarantee that courses listed in the LA are offered by UT in the respective semester. We cannot guarantee that the students will eventually be able to choose the courses listed in their LA, because the courses' timetables may conflict and this scheduling conflict becomes evident at the time of registration, some courses have prerequisites and students do not always check if that is the case, the form of assessment (differentiated or non-differentiated) may not suit for the home university etc.

ENGLISH TAUGHT COURSES:

English taught courses are available on our website: <http://www.ut.ee/en/courses-taught-english>. The list of courses taught in English during the autumn semester will be available by the middle of April. **Keep in mind!** The UT requires the short-term international students to take at least **15 ECTS per semester**. Your home institution might also have certain requirements regarding the courses you need to take or amount of credits you need to obtain!

You are free to select courses from different programmes and faculties in order to compile a study plan that best suits your needs. However, in order to be admitted to UT, we strongly encourage that at least 50 % of the courses to be completed at Tartu are related to the student's specialization back home. Changes can be made to the originally proposed study plan by filling in the form for the changes to original LA once student has arrived and fixed study plan.

If a student is nominated to one of UT's regional colleges in Viljandi, Narva or Pärnu, then please choose courses **only** from the college you will come, as the distance between Tartu and these colleges are considerable.

All documents have to be sent by regular post to:

International Student Service

University of Tartu

Ülikooli 18-134

50090 Tartu, Estonia

Please note: we do not accept documents sent by e-mail!

Deadlines for applications:	
	<u>autumn semester</u>
	May 1 – non-EU applicants
	June 1 – EU applicants
	<u>spring semester</u>
	November 1 - all applicants

If the complete set of documents is not sent by the required deadline, the university cannot process documents on time and the student's application may be rejected. The decision of admission will be made within 4 weeks after the application deadline.

ADMISSION TO THE UNIVERSITY OF TARTU:

After all applications have arrived we will start to process them. After careful evaluation, the faculties at the UT inform the International Student Service of their decision **within four weeks after receiving the documents** and in case of an acceptance, you will be notified via online system first. Students will be provided



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automatically with usernames and passwords after filling in the application, so that they can monitor their admission process online.

Semester dates for the academic year 2015/2016 are:

Autumn semester begins on **31.08.2015** and ends on **31.01.2016**.
Spring semester begins on **08.02.2016** and ends on **26.06.2016**
See the academic calendar:
<http://www.ut.ee/en/studies/practical/calendar>

Please note: we request that students arrive one week before the semester starts in order to participate at the orientation course.

ORIENTATION COURSE:

At the beginning of each semester, the International Student Service offers an Orientation Course for all incoming international students. It is organized jointly by the International Student Service and the academic units of the university, it is designed to help new international students get to know each other, the university and the town. Orientation Course for autumn semester will take place **August 26-28, 2015**. Updated information (location and the schedule) of the orientation course will be available in August in our website: <http://www.ut.ee/en/orientation-course-international-students>.

ACCOMMODATION:

Students have to apply for accommodation in order to guarantee a place in the dormitory! Fill in the online application form for the autumn semester by **July 28**, and for the spring semester by **December 20**: <http://ekyla.kyla.ee/valistaotlus.aspx>. For further information on accommodation, please visit the following website: <http://www.campus.ee>.

Dormitory is open for **24 hours** to pick up your room key. The monthly rate for a place in a double room is approximately 120 EUR. The deposit is 100 EUR per place (will be refunded to students, unless there are some property damage caused and the deposit money is used to cover the cost of repair). Please have the deposit **in cash** to get a key to your room when arriving.

More information can be found here: <http://www.ut.ee/en/admissions/student-housing>.

NB! A place in the Student Village will be guaranteed only for students, who send their application documents on time.

Students who will study at one of the regional UT college will get information about accommodation procedure directly from the college coordinator.

RESIDENCE PERMITS AND RIGHT OF RESIDENCE:

EU citizens (including EEA and Swiss Federation) – in order to obtain the right of temporary residence in Estonia, EU citizens must register themselves as citizens of Tartu within three months from the date of entering Estonia. That can be done in the Population Register Office in Tartu. Please see on web: <http://www.ut.ee/en/admissions/eu-citizens-right-residence>.



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Non-EU citizens – for more detailed information on visas and residence permits please see on web: <http://www.ut.ee/en/studies/practical/before/residencepermits>.

PRACTICAL INFORMATION:

Our website provides information necessary to know before arrival, how to get to Tartu, cost of living etc. More information is available at <http://www.ut.ee/practical>.

ESTONIAN LANGUAGE COURSES:

There are Estonian language courses available offered mainly by the College of Foreign Languages and Cultures of the UT. For further information, please consult the following webpage: <http://www.maailmakeeled.ut.ee>

INFORMATION ABOUT TARTU:

Tartu is the second largest city of Estonia, lying 185 km south of Tallinn, is also the center of Southern Estonia. More information: www.tartu.ee

CONTACT INFORMATION:

All questions you might have related to your Erasmus experience at the UT should be addressed to:

Ms Annika Kalda
International Student Coordinator
Incoming Erasmus Students
E-mail: annika.kalda@ut.ee
Tel: +372 737 6085

