



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
Institutional code:	EE TARTU02
Homepage of university:	www.ut.ee
Postal address:	International Student Service Ülikooli 18-134 Tartu 50090 Estonia
Homepage for incoming students:	www.ut.ee/studies
Facebook:	www.facebook.com/tartuuniversity
Twitter:	http://twitter.com/tartuuniversity
Youtube:	http://www.youtube.com/tartuuniversity

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

APPLICATION PROCEDURE:

All the necessary information, documents and forms can be found on the 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 out, submit it and print it out. It has to be signed by home institution's coordinator and a student! Home university application form is not suitable! Application deadline: **June 1, 2014 for EU students, Mai 1, 2014 for non-EU students.**
 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 – valid passport copy)
 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 of the universities where English is the language of instruction). **English language requirements** – see more in our website: <http://www.ut.ee/en/studies/exchange-and-visiting-students/exchange-students> (Self Assessment Grid). **PS!** The proof of language must clearly state your level corresponds at least **B2** according to CEFR.
- Learning Agreement** (only if required by your home university).

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

English taught courses are available on our website: <http://www.ut.ee/en/courses-taught-english>. The list of English taught courses for the autumn semester will be available by the end of March 2014. **Keep in mind!** Short-term international students need to take at least **15 ECTS per semester** at the University of Tartu. Your home institution might also have certain requirements as to 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. Changes can be made to the originally proposed study plan by filling in the form for the changes to original Learning Agreement.



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All documents has 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 faxed or emailed documents!

Deadlines for applications:	<u>autumn semester</u> May 1 – non-EU applicants June 1 – EU applicants <u>spring semester</u> November 1 - all applicants
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ADMISSION TO THE UNIVERSITY OF TARTU

After all applications have arrived we will start to process them. After careful evaluation, the faculties at the University of Tartu inform the International Student Service of their decision (**within 3–4 weeks after receiving the documents**) and in case of an acceptance, you will be notified via online system first. Student will be provided 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 2014/2015 are:	Autumn semester begins on 01.09.2014 and ends on 01.02.2015 . Spring semester begins on 09.02.2015 and ends on 28.06.2015 See the academic calendar: http://www.ut.ee/en/studies/practical/calendar
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ACCOMMODATION

Student has to apply for accommodation in order to guarantee a place in the dormitory! Fill in the online application form for the spring semester by **July 28**: <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 115 EUR. Deposit is 80 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 also be found here: <http://www.ut.ee/en/admissions/student-housing>.

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/studies/practical/before/residencepermits>

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. For more information see on web: <http://www.ut.ee/practical>



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ORIENTATION COURSE

At the beginning of each semester, the International Student Service offers an Orientation Course for all incoming international students. The Orientation Course, organized jointly by the International Student Service and the academic units of the university, is designed to help new international students get to know each other, the university and the town.

Web: <http://www.ut.ee/en/orientation-course-international-students>.

ESTONIAN LANGUAGE COURSES

There are Estonian language courses available offered mainly by the Language Centre of the University of Tartu. For further information, please consult the following webpage: <http://www.ut.ee/en/courses-taught-english>. The list of courses taught in English in the autumn semester 2014 will be available from the end of March.

CONTACT INFORMATION

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

Ms Heilika Leinus
International Student Coordinator
Incoming Erasmus Students
E-mail: heilika.leinus@ut.ee
Tel: +372 737 6085

