

Instructions for completing the registration form and for the application process

The Mobility Online registration form is open from February 1st at:

<https://kvl.it.helsinki.fi/mobility/MobilitySearchServlet?sprache=en&identifier=helsinki01>

- 1) Choose "*Faculty of Law*" under "*Faculty*"
- 2) Choose "*2012-2013*" under "*Academic year*"
- 3) Choose the country where your first choice destination is located
- 4) Choose "*Show exchange details*"
- 5) Choose your first choice destination (possible 2nd and 3rd destinations will be chosen later)
- 6) Log in with your university password (the one you use to log in to Webmail and ALMA)

Fill in the registration form as follows (personal details are generated automatically from Oodi)

- 1) "Data concerning current studies at the University of Helsinki"
 - fill in how many years you have studied at the UH ("*Number of higher education years...*")
 - fill in the total amount of credits completed at the UH ("*Total number of credits*")
 - fill in the amount of credits completed at the faculty ("*Total number of credits in your major subject*")
 - calculate your GPA of the grades achieved at the faculty ("*Cumulative GPA...*")
 - fill in the information of previous studies abroad (degree/exchange etc)

- 2) "Data concerning the stay abroad" (basic information of the 1. choice is automatically available on the form)
 - choose "*MA*" for the level of the courses you plan to take at the host university
 - estimate the dates of the study abroad period based on the information given on partner university's home page
 - choose possible 2nd and 3rd destination, "*Law*" under "*Field of Study*", level of study and estimated dates of the study abroad period NOTE! In case your 2nd and 3rd choices are from other exchange programme than the first choice (Erasmus/Nordplus/bilateral), you must fill in new registration form.

- 3) Indicate your language skills on "*Language competence*" (detailed information about language skills and CEFR level must be included in the motivation letter)

- 4) Fill in "*Data of contact person in case of emergency*"

- 5) Copy your motivation letter to "*Other information*" and if needed fill in "*If you need any special arrangements...*"

- 6) Send the form by "*Send application*". After sending the form it is not possible to make any amendments to the form. NOTE! At this point you have only filled in the registration form, which is not the application.

The application process continues as follows:

7) You have received an automatic email from the Mobility Online application system where you can find more information about how to proceed with your application process.

8) When you log in to your application account, you will see your first choice destination. (link to your application account is available in the automatically generated email you have received)

- *"Necessary steps"* indicate what is still to be done before submitting the application package to the faculty
- compulsory steps need to be taken in the given order
- on top right *"Reload Workplace"* takes you back to the basic view of your application account

9) Learning Agreement, LA

1) take time to consider the course offer of the partner universities and which courses would comply with your degree, and how they could be transferred to your degree

2) choose *"Complete Learning agreement"* to fill in the LA for your first choice

3) choose the white paper next to *"You have no courses on your LA yet"* to start filling in the Learning Agreement

4) fill in the names and credits of the courses you are planning to take on student exchange (course codes etc are not needed) and fill in your suggestion for credit transfer

5) add new course by choosing *"Enter further courses"*

6) if you have applied for several destinations within the same exchange programme fill in LA for the 2nd and 3rd choice starting with *"Complete Learning Agreement for the 2. choice"*

7) print LAs by choosing *"Print Learning Agreement"*

10) Print the form (*"Print application form"*), sign it and submit it with all required documents to the faculty as instructed in the call for applications.

NOTE! Technical support to use the Mobility Online application system is available in the International Mobility Services in the Main Building (Fabianinkatu 33, 1st floor, email: kvl-admin@helsinki.fi tel.+358 9 191 23424).