APPLICATION INSTRUCTIONS FOR VISITING STUDENTS

Who can apply?

Visiting students are students whose home university does not have a student exchange agreement with the University of Helsinki, but who would like to complete part of their degree at the University of Helsinki.

The faculty in question can offer a visiting student status (free movers, non-exchange programme students) at undergraduate, graduate or postgraduate level for a student who is enrolled and actively studying as a BSc/MSc or PhD student at a university outside Finland.

The prerequisite is that the student will take courses or do an internship/thesis work/PhD research at the University of Helsinki and that the credits/courses/research completed at the University of Helsinki are approved as a part of the student’s degree at his/her home institution.

A Visiting student may also be a person who has received a scholarship (e.g. from CIMO, Fulbright Center or Erasmus+ training SMP) or the applicant presents other compelling academic reasons.

Visiting students receive credit for all of their work but are not able to obtain a degree. The visiting student status is normally valid for a minimum of three months and a maximum of one academic year.

Visiting students do not need to pay tuition fees at the University of Helsinki.

How to apply?

Application deadlines:

For course work:
For academic year or autumn semester:
  - April 15: citizens of non-EU/EEA-member states
  - May 15: citizens of EU/EEA-member states, Iceland, Liechtenstein, Norway and Switzerland

For spring semester
  - September 30: citizens of non-EU/EEA-member states
  - October 15: citizens of EU/EEA-member states, Iceland, Liechtenstein, Norway and Switzerland

For internship/thesis/PhD students:
There is no official deadline, but the online application should be filled in and submitted with all the required enclosures at least two months (EU/EEA citizens) or three months (non-EU/EEA citizens) before the planned period.

Application:

To apply for the visiting student status fill in the application in the Mobility Online application portal and upload all required documents (see below) to the system. Please choose the heading for visiting student applications from the top of the page. After filling in the application you will receive an automatic email sent by the system. Next you need to register to the system and fill in more information before the application is complete.
The applicants should apply for the visiting student status from the Faculty he/she plans to study/receive the credits in.

Visiting students for course work:

The following documents (as pdf) must be uploaded to the Mobility Online application system by the deadline:

- Fully completed and signed application form (from Mobility Online, including a letter of motivation)
- Certificate of Language skills
- Official transcript of credits, i.e. an official list of courses completed at student’s home university by the time of the application
- Preliminary Learning Agreement approved and signed by the appropriate person at the student’s home university

Visiting students for internship/thesis work/PhD research:

The prerequisites for a visiting student status are that the student has already secured a supervisor at the University of Helsinki and receives credits for internship/thesis work/PhD research at the hosting unit. If you do not have one yet, you can use tuhat.halvi.helsinki.fi/portal/en/ to look for a potential supervisor.

Following documents (as pdf) must be uploaded to the Mobility Online application system before the application can be processed:

- Fully completed and signed application form (from Mobility Online, including a letter of motivation)
- Certificate of Language skills or a clarification of sufficient language skills from the supervisor at UH. The faculty may ask the student to demonstrate further evidence of sufficient language skills
- Official transcript of credits i.e. an official list of courses completed at student’s home university by the time of the application or authorized letter (or equivalent) from the student’s home institution proving that he or she is enrolled as a postgraduate (doctoral) student there
- Preliminary Learning Agreement approved and signed by the appropriate person at the student’s home university
- Invitation letter (including dates for the visiting period) from the academic contact person who has agreed to supervise student’s work at the UH.

The Learning agreement and an invitation letter from the UH supervisor may also be replaced with one of the following documents:

- Research plan / agreement for traineeship (e.g. Erasmus+ traineeship (SMP)) approved and signed by the appropriate persons at student’s home and host university
- In CIMO Fellowship or Fulbright scholarship: Copy of decision or agreement for a scholarship, signed by UH representative

It is recommended to include also:

- Traineeship/placement agreement signed by the student and supervisor at host unit if the student is coming for training

Note!

- China scholarship Council and CIMO fellowship applicants apply to the University of Helsinki according to the normal visiting student application deadlines listed above. During the funding
application process, China Scholarship Council may ask for an acceptance letter from the University of Helsinki. Because University of Helsinki has its own application deadlines, which are different from CSC, applicants can get an invitation letter from their potential supervisor at the University of Helsinki for CSC, which explains UH's application process.

- Applications are processed only after the application deadline. Late applications are not considered. Applicants receive information on acceptance via email about 6 weeks after the application deadline.
- Applications that are not complete (e.g. there are documents missing) will not be processed.
- All the requested documents must be in either in Finnish, Swedish or English. In case the applicant’s home university does not provide transcripts in any of the aforementioned languages, the applicant is responsible for translating the document him/herself. Such a document needs to be either a certified translation of the original document or the sending institution needs to verify the translation with a stamp and a signature.
- Use of forged or invalid documents causes a cancellation of the student's admission.
- Application documents are not returned to the applicant.
- Faculties consider every application for visiting student status individually. The number of places for visiting students is limited and students coming via official exchange agreements are given priority.
- Training agreements should not be sent to the International Exchange Services nor to the Faculty Office before they are signed by all parties. Training agreements are signed and agreed upon by the academic host at the receiving unit, usually by the supervisor.
- Students are strongly recommended to have a good personal insurance. More information on insurances at [https://www.helsinki.fi/en/health-insurance-and-students](https://www.helsinki.fi/en/health-insurance-and-students)
- Fixed-term right to study granted to visiting students is not intended for mobility between Finnish institutes of higher education. Instead, students enrolled at a Finnish institute of higher education as degree students should apply for the right to complete flexible studies (JOO scheme) or non-degree studies at the University of Helsinki.
- Housing for visiting students: [https://www.helsinki.fi/en/studying/new-students/housing](https://www.helsinki.fi/en/studying/new-students/housing)

For further information, please contact the International Exchange Services, studentexchange[at]helsinki.fi

Faculty Specific requirements (if any):

Faculty of Veterinary Medicine:

When applying for clinical practice: In case the student has not yet passed some of the clinical theory courses but will have by the time she/he starts studies in Helsinki, she/he has to include list of those courses in the application. Students should also mention their previous and forthcoming clinical practice experience in the application.