

Administrative information



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All students

- Make sure that your **name** in SIS is correct (as in your passport/ID)!
 - Contact Anu when your name needs to be corrected.
- Check other contact info in SIS if it is up to date!
 - We might need to contact you quickly by phone, etc.
 - You will remain a student of UT during second study-year
→ info in SIS is still needed.
 - Foreign bank account number cannot be added → send email to Anu with foreign bank account info (IBAN, Bank name and SWIFT/BIC code).

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Transfer to second year

- Information packages sent during the **Spring semester**
 - please ask for information about the TRP!
 - If and how you can use your Estonian TRP during second year.
 - What kind of rules apply for EU citizens?
 - If you have not received your acceptance letter and additional information by May – contact Anu!!!
- You need to show diploma at UU!
- **Arrival dates to second-year universities**
 - **UU:** Arrival Days - Aug 21-22, 2024
 - **AAU:** (latest) Aug 26, 2024 (start of orientation week)
 - **UCBL:** Sept 2-3, 2024?
 - If different from information sent by second-year university then go with the date(s) sent by the second-year university!

Erasmus+ mobility grant



- For students without the EU scholarship
- For studies, traineeship
 - Can be combined – up to 12 months in total
- Information about Erasmus+ mobility: <https://ut.ee/en/erasmus>
 - Applications are accepted: **01.02.2024 – 08.03.2024**
 - Applications submitted via SoleMove:
 - Transcript: ask Anu
 - Motivation letter
 - Proof of proficiency of language in instruction (English)
 - **NB! Ask how long the study period at second-year university is!**
- Number and amount of scholarships:

University	AAU	UCBL	UU
Exchange places	3	5	2
Scholarship amount (last year)	674 EUR/month (up to 12 months)	674 EUR/month (up to 12 months)	674 EUR/month (up to 12 months)

- You compete with other institute or faculty students!

Transfer to second year

- Anu will send your first-year transcripts to your second-year universities
 - in the **end of August** – internship needs to be completed
 - keep us updated on the internship status!
- Prolongation of your Estonian bank account
 - access and terms for using abroad
 - Erasmus Mundus scholarship holders – see more details in your student agreement.
 - Erasmus+ mobility grant is transferred to Estonian bank account only!

Final documentst from UT

- Issued after UT receives your final transcripts from second-year university
 - sending the transcripts is managed by the administrative people
 - **takes time: roughly 3-8 weeks after receiving the transcripts**
- Retrieiving your final documents from UT:
 1. graduation ceremony in the middle of June next year
 2. graduation office at UT (Jakobi 1) – during work days from 9-17
NB! It is a good idea to notify them that you plan to come (Helen Asveit, helen.asveit@ut.ee)
 3. by tracked post (Anu will send) or someone else will pick up/deliver
 - statement necessary
- Anu will send an information e-mail after the defence

! If you have not received any information one month after defence,
■ contact Anu (anu.teearu@ut.ee)



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Final documents from second-year university

- Please ask what you have to do to receive them!



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If any questions, problems arise –
please let us know!