



# Practical aspects of exchange studies

International Mobility Services 9.4.2026



# Timetable:

9.00 - 9.45 International Mobility Services

9.45 -10.00 Culture shock

10.00 - 10.20 Security aspects

Break 30 min

10.50 - 11.30 Health risks in travelling, FSHS

11.30 - 12.00 Matters of financial aid for students, KELA

**Country-specific groups Thursday and Friday (in Finnish)**



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# Before the exchange 1/6



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- Application instructions are sent directly from the receiving university in spring for students leaving in autumn 2026 (and after summer for those leaving in spring 2027).
- Follow the instructions and timetable of the host university carefully. Most applications are completed digitally.
  - If requested, you can send or bring the documents to International Mobility Services of Tampere University.
  - Certificate of English language proficiency and transcript of records can be ordered at [opintotoimisto.tau@tuni.fi](mailto:opintotoimisto.tau@tuni.fi). Note, that you can print out transcript of records in SISU in English as well.
- Make sure your passport is valid through the entire exchange period
  - Note, that many countries require that the passport is valid at least three months (or even six months) after leaving the country.
- Remember to start the process of residence permit or visa application soon after receiving letter of acceptance from the receiving university.
  - Instructions can generally be found on the website of the country's embassy or consulate.
  - The residence permit requirements have to be revised individually according to your nationality and the country of destination.

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## Before the exchange 2/6

- Acquire an extensive travel insurance after receiving a letter of acceptance from your host university. The duration of the insurance must cover at least the duration of the exchange (separate insurances for the traveller and baggage).
- Consider purchasing coverage for cancellation and changes when buying tickets and boarding passes.
- Submit a travel notification to the Ministry for Foreign Affairs before your departure: [www.matkustusilmoitus.fi](http://www.matkustusilmoitus.fi)
- Submit a change-of-address notification to the Digital and Population Data Services Agency and the Post Office
- Find out if you can travel to your destination in a more sustainable way than flying
  - Erasmus-students can apply for financial aid for green travel. The amount of financial aid varies depending on the distance to the destination.
  - Websites: <https://maatapitkin.net/>, <https://www.rome2rio.com/> ja <https://www.omio.com/>
  - "Maata pitkin matkustavat" Facebook group.

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## Before the exchange 3/6

- Apply for changes in your financial aid for students, for studying abroad, well in advance. No certificate of exchange is needed for KELA, since the information is transmitted between the systems automatically.
- Register to Tampere University as either present or absent for the semester
  - As absent you do not need to pay TREY-fee, neither will you have the student benefits and discounts or FSHS services for the semester.
- Apartment in Finland (releasing the apartment, TOAS options, such as transfer of the right to tenancy and temporary assignment of apartment, subleasing etc.)
- Find out if your host university will acquire you an apartment or if they can assist you with finding an apartment. Most often you are responsible for finding the apartment for yourself for the exchange period.



## Before the exchange 4/6

For Tampere University the necessary documents for all outgoing exchange students are:

- 1) Preliminary study plan and
- 2) Grant agreement

These must be taken care of well before the beginning of the exchange in Mobility Online portal.

About the preliminary study plan:

- The preliminary study plan should include courses for ~30 credit points in total.
- Only the courses of the receiving university will be counted as courses completed during the exchange. This means that possible courses of Tampere University completed during the exchange will not be included in the total.
- Only academic courses of the receiving university are accepted. You may freely complete other courses, but be aware that they will not be counted toward the total number of credits earned through exchange studies.

# Before the exchange 5/6



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- Around 80% of the grant will be paid beforehand, and the rest of the grant is paid after submitting all the necessary documents and exchange report, after the exchange period.
  - The first part of the grant is paid around one month before starting the exchange, assuming you have signed the grant agreement in time. (TAU grants need not be applied for separately. Bank details will be asked during the Mobility Online steps.)
  - The amount of grant varies depending on the destination, the sums can be found on Tampere University Student's Guide.
  - **Attention!** Erasmus-grant is re-calculated after the exchange according to the actual days completed, and it is possible that the second part of the grant will not be paid, or student may even have to return some of the grant, if the exchange is much shorter than anticipated.
- All outgoing Erasmus exchange students have the opportunity to take an OLS language test (not mandatory)
  - Online Language Support = OLS is The European Commission's online language training service
  - OLS offers the opportunity to study languages and track your progress online. On the OLS platform, you can study any of the languages available there. Language training is not limited to the duration of your exchange, so you can continue to develop your language skills on the OLS platform even after your exchange has ended.

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## Before the exchange 6/6

- If you cancel the exchange yourself before departure, you are responsible for any exchange-related costs that have already been generated. If your grant has already been paid out, you will have to return it.
- Do not make any payments (e.g., security deposit, plane tickets) until you have received your final acceptance letter and confirmation that you will be allowed to enter the country. Be wary of scammers, especially when renting an apartment. Do not pay until you know exactly what you are renting.

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## During the exchange 1/2

- Follow your host university's instructions regarding registration with the university and local authorities.
- If there are any changes to your studies or course selections, or if you are having difficulties with them, please contact the coordinator at your host university and the International Mobility Services at Tampere University in time.
- Erasmus- students: If there are any changes to your course selections during your exchange, you must complete Learning Agreement part 2 –form in Mobility Online portal.
- If you have completed a specific language course offered by the host university, remember to request a separate certificate of it for yourself.

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## During the exchange 2/2

- Find out about healthcare services: is student healthcare available, where the nearest doctor is, and how to proceed with a European Health Insurance Card or travel insurance
- If there are significant changes in your health that might affect your academic performance or the continuation of your exchange, please contact both your host university and the International Mobility Services at the Tampere University. Requesting a medical certificate and keeping it even after your exchange has ended is a good idea.
- If there are changes in the host country's circumstances, such as a natural disaster or an emergency, the exchange may be suspended without sanctions. However, this must first be agreed upon between the host university and Tampere University.
- Remember to check regularly your Tampere University's email account during the exchange, as well.

# Before returning home



- Find out how to get your Transcript of Records of your completed exchange studies
  - If possible, ask for a copy of the transcript before you leave.
  - If you are unable to obtain the document before your departure, please ask your local international office to send it to you or to the International Mobility Services at Tampere University.
- Erasmus-students: remember to ask for a Letter of Confirmation, stating the duration of the exchange.
  - The actual duration and the amount of grant will be calculated based on the starting and ending dates marked on the Letter of Confirmation –form after the exchange.
  - Orientation at the host university and possible travelling by land to your destination will be included to the duration of the exchange.
- Find out if you can travel back home in a more sustainable way than flying.

# After returning home



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- Apply for the recognition of prior learning in SISU after receiving the transcript of records from your host university.
- Writing and submitting your exchange report via Mobility Online portal should be done shortly after returning from your exchange, but no later than two months after your return.
- The second part of the grant will be paid once all required documents have been submitted.
  - All students: Exchange report and transcript of records
  - Erasmus-students: the above mentioned and Letter of Confirmation and EUSurvey.
  - Note, that the total amount of credits completed during your exchange should be 5 credits for every full month of exchange.
- Submit a change-of-address notification to the Digital and Population Data Services Agency and notify KELA that you now live in Finland again.
- International student tutoring: you can continue to develop your international competencies after your exchange by applying to be an international student tutor for incoming exchange students and international degree students in Tampere University.

# Questions



- Can I take master's-level courses during my exchange and include them to my bachelor's degree?
- How many courses should I take during the exchange?
- Will Tampere University's IT environment (Andor, Word, Mot, etc.) be available during the exchange period?
- How do I apply for a grant or financial aid for travelling?
- Where else can I apply for an exchange grant, other than Tampere University?
- Will small amounts of income earned during the exchange affect the Erasmus grant?

# Have a wonderful and unforgettable exchange experience!



**Go Global!**

If you have any further questions, please contact us:

- International Mobility Services: [mobility.tau@tuni.fi](mailto:mobility.tau@tuni.fi)

## More information on Student's guide:

Instructions for outgoing students:

- [Before student exchange](#)
- [During student exchange](#)
- [Returning from student exchange](#)
- [Lähtöorientaatio vaihtoon lähteville](#) (in Finnish)
- [Sustainability in student exchange](#)



“I learned valuable things about other cultures and came to appreciate my own culture. I became more open-minded, more flexible, and more courageous.”

**Ella**  
Faculty of Social Sciences

**Exchange destination:**  
Taiwan