

#### **Registering at UEF Spring semester 2024**

29 November 2023, Student and Learning Services, Saija Hokkanen and Salla Turunen

UEF// University of Eastern Finland



# Where can I find the registration instructions?

- → <u>https://kamu.uef.fi/en/</u>
- → <u>Orientation for new students</u>
- → <u>Registration instructions for new students</u>

### New exchange students

- Study right starts 8 January 2024
- Registration online
  - You can register online before your arrival in Finland
  - If you join the student union, attach the membership fee payment receipt to the registration form
- Registration in person at the Student and Learning Services
  - On campus after you have arrived in Finland
  - If you join the student union, bring the receipt with you



# New Bachelor's and Master's degree students' registration period

In person or by email: by 15 January 2024

Holidays at the end of the year may cause delays in responses



# New bachelor's and master's degree students

- Study right starts 1 January 2024
- Register in person or remotely
  - Fill out the registration form
  - Pay the Student Union membership fee
  - Provide a copy of your residence permit card, if you have one



# After you have sent your registration form

- The Student and Learning Services will save your registration in the student register Peppi.
- Once your registration is complete, we will contact you by email.
- You will receive a study certificate.

### Information about registering as absent (degree students only)

- Registration instructions for new students
- 1<sup>st</sup> year students must have a statutory reason for registering as absent.
- Contact your programme coordinator
- Contact <u>opiskelu@uef.fi</u>
- Note! If you have already registered as being present for the spring 2024 semester, you cannot change your registration to absent after **15 January 2024**.



### **Questions about registration?**

- Registration instructions for new students
- Student and Learning Services' customer service contact information
  - Email address: <u>opiskelu@uef.fi</u>
  - Phone number: +358 29 445 8900
- **Note!** Holidays may cause delays in responses



### **Current opening hours**

<u>https://kamu.uef.fi/en/tietopankki/during-</u> <u>studies/support-channels-to-students/</u>



#### **UEF username**

- To access the university's electronic services, you need a UEF user account.
- You will receive an automated email when the activation is possible.



## Your UEF username will only start working when:

✓Your study right has begun (for most exchange students 8 January and for most Bachelor's and Master's students 1 January).

✓You are <u>registered as present</u>.

✓You have registered as an <u>MFA user</u>.

✓You've been strongly identified by the UEF Digital Services. The Digital Services will invite students by email to be strongly identified in the Candour identification service.

✓You have activated your UEF username.



#### **Useful tip:**

to login to the UEF systems (email, for example) you have to login as <u>username@uef.fi</u>, do not use your whole email address so leave out the word "student" which is in your email address!



### **Digital Services' service desk**

More information on the UEF user account and activation, Digital Services' contact channels and information:

https://www.uef.fi/en/unit/digital-services

servicedesk@uef.fi

#### Welcome to UEF!

#### We are in the middle of knowhere. UEF.

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