



# Exchange Students: Requirements and Documents for Exchange

2.9.202



# Requirements and Documents for Exchange

- Make sure you know the requirements of your **home university**.
  - How long you should stay?  
(In Erasmus the length of your study period determines the amount of scholarship.)
  - How many credits are required?
  - What kind of courses?
  - What kind of grades?
  - What kind of documents and when they should be submitted?



# Dates on the Documents

Study period

- For the **Autumn Semester 2025** = from 1 Sept to 12 Dec 2025
- For the **Full Academic Year** = from 1 Sept 2025 to 29 May 2026
- For the **Spring Semester 2026** = from 7 Jan to 29 May 2026

Training periods may have different dates.

- **Date of signature** is always the date when the document is signed.



# Documents for Exchange

## On Arrival

- Some universities require a **Confirmation of Arrival** or a **Confirmation of Enrollment**
- Päivi Haltilahti signs and stamps these for Joensuu and Kirsi Konttinen for Kuopio
- The updated **Learning Agreement** is always signed by your **departmental coordinator** for exchange studies:  
<https://kamu.uef.fi/en/student-book/study-coordinators/>



# Documents for Exchange

Before returning back home

- **Letter of Confirmation** (stating the length of your exchange). UEF can issue this document seven days prior to your departure at the earliest. **Please note that your home university may have different requirements for the dates.**
- Digitally signed **Transcript of Record** is available from Peppi: <https://kamu.uef.fi/en/tietopankki/forms-and-certificates/electronic-transcript-records-certification-student-status/>



# Documents for Exchange

Before returning back home

- Please **DO NOT LEAVE** the campus city before contacting Päivi Haltilahti in Joensuu and Kirsi Konttinen in Kuopio.
- Letters of Confirmation prove your **physical stay** on campus and they cannot be given after you have left.



We hope you will enjoy your exchange period with us!

