

Application instructions

Aalto students can apply for exchange according to a set timetable per academic year for each Aalto School. The online application form is open only during the application rounds.

There are two phases in the student exchange application:

1. In the first phase Aalto University selects its candidates for each exchange destination (Aalto internal field-specific application)
2. After this, the selected candidates apply to the foreign destination university. Usually there is a separate application that needs to be submitted (+ some appendices). **The destination makes the final and official decision on the acceptance of the student.** It might take a while before the official decision is made – please be patient!

Application instructions and dates

All Aalto schools have their main application period for exchanges in academic year 2020-2021 on 10 January - 31 January 2020, excluding BIZ Mikkeli campus and exchange destinations in Japan in the field of technology.

Please check exact details of each application period below, according to the correct school/field.

Application dates to ARTS destinations

Application period for:

- autumn term 2020 **10 - 31 January 2020 at 23.59**
- academic year 2020 - 21
- spring term 2021

Application period for: **Autumn 2020**

- spring term 2021

The online application must be sent no later than (local Finnish time) on the date of the deadline. Late or incomplete applications will not be processed.

Note that the application dates above concern only application to ARTS destinations. For information on free mover application dates, see *Free mover exchange* below.

All applicants will be informed of the selections by email approximately in 2 weeks after the application deadline. Please note that we do not comment the selections before that. If you are not chosen to any of the destinations which you have chosen, we can suggest you other possible open destinations.

Student exchange info sessions

Information on upcoming info sessions will be available here before the application round starts.

- Tuesday **14.1.2020** at 15.15 - 16.45, room F102 (Väre). Info will be held **in Finnish**.
- Friday **17.1.2020** at 11.00 - 12.30, room F102 (Väre). Info will be held in English.

Before applying

- Read the [ARTS Selection Criteria and Terms of Exchange](#).
- Check the open destination from the [ARTS Destination Database](#).
 - For more information on where you can apply, please see below
- **Check the possible destination specific language and other requirements from the host university's website and the [ARTS destination database](#).**
- Read instructions on how to plan your exchange studies under [Planning the exchange](#).
- Check from your academic advisor if you can participate in student exchange and what studies you can complete during your exchange.

Where can you apply to

- **Open places will be published by the beginning of each application round.**
- Not all destinations are open on each application round.
- You can apply to destinations which are marked open for your degree programme, major and study level (i.e. UG, MA, PHD) in the [ARTS destination database](#) for the following semester/academic year.
- In the spring's application round, you can apply for destinations where the exchange starts the following autumn or spring.
- In the autumn's application round, you can apply for destinations where the exchange starts the following spring.
- If a destination or the number of open places for it is not available in the ARTS Destination Database, you cannot apply to such destination.

- You can apply to max. of 3 destinations, in a binding order of preference.
 - All applicants are strongly recommended to apply to more than one destinations!
- In the autumn semester's application round you CANNOT apply to destinations where the number of remaining seats is 0 in the ARTS destination database.
 - I.e. Remaining seats 0* means that there are NO open places available.
- To destinations where number of seats/remaining seats is specified for a certain semester (autumn/spring) there are places available ONLY for the indicated semester. For example;
 - Remaining seats 1 (Autumn)* means that there is 1 place available but only for the autumn semester.
- Bachelor level applicants can apply to destinations which are open for their degree programme, BA-level and their major.

Application

- To apply for student exchange you have to fill in and submit the Aalto ARTS Outgoing Student Exchange Application which is open in the [ARTS Study Abroad Portal](#) during the application rounds.
 - Fill in only 1 application.
 - If you are applying for Freemover exchange (i.e. to a destination which is not ARTS partner university), please fill in and submit the *Freemover application* below. For more information, please see the instructions below.
- Do not use Internet Explorer as your browser when filling in the online application.

Appendices

Upload the following attachments to the online application. Without them the application cannot be submitted. Scan the attachments in PDF (other file formats are not accepted). The max. size for all attachments in total is 10 MB.

- ARTS Study Plan form to each destination you have chosen**
 - Forms have to be signed and approved by your degree programme's academic advisor** (or Study Coordinator, in some programmes)
 - Personal study plan (HOPS) or other types of attachments are NOT accepted instead of learning agreement!
- Official transcript of records**
 - You can print it from Oodi
- Language certificate(s) (e.g. certificate provided by the Aalto Language Center, IELTS, TOEFL) if you are applying to destinations which require a language certification.
 - Check from the destination's website AND ARTS Destination database if a language certificate is needed and what type of certificate is required!
 - If you have not attached the required language certificate to your ARTS application, your application to the destination in question will NOT be taken into consideration.

Remember to acquire all the required attachments well before the deadline. **Late attachments are not accepted. Incomplete applications are not processed.**

If you have had a long term medical condition which has had a negative impact on your studies while you have been registered at ARTS in your current degree, please attach a medical certificate to your application.

If you have worked/are working in the AYY as a board member during your current degree, attach a work certificate signed by the Chair of the AYY Board which includes your role in the board, working dates and social security number/student ID number.

To some destinations you might be required to deliver a letter of recommendation from your degree programme's professor **after** the ARTS selection.

Application schedule

Application period	10.–31.1.2020 at 16.15
Applicant's studies checked for selection	Wed 5.2.
Results of the selection	Fri 6.3.
Student deadline for accepting the place	Fri 13.3.
2nd round application period POSTPONED (updated March 17th, 2020)	(18.–25.3.2020 at 16:15)
Applicant's studies checked for selection	(Mon 30.3.)
Results of the 2nd round	(Mon 6.4.)
Student deadline for accepting the place	(Fri 10.4.)
All application deadlines are 16:15 Finnish time. Late applications will not be accepted.	

2nd round application period postponed

Due to the corona virus situation the second application round for the exchanges taking place during the academic year 2020-2021, has been postponed until further notice.

The application period will take place in May at the earliest. The dates will be announced on this page once decided. We apologize for the inconvenience, but count on your understanding.

January Exchange infos

Last exchange infos for the application round 2020-2021 will be held;

Mon January 13th, (in Finnish) 2.15pm - 3.30pm, Otakaari 1, A215, A2 [PDF](#)

Wed January 15th (in English) 2.15pm - 3.30pm, Ekonominaukio 1, T004 [PDF](#)

Powerpoint slides from these sessions will be uploaded to this page after the events.

Student exchange application results

Results of the exchange application round 2020-2021 have been emailed to the applicants. Students can check the place offered to them from the [application portal](#).

[Information on BSc and MSc Student Exchange selection 2020-2021](#)

Application

Application for exchange is made through [an online application form during the application times..](#)

Note that free movers apply with a separate online application form.

Students in the Mikkeli Campus apply separately, [see information under your degree programme](#).

- Please note that the available destinations will be confirmed before each application period. These will be announced on this site.
- You can apply to max. 10 destinations, in a binding order of preference.
- Every semester is marked as a separate alternative in the application. Please note that the online application does not rule out universities and semesters according to availability. Check the List of available exchange places 2018–2019 to see whether **the required level of studies** (UG = undergraduate / bachelor / KTK or G=graduate / master / KTM) and **preferred semester** are available at the university in question.
- Remember to check the semester dates of your destinations and plan your studies in Aalto University accordingly.
- If you are not selected to any of the options stated in the application form you can be offered a place in some other university if this has been marked in your application ("wild card option")
- Consult the BIZ [Selection criteria and terms of exchange](#)
- You can find the destinations on the page [Exchange destinations](#)

Appendices

The applicant must upload certain appendices to the online application. Without these the application is not complete and cannot be submitted.

Remember to add the International Study Module as your minor to eHOPS

Motivation letter

Students applying for Bachelor and Master exchange must write a motivation letter and briefly cover the following questions in English (altogether 400–500 words, approx. one A4 sheet):

- Why do you want to study at the University you have stated as your first preference in this Application Form?
- What kind of skills and knowledge do you expect to learn during the exchange semester and how will these skills support your future career?
- Student exchange agreements are based on reciprocity: in order to send Aalto BIZ students abroad we need to receive incoming exchange students from the same universities. How would you promote Finland, Aalto University and especially the School of Business to your fellow students while on exchange?

2. Curriculum Vitae (CV)

- CV can be either in Finnish or in English. CVs are only for office use and we will not forward them to the exchange universities.

Additional documents and actions required, depending on the case:

3. Additional documents to be submitted by BSc students applying for MSc exchange

- Scheduled BSc study plan and graduation date.

4. Relevant language certificates

- See more info at [Selection criteria and terms of exchange](#).

5. Please check the possible [destination specific requirements](#) such as other required certificates.

Main application period
10 Jan – 31 Jan 2020

The studies calculated for the academic index need to be registered to the student register by the end of the application period (31 January).

Exchange during the academic year 2020–21 in

- Europe (Erasmus+)
- Nordic countries (Nordtek)
- Asia
- Australia
- Latin America
- North America
- Russia
- Free mover scholarship

Second round application period
1 Sept – 20 Sept 2020

Exchange during the spring term 2021 only in

- The remaining places in the Erasmus+ programme
- Nordic countries (Nordtek)
- Possible other destinations will be announced before the application period begins.
- Free mover scholarship

Main application period
1 Nov – 2 Dec 2019

The studies calculated for the academic index need to be registered to the student register by 2 December.

Exchange during the academic year 2020-21 in

- Japan
- Free mover scholarship

Late applications will not be accepted.

Application

Application for exchange is made through [an online application form](#). The form is open until 23.59 on day of the deadline.

Free movers apply with a separate online application form, please see the instructions below.

The available destinations will be confirmed before each application period. You can apply to max. 3 destinations, in a binding order of preference. Every semester is marked as a separate alternative in the application. If you are not selected to any of your stated options, you may be offered a place in another university if this has been marked in your application ("wild card option").

Appendices

The applicant must upload certain appendices to the application. Without these the application is not complete and cannot be submitted.

1. Approved learning agreement (Erasmus+ destinations) / study plan (other destinations).
2. Transcript of records (in English, a digitally signed will suffice).
3. Language certificate (if necessary). If you have completed an English course at Aalto University Language Centre, the course will work as an English language certificate for most of the destinations. In other cases, please book an appointment with a teacher of the relevant language at the Language Centre. For some destinations you may need to have certificates of two languages. Examples of [English/French](#) and [German](#) language certificates. The required language certificates need to be ready when applying for exchange at Aalto, and attached to your application.

How to prepare the study plan/s for exchange:

1. Please use the Learning Agreement ([PDF / doc](#)) form for Erasmus destinations, and the [study plan](#) form for other destinations (Nordic countries and outside Europe).
2. The learning agreement / study plan must be signed by the planning officer and professor of your degree programme.
3. The study plan should contain **at least 30 ECTS per term spent abroad**. These credits must later be included in your degree at Aalto.
4. The study plan must for the most part correspond to the field of study specified in the cooperation agreement made between the school and the host university. For details, see the information given on each destination or contact the coordinator. Please note that you can usually not choose courses from both bachelor and master level, from many different fields of study or from different faculties/campus areas.
5. The study plan should clearly say to which modules (major, minor and/or electives) you are planning to place your exchange courses.
6. The study plan should be written either in English or in the language of instruction used in the host country.

Note that if you apply to several destinations, you must include a study plan for each of the destinations.

Please check the possible [destination specific requirements](#).

How to fill in the online application form

1. Open the electronic application form, but **do not use Internet Explorer**.
2. Sign in with your Aalto credentials. Open the info page at *Start a new application*. The application consists of several pages. The headlines of the pages can be seen on the left.
3. Please fill in the application page by page. Tick the box on *Mark page as complete* when you have answered all the questions on that page. You can save the application form and continue filling it later (during the application period).
4. List the exchange places you wish to apply for on the page *List of exchange places*, in an order of preference. *+Destination* allows you to add more options.
5. On the page *Relevant documents to be uploaded* please add the scanned, relevant application documents (signed Learning Agreement or Study plan, Official Transcript of Records, possible Language certificate) in PDF format. The maximum size of one file is 2 MB. You need to add a signed Learning Agreement or Study plan on each destination option you are applying for (excluding BIZ students!). However, one Transcript of Records and one Language certificate per language will suffice.
6. Please do not copy text to the application form (e.g. from Word) - this can lock the application and prevent the pdf document to be uploaded.
7. Send the application by clicking *Submit*.
8. Do not close the browser, but wait until the programme produces a pdf copy of your application. Please save the pdf copy as a receipt of the submitted application. In case the pdf is not generated and/or you cannot save it, contact the exchange coordinator of your School. Please do not fill in another application!
9. Sign out.
10. After submitting the application you cannot make changes in it. If you have questions on your application please contact the exchange coordinator of your Aalto School.

Free mover exchange

Please note that free mover applicants are responsible themselves for the host institution's application process and possible tuition fees, as well as other practical arrangements and costs. Also check [Exchange destinations](#). It is possible to apply for a free mover scholarship:

ARTS students who wish to complete their exchange in a destination which is not a partner university of ARTS can apply abroad for a free mover exchange and for the free mover scholarship. The free mover exchange and your exchange studies must be approved by your degree programme, before you apply to the host institution. The duration of free mover exchange is 3 - 12 months (excluding destinations with trimesters where the min. duration can be less than 3 months).

Before applying

- You must discuss with your own degree programme's professor/academic advisor what would be a suitable destination for you and what studies you can complete during the exchange.
 - For more information on how to plan the studies, please see [Planning the exchange](#).
- Read through carefully the [ARTS Selection Criteria and Terms of Exchange](#).
- Check from your host institution whether they accept free mover students, what studies they offer during your exchange period, if you have to pay tuition fees, and when the host institution's application deadline is.

ARTS freemover application dates

Application round for spring term 2020: **18.10. - 1.12.2019**

Application round for autumn term 2020 and academic year 2020 - 2021: **13.1. - 17.5.2020**

Submit the ARTS free mover application well before your host institution's application deadline! Please note that it will take 1-2 weeks to process your free mover application.

Application

The free mover application is completed online. The application is available in the [ARTS Study Abroad portal](#) during the application period. **After you have submitted the online application, print it and email it to ARTS coordinator out-exchange-arts@aalto.fi.** Please note that applications which have not been sent by email will not be processed!

Appendices

You must attach the following documents to the online application:

1. Approved [ARTS Student Exchange Plan- form](#) (i.e. study plan)
 - Note that you must complete approx. 30 ECTS during the exchange.
2. Motivation letter
3. Transcript of records

All the attachments have to be in English and in PDF format.

After you have been accepted for free mover exchange by ARTS, you can apply for the host institution. **After you have received the official Acceptance letter from your host institution you must deliver it to ARTS International Student Services!**

Free mover scholarship

The amount of the free mover scholarship in the academic year 2019- 2020 is 1500€/semester and 2500€/academic year. The grant is paid in 2 installments. First part (i.e. 1200€) is paid before the exchange, **after you have delivered your official acceptance letter to ARTS International Student Services.** The second part (300€) is paid after the exchange, after the student has returned all required exchange documents, provided that the student has completed the normal amount of credits, i.e. 30 ECTS/semester, during the exchange.

You can contact the ARTS coordinator if you are interested in a free mover exchange.

A school of Business student can apply for a free mover scholarship and the amount of the scholarship is 1500€/student in the academic year 2018–2019.

The electronic free mover application must be sent no later than 16:15 on the date of the deadline.

The application must always be submitted before the beginning of the exchange – it cannot be granted afterward! The free mover scholarship can usually not be granted to universities Aalto University School of Business has an exchange agreement with.

Please note that you should not use Internet Explorer as your browser when filling out the application.

The application must contain the following attachments:

- A copy of the acceptance letter of the host university
- Study plan ECTS learning agreement
- Course descriptions
- A copy of the official HOPS. NOTE! the exchange must be confirmed in the accepted HOPS, otherwise the scholarship cannot be granted.
- Transcript of records.

Requirements for the grant can be found from the [Exchange Destinations page](#).

Application deadlines for free mover scholarship 2018–2019

Exchange period: Autumn term 2018

Deadline for applications	20.4.2018
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All application appendices must be handed in by	4.5.2018
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Exchange period: Spring term 2019

Deadline for applications	9.11.2018
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All application appendices must be handed in by	23.11.2018
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You can apply for a free mover scholarship (1500€/semester or 2500€/academic year) online during the application periods for exchange studies (see the timetable above). As a rule, you should apply for the scholarship prior to the start of the exchange period. However, free mover scholarship can also be applied for during the exchange (within existing application rounds), but not after returning from the exchange.

- [Free mover application form](#)

You should attach the following documents to the free mover online application:

- Approved [study plan](#) (30 ECTS/semester, signed by the planning officer and professor of your degree programme).
- Transcript of records (digitally signed will suffice).
- Language certificate (if required).
- A copy of the acceptance letter from the host university (this can be submitted later on as well).

Students completing their master's thesis abroad may also be eligible to apply for a free mover scholarship for 3-6 months' thesis work abroad. If you plan to complete your thesis abroad, you should arrange the thesis position abroad independently. However, you must first consult your professor in Aalto about the possibility of completing your thesis abroad. In addition to having a thesis supervisor in Aalto, you need to also have a thesis supervisor in the university abroad. The thesis must comply with the thesis regulations of Aalto University in order to be accepted in Aalto.

The scholarship is not awarded to students earning a degree at the university abroad (except for students participating in international double degree programmes).

Some of the technical Schools may offer a tuition fee grant for outgoing free mover students. The scholarship sum is max. 2000 €. For details, please contact the exchange coordinator of your School.