

## UNIVERSITY OF TARTU – INFORMATION FOR INCOMING EXCHANGE STUDENTS

The information given applies to students who are nominated as exchange students to the University of Tartu (UT) by their home university within inter-university cooperation agreement, to study here for a semester or two. All students who have been nominated by their home institution must submit their application documents to UT.

### Student exchange coordinator:

Ms. Piret Maiste  
International Student Service  
University of Tartu  
Ülikooli 18, 50090 Tartu, Estonia

E-mail: [piret.maiste@ut.ee](mailto:piret.maiste@ut.ee)  
Tel: (+372) 737 6270  
URL: <http://www.ut.ee/en/admissions>

### 1. Application documents and requirements

The list of required documents and relevant forms are available at: [www.ut.ee/en/prospective-students/exchange-students](http://www.ut.ee/en/prospective-students/exchange-students).

1. **Online application form** – after submitting the online application form, it must be printed out (PDF document) and signed by home institution's coordinator and by a student;
2. **Transcript of records** issued by home university (in English, must bear an original seal and signature of an authorized official);
3. **Copy of valid identification document** (non EU applicants – a copy of the passport page stating the applicant's personal particulars);
4. **One photo** (3 cm x 4 cm; attach to the application form);
5. **Proof of English language skills** (not applicable for native speakers and students of the universities where English is the language of instruction).

Exchange students whose primary language is not English must meet **level B2 requirements** for English proficiency according to the Common European Framework of Reference for Languages. Please view these requirements here: European Levels - [Self Assessment Grid](#).

**Documented evidence is needed** to demonstrate student's English language proficiency. This could include an official letter from a language instructor at student's home university stating that student's English skills are sufficient to study abroad. If student has taken an international test of the English language (TOEFL, IELTS, etc.), please send us a copy of the test score. TOEFL iBT score must be at least 69/70; minimum IELTS score: 5.5.

Students must submit their online application form both electronically, as well as by regular mail. Online application system is open within the period from **March 15 to June 2** and September **15 to November 2**. Students will be provided with usernames and passwords, so that they can monitor their admission process online.

### 2. Deadlines for applications:

Autumn semester / full academic year:

**Non-EU citizens: May 1**

EU citizens: **June 1**

Spring semester:

All applicants: **November 1**

**All documents (hard copies) must be sent by regular mail to:** International Student Service, University of Tartu, Ülikooli 18-132, 50090 Tartu, Estonia.

**NB!** Application documents (hard copies) must arrive to the International Student Service by the deadlines indicated above.

Once students have submitted all required documents, UT will inform them about admission (within 4 weeks after the application deadline) and provide further information. Information about visas/residence permits and necessary documents for visa/residence permit applications will be sent along with the admission letter.

### 3. Academic year 2014/15

Autumn semester: from 01.09.2014 to 01.02.2015

Spring semester: from 09.02.2015 to 28.06.2015

Full academic calendar is available at: <https://www.is.ut.ee/pls/ois/tere.tulemast?viit=4558061>

### 4. Courses

The University of Tartu offers many English-taught courses in different disciplines for international students. Exchange students are free to select courses from different programmes and faculties to design their study plans for the coming semester. The list of courses taught in English is available at <http://www.ut.ee/en/courses-taught-english>. Timetables of the courses will be available at the beginning of the semester in the Study Information System.

**NB!** The list of courses taught in English in next autumn semester will be available on our website by the end of March.

Exchange students are required to take courses for **at least 15 ECTS per semester**.

The **non-intensive** Estonian language course for beginners is available for all international students. The university's Language Centre also offers courses for those interested in studying the Russian language; however, the courses will only be opened in case there are enough students ready to participate.

Please remember that UT has the right to cancel courses due to unforeseen circumstances and in case there are less students attending the course than anticipated. The minimum number of attendants is assigned for each course and is fixed in Study Information System.

### 5. Accommodation

Along with the admission letter, students will also receive instructions as how to apply for accommodation in one of the university's dormitories. All students are guaranteed a place in a twin room at one of the dormitories; however, they still need to **apply for housing** following guidelines they find in the admission package.

**NB!** Housing in the dormitory is guaranteed only if student's application documents for studies at UT arrive to the International Student Service by indicated application deadlines.

More information about residence halls can be found at: <http://www.campus.ee/en/residence-halls.html>

An important aspect to keep in mind is that all students, including exchange students, are required to pay a **refundable deposit fee for their housing**, the amount of that is **80 Euros**. It will be refunded to students unless there are some property damage caused and the deposit money is used to cover the cost of repair.

For further information about the accommodation, please have a look at this website: <http://www.ut.ee/en/admissions/student-housing>.

## **6. Orientation Course**

At the beginning of each semester, International Student Service offers an orientation course for all international students. Orientation course takes place about a week before the beginning of a semester and it includes:

- Meeting the representatives of the university and International Student Service;
- Introduction to the university's study system;
- Tour of the university, the library and the town in general;
- Meeting the tutors.

More information about the orientation course can be found at:

<http://www.ut.ee/en/studies/practical/orientation>.

## **7. Tutors**

Tutors are students who help newly arrived students to adapt into academic environment at the University of Tartu. They are ready to give additional guidance and information on several matters, varying from studies to living conditions in Tartu. All international students are divided into small groups and each group has a tutor. Students will be contacted by their tutor before the beginning of the semester by email.

## **8. Arrival**

International students usually arrive at Tartu or Tallinn Airport or Tallinn Harbour. Buses from Tallinn Bus Terminal to Tartu depart twice an hour on average and the trip takes about 2,5 hours.

Transportation is not provided by the International Student Service and all travel arrangements are student's responsibility. Further information is available at: <http://www.ut.ee/en/156155>.

## **9. Residence permits/visas**

Along with the admission package, students will receive information as how to apply for the Estonian temporary residence permit for study or for the long-term (D) visa.

Further information is available at: <http://www.ut.ee/en/prospective-students/residence-permits>.

## **10. Cost of living**

One needs approximately a minimum of 200-250 EUR per month in order to cover basic expenses in addition to housing costs.

Further information is available at: <http://www.ut.ee/en/studies/practical/before/cost>.

A lot of practical information can be found from our website: <http://www.ut.ee/en/prospective-students/non-study-information>.

Study-related information is available at: <http://www.ut.ee/en/prospective-students/study-related-information>.

**Information Sheet  
International Student Service  
University of Tartu**

<b>Name of institution:</b>	<b>University of Tartu</b>
<b>Address:</b>	<b>International Student Service Ülikooli 18, rooms 132 and 134 50090 Tartu</b>
<b>Website:</b>	<a href="http://www.ut.ee/en/exchange-and-visiting-students">http://www.ut.ee/en/exchange-and-visiting-students</a>

<b>Senior Specialist for International Studies, Head of International Student Service</b>	<b>Ms. Ülle Tensing</b> Tel: (+372) 737 5150 E-mail: <a href="mailto:ulle.tensing@ut.ee">ulle.tensing@ut.ee</a>
<b>Student Exchange Coordinator</b> Incoming and outgoing exchange students within inter-university cooperation agreements and ISEP program	<b>Ms. Piret Maiste</b> Tel: (+372) 737 6270 E-mail: <a href="mailto:piret.maiste@ut.ee">piret.maiste@ut.ee</a>
<b>International Student Coordinator</b> Incoming Erasmus and self-paying visiting students	<b>Ms. Elen Rüütel</b> Tel: (+372) 737 6085 E-mail: <a href="mailto:erasmusin@ut.ee">erasmusin@ut.ee</a>
<b>Traineeship Coordinator</b> Outgoing and incoming trainees, incoming exchange students (intergovernmental agreements, Fulbright, Estophilus, Nordplus programmes)	<b>Ms. Egle Rummel</b> Tel: (+372) 737 6019 E-mail: <a href="mailto:egle.rummel@ut.ee">egle.rummel@ut.ee</a>
<b>International Student Coordinator</b> Degree seeking students	<b>Ms. Kaija Murasov</b> Tel: (+372) 737 5152 E-mail: <a href="mailto:kaija.murasov@ut.ee">kaija.murasov@ut.ee</a>
<b>International Student Coordinator</b> Degree seeking students	<b>Ms. Merike Kala</b> Tel: (+372) 737 6031 E-mail: <a href="mailto:merike.kala@ut.ee">merike.kala@ut.ee</a>
<b>Erasmus Institutional Coordinator</b> Outgoing Erasmus students	<b>Ms. Jaanika Haljasmäe</b> Tel: (+372) 737 5151 E-mail: <a href="mailto:jaanika.haljasmae@ut.ee">jaanika.haljasmae@ut.ee</a> , <a href="mailto:erasmus@ut.ee">erasmus@ut.ee</a>
<b>Academic year</b>	<u>2014/2015</u> <b>Autumn semester:</b> from 01.09.2014 to 01.02.2015 <b>Spring semester:</b> from 09.02.2015 to 28.06.2015
<b>Application deadlines</b>	<b>Autumn semester:</b> May 1 – non-EU citizens June 1 – EU citizens <b>Spring semester:</b> November 1 (all applicants)
<b>Accommodation office</b>	<b>Student Village</b> Narva mnt. 25 51013 Tartu Tel +(372) 740 9959, Fax +(372) 740 9958 E-mail: <a href="mailto:info@campus.ee">info@campus.ee</a> <a href="http://www.campus.ee">www.campus.ee</a>