



JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

Departure orientation for students going abroad

International Office



Checklist for outgoing students

- <https://www.jyu.fi/en/for-students/instructions-for-bachelors-and-masters-students/internationalisation-and-student-exchange>

Before departure

Departure checklist: Things to do before the departure.



During exchange

Things to do during the exchange.



After exchange

Things to do after the exchange.



1. Before the exchange

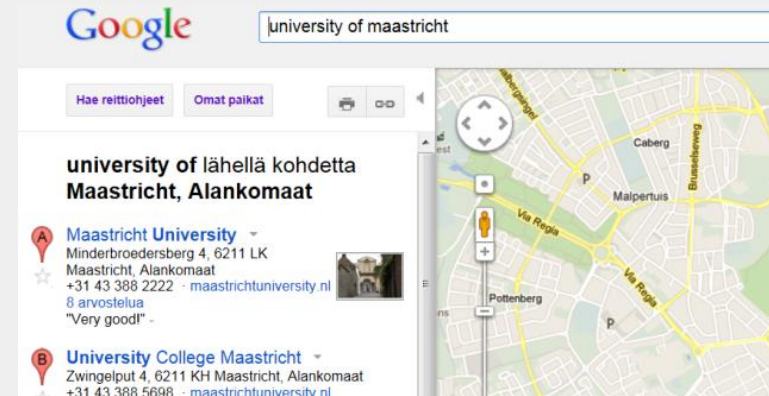


JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ



Get to know your host university

- Website of the host university
- JYU coordinators
 - Faculty coordinator
 - International Office
- Travel reports
- Former exchange students
 - / ask contact information from the International Office
- Local social media groups





Apply to host university

- Application forms on the website of the host university or received by email
- Some universities use online application systems
 - / Your host university may also use the Mobility-Online
- Notice deadlines
- Typical attachments:
 - Transcript of records
 - Language certificate
 - Copy of passport
- You are responsible for submitting the documents on time!

UNIVERSITY OF JYVÄSKYLÄ
International Student Office
Lukkarin 10, P.O. Box 30000
Jyväskylä
Tel: +358 (0)20 351 5100, 351 5151, 351 5152
Fax: +358 (0)20 351 5150

Application deadline: June 2004
 November 2004

APPLICATION FOR ADMISSION
FOR EXCHANGE AND VISITING STUDENTS

<input type="checkbox"/> Bilateral agreement	<input type="checkbox"/> Academic year 2004/2005
<input type="checkbox"/> ERASMUS	<input type="checkbox"/> Autumn semester 2004
<input type="checkbox"/> TEMP	<input type="checkbox"/> Spring semester 2005
<input type="checkbox"/> Other programme	
<input type="checkbox"/> Visiting student	

Student at the University of Jyväskylä
For further information please check
www.jyu.fi/students/links/linksanddocuments/linksanddocuments

Faculty/Programme	Specialty/Subject

Surname	First names	
Current address	Telephone	
	Fax	
	E-mail	
Valid until		
Permanent address (if different from above)	Telephone	
	Fax	
	E-mail	
Date of Birth	Place of Birth	Citizenship
DD / MM / YYYY		



Apply for housing

- Student housing
 - apply through host university
- From the private sector
 - book temporary accommodation (hostel, Airbnb etc.) for a week before the semester starts
 - check what is included in the rent and termination conditions etc.
 - beware of housing scammers!
- It is possible to temporarily assign your apartment to someone else at Soihtu
- At KOAS, you can temporarily sublet your apartment



- Rent/sublet your room:
 - [Student Union Apartment Forum](#) (incoming students!)
 - [HousingAnywhere.com](#)
 - [airbnb.com](#)
 - [www.wimdu.fi](#)
 - [spotahome.com](#)
 - [uniplaces.com](#)

Set goals to maximize benefits



- 1) Recognize skills to improve
- 2) With the help of
 - 1) [Movi's internationalisation competence guidance website](#)
 - 2) [the Learning goals for mobility period set by JYU Education Council](#)
 - 3) Movi courses e.g. Fundamentals in Intercultural and Multilingual Communication
- 3) Develop skills
- 4) Demonstrate skills in CV

Skills to improve include...

- expertise in your own study field
- language skills
- problem-solving
- cooperation skills
- communication skills
- knowledge of different cultures
- critical thinking skills
- self-confidence
- etc.



Study planning

- Make a study plan before your exchange, discuss your course choices with your programme / faculty-level international coordinator
- You will receive instructions by email
 - / Erasmus-students: online Learning Agreement (LA) in the Mobility-Online
 - / Other programmes: study plan is done as part of your Mobility-Online workflow
- Approving the LA
 - / Erasmus-students: faculty-level international coordinators at JYU and your host university will approve your LA electronically (or by email)
 - / Other programmes: your study plan will be submitted to your faculty-level coordinator via Mobility-Online
- Recommendation: 30 ECTS (European credit system) cr. per semester
 - / Language credits can be counted to the 30 ECTS
 - / Credits outside Europe may differ from ECTS → information about the credit system at the website of the host university
- Please check if your host university / possible visa has a min/max requirement for courses per semester
- Make good use of the course selection at the host university. Study at JYU after your return.

Travel grant



- Apply in Mobility-Online after submitting the LA / study plan
 - Instructions by email from the International Office
 - Nordplus students: instructions from your faculty coordinator
 - Erasmus students to Switzerland: instructions concerning your scholarship from host university
- Grant amounts found at Internationalisation and student exchange → Funding of student mobility
- Dates of your exchange period
 - Beginning date = The day when you need to arrive to your host university (first day of orientation, first day of a language course)
 - End date = The last day you complete studies, for example the last exam date
- Grant
 - Apply in good time before the exchange begins → schedule sent with the instructions
 - As a general rule, paid one month before the exchange
 - No effect on the Finnish student financial aid (opintotuki)
 - Not tax-deductible
 - Based on the length of exchange, not on the amount of credits
 - It is not possible to receive a grant for studies done in Jyväskylä (even if possible to complete courses remotely to your host university)
 - Cannot be applied after the exchange

Finnish study aid

Kela



- Normal study aid
- Fixed housing allowance (210€/month)
 - / You cannot receive housing allowance during your exchange period for an apartment in Finland.
- Study loan abroad (1000€/month)
- Apply online (www.kela.fi)
- Kela will receive a confirmation of your exchange dates when you apply for your scholarship in Mobility-Online → if you need a certificate of your finances earlier (for your host university application, visa application), please ask for an exchange certificate from Intl. Office



Register for attendance at JYU

- Register for attendance in [the OILI service](#)
- If you cannot register in the OILI service (e.g. if your JY user account is not active, or you do not have internet banking services in a Finnish bank), you can register by paying the Student Union membership fee to the Student Union's account. After paying the fee, you must send the receipts to the Student Services via HelpJYU-portal
 - / Please also pay the health care fee to [Kela](#)
- If you register after 31 July, you are required to pay a re-registration fee as well
- [JYU tuition fee requirement](#) also during exchange!



Brush up language skills

- Courses at Movi
- Each one Teach One
- Apps: Duolingo, Babbel, Rosetta Stone, Memrise
- OLS (Online Linguistic Support)

EOTO
EACH ONE TEACH ONE

Advertisements

Name ^a	Gender	Mother tongue	Language wishes to learn	Additional info
Jiawei Wan	Male	Chinese	Finnish	View the full ad
Leticia Arnedo Sánchez	Female	Spanish	Finnish	View the full ad
Wenjing Zhao	Female	English	Finnish	View the full ad
Mengting Tang	Female	Chinese	Finnish	View the full ad





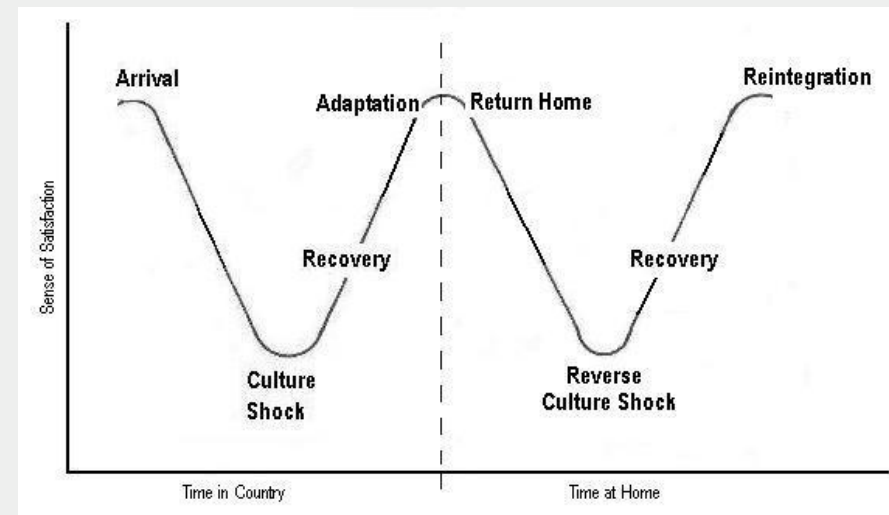
OLS for Erasmus+

- Online language testing and training system for outgoing Erasmus+ students
- Possibility to do an online language test before the exchange and after the exchange
- Online language courses for Erasmus+ students
- You will receive instructions via email
- Some host universities may ask you to do the OLS test



Facing cultural differences

- Get to know local customs and norms
 - helps you adjust to a new culture
- Prepare for cultural differences
 - [Movi's internationalisation competence guidance website](#)
 - [Movi courses](#)
- Facing a culture shock is normal and individual
- Do not set precise expectations for the exchange period; keep an open mind!





Residence permits and visas 1/2

- Nordic citizens to a Nordic country
 - No residence permit / visa required, bring a valid passport
- EU citizens to another EU country
 - A residence permit to be obtained in the host country
- Non-EU citizens to an EU country
 - You can stay up to 360 days in another EU country.
 - You must register in the host country (if required). **Find out beforehand!**
 - Requirement: your residence permit in Finland must be valid for the entire exchange period.



Residence permit and visas 2/2

- Other countries
 - A student visa / residence permit
 - Apply before entering the country via the country's embassy in Finland (apply early enough!)
 - NB! Visa applications can be expensive → take into account in your budget



Health care

EU citizens in the EU area, Norway, Iceland or Switzerland

- European Health Insurance Card
 - Apply from the social security organisation of the country where you are insured (in Finland: Kela)
 - Public medically necessary care with local prices
- Complementary insurance highly recommended

Other countries and nationalities

- Private health insurance



Vaccinations



- **Fill in YTHS (FSHS) [pre-travel health assessment form](#)** via self service 3 months prior to your departure to see if any vaccinations are needed
- **Basic vaccinations:** tetanus-diphtheria, polio and MMR (measles, mumps and rubella) are free
- **Other vaccinations:** ask for a prescription at YTHS and buy the vaccination from a pharmacy
- **Malaria** medication needed for some areas
- If you need a health certificate for your host university, please notice that YTHS makes these only if the exchange is a mandatory part of your degree. Please ask from your nearest healthcare center or from a private clinic.



Medications

- Do not quit taking medication prescribed to you during the exchange!
- Buy long-term medication for the entire exchange period
 - E.g. asthma, allergies, diabetes, blood pressure, birth control pills etc.
 - Remember to show your prescriptions at customs
 - Take the customs regulations of the host country into consideration
- Finnish prescriptions are valid in the EU
- Get a prescription in English from your doctor. Please also keep the diagnosis with you when you travel.
 - / It's possible that the medication prescribed to you in Finland may be different abroad
- Finnish prescription medicines sold in online pharmacies
- Remember to maintain good hand hygiene
 - / Tip: take diarrhea medicine with you



Mental well-being during the exchange 1/2

- You cannot leave mental challenges at home → they may even become worse when you go abroad because an exchange requires e.g. tolerance of uncertainty
- If you have mental health medication, do not stop taking it during the exchange
 - / Make sure you have enough medication for the exchange period and remember possible customs restrictions.
- Find out in advance the support services at your host university– they may vary!
- If you are being treated for mental health concerns, be in touch with your care provider and find out if you can receive care also during the exchange.



Mental well-being during the exchange 2/2

- Think about who your trusted person is during the exchange
→ Keep in touch with your family and friends.
- React on time and ask for help.
- Be in touch with your faculty-level international coordinator or a Goodie whenever you have something on your mind!
- No matter if you have mental well-being challenges or not, remember that an exchange can bring up a lot of different emotions, such as joy, sense of accomplishment and self-confidence, but also being nervous, fearful and uncertain.
→ This is all part of being on an exchange and it's what makes your exchange an unforgettable experience!



Insurance

- **Students abroad:**
 - not insured by JYU
 - should get private travel insurance
- **Trainees abroad:**
 - Insured by JYU in unpaid internships (accidents at work)
- **Travel insurances**
 - Get an insurance for the entire exchange period
 - Make sure what the insurance covers e.g. in case of a crisis, in different activities
 - Can be continuous or trip-specific (usually up to 3 months)
 - Continuous insurance can be more affordable
 - Luggage insurance can also be part of your home insurance
- **Student insurances**
 - Compare different insurance companies



Travelling

- Wait before making any travel arrangements until your host university has confirmed the exchange and you have confirmation that you can travel to your host country
- Make sure that your tickets can be changed if necessary and that they will be refunded in case of cancellation
- Consult your credit card company on the possible refunds in case of cancellation of travel arrangements



Travelling

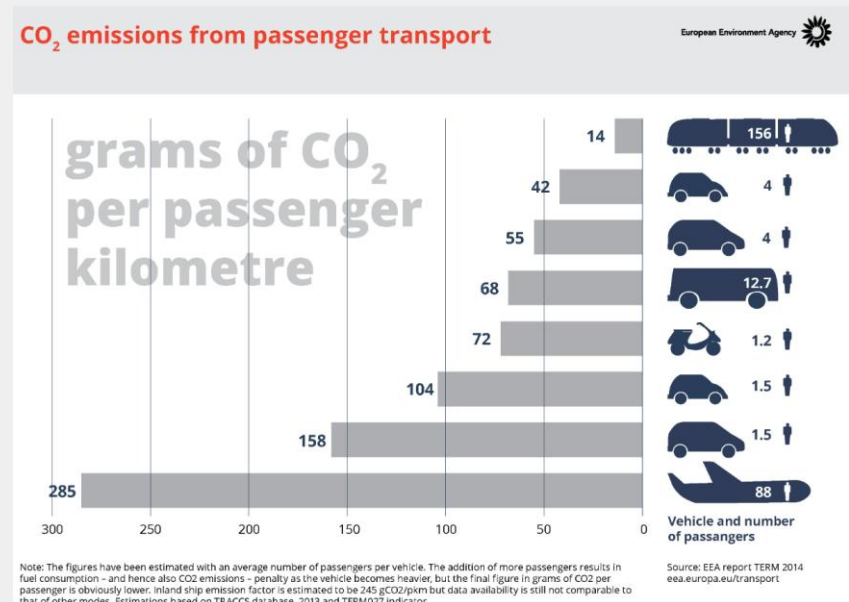
- Luggage
 - Luggage regulations on the airline company's website
 - Check the maximum size and weight of luggage
 - Often with an additional fee
 - Excess luggage as travel cargo





Green travel

- Consider the environmental impact of your travel
- In order to keep global warming below +2 C:
 - / each of us has to limit our carbon footprint to 2300 kg of CO₂ per year,
 - / of which only 25% can be allocated for mobility (575 kg)





Green travel: trip to Berlin

- Journey by train and plane
 - / Jyväskylä-Helsinki (train)
 - / Helsinki-Berlin (plane)
 - / Travel time: 7 h 8 min
 - / Emission/out- and inbound trip: 826.4 kg CO₂-eq
- Green travel:
 - / Jyväskylä-Turku (train)
 - / Turku-Stockholm (ferry)
 - / Stockholm-Berlin (train)
 - / Travel time: 31 h 9 min
 - / Emission/out- and inbound trip: 480.8 kg CO₂-eq (-42%)

Source: Stefan Baumeister, JYU, 2023



Green travel

- Aim to minimize the effects of travel to the environment
- Plan your travel carefully
- Favor low-emission ways of travel:
 - / Train, coaches, shared rides, LNG-ferries
 - / If you must fly, favor direct flights or continue your trip after your flight on land
 - / Travel in a green way at least in one direction
 - / Pack lightly → the more luggage, the more fuel the plane has to consume
- In some cases, green travel is cheaper and/or faster than flying (Nordic countries, the Baltics)
- Interrail-passes for Erasmus-students:
<https://www.interrail.eu/en/interrail-passes/erasmus>





Green travel

- Erasmus exchange: travel grant + an Erasmus-grant for 4 extra travel days provided that
 - / the journey or the return journey to the exchange destination has been made entirely by using low-emission forms of travel
 - / at least half of the journey and half of the return journey has been made by using low-emission forms of travel
 - / NEW! Travelling by ship/ferries will also be accepted as a mode of green travel **when combined** with other low-emission modes of transportation.
 - / travel must be as direct as possible to destination (no detours)
- Applied as part of the Mobility-Online workflow
- Greent Travel workshop on Wed 5 May in [Zoom](#)





Erasmus fewer opportunities top-up

- The fewer opportunities categories are defined as the following:
 - / students who have underage children,
 - / students who are family carers (student has an agreement of informal care with the municipality),
 - / students who have disabilities (students with EU's disability card or who have a right for the card disabled students, at least moderate functional impairment),
 - / students who have a severe or chronic health condition (min. moderate functional impairment), or
 - / students who have received international, subsidiary or temporary protection (refugees, asylum seekers, students who have been granted international, subsidiary or temporary protection, or the student has a refugee's passport)
- In long-term exchange, the fewer opportunities top-up is a fixed 250 €/month
- Apply as part of the Mobility-Online workflow
- More information: [Accessibility in student exchange | University of Jyväskylä \(jyu.fi\)](#)



Erasmus special needs and inclusion grant

- Students with special needs can also apply for an inclusion grant based on real costs if they have more expenses which cannot be covered by other grants or funding (such as the fewer opportunities top-up).
- The minimum amount of support is 200 euros
- Begin the preparations at least 6 months prior to the exchange. Besides applying for the inclusion grant, you will need time to acquire information on which special arrangements are possible in your host university
- For the inclusion grant application:
 - / A description of the required support services
 - / Estimation of the costs
 - / A doctor's statement
- The decision to the grant application and to the size of the inclusion grant will be made at the Finnish National Agency for Education on a case-by-case basis.



Financial matters

- Recommendation:
have at least 2
payment cards
 - / For example a debit
card and an
international credit
card
- Check card expiration
date and limits
- Bank transfers
 - EU payment =
IBAN + BIC + €
 - Online banking (mobile
phone data protection
when using public wifi!)
 - Bank account not
needed in SEPA
countries
 - Other countries: ask
former exchange
students



Change of address

- Digital and Population Data Services Agency
- Post office
- <https://dvv.fi/en/moving>





Safety abroad 1/4

- Anything can happen anywhere!
- Consent to individual liability form as a part of the scholarship application
- Follow actively:
 - / The website of the Ministry for Foreign Affairs of Finland and of your home country: follow the information concerning the general security situation of the host country
 - / The website of the Ministry for Foreign Affairs of the host country or the website of CWT Travel Essentials



Safety abroad 2/4

- Find out the host country's (+ possible transit country's) entry requirements
- Find out before hand what kind of a country and city you are headed for
- Pay attention to the local culture, customs, habits, norms about clothing etc.
- ICE (In Case of Emergency)
- Emergency number in EU 112; find out what the emergency number is in your host country and save it to your phone!



Safety abroad 3/4

- In emergency situations, follow the local media and observe the instructions provided by the local authorities.
- Help from a Finnish Embassy or from the Embassy of your home country
- In Finland, the Foreign Ministry's 24/7 service is open every day of the year (tel. +358 9 1605 5555)



Safety abroad 4/4

- **Travel advice**

- website of the Ministry for Foreign Affairs of Finland (in Finnish) :

<http://formin.finland.fi/>

- www.gov.uk/foreign-travel-advice

- **Travel notification**

- website of the Ministry for Foreign Affairs of Finland
- check from your home country's Ministry for Foreign Affairs



Safety abroad: risks

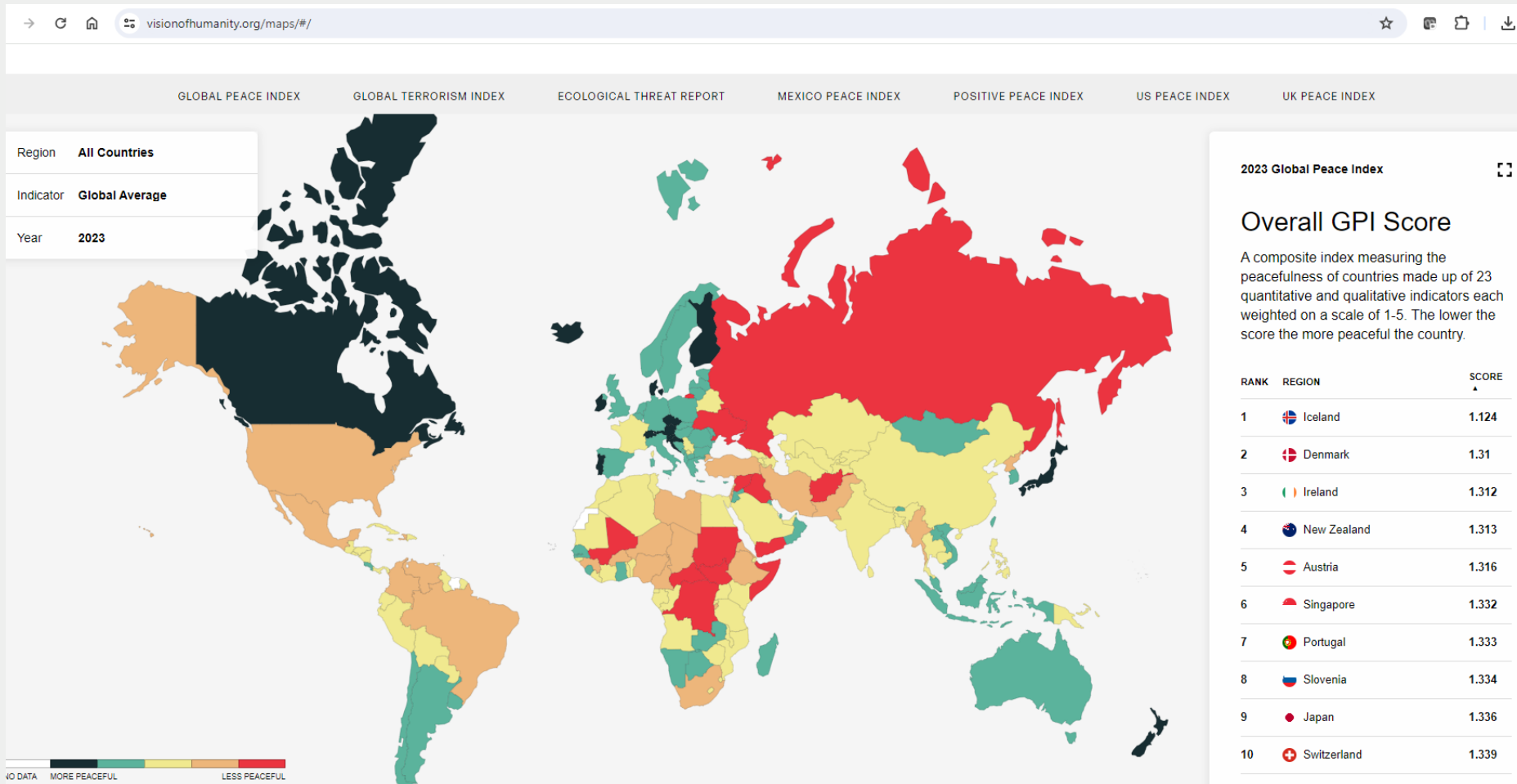
- Generally safe, but be aware of
 - Pandemic(s)
 - Pocket thieves
 - Traffic (drunken drivers)
 - Giving your contact information to strangers
 - Drugs
 - Walking alone after dark
 - Demonstrations
 - Natural disasters (hurricanes, floods, earthquakes etc.)



Country specific safety situation



(<http://visionofhumanity.org/indexes/global-peace-index/>)





Recap

- Before you travel, remember the
 - / Travel advice
 - / Travel notification
 - / Travel insurance
 - / Travel documents (passport, visa)



Force majeure –situations

- The exchange grant is tied to the duration of your exchange period. If you return to Finland before the end of the exchange, you will be required to repay the grant in full or in part.
- If the exchange is interrupted due to force majeure, you may not be required to repay the portion of the grant that has already been used. This applies to exchange-related costs such as travel tickets, accommodation and insurance.
- Force majeure reasons may include, for example, a serious illness or a serious illness of close family member, or a crisis situation. However, problems caused by insufficient planning of the period abroad are generally not considered force majeure.
- Students who participate in an Erasmus+ exchange must submit a force majeure application (including, for example, a free-form explanation of the reasons for the interruption of the exchange, a list of expenses, and a medical certificate). The decision is made by the national Erasmus office.
- For other exchange programmes, a report on the force majeure situation must be submitted to the International Office.
- In problem situations, contact us immediately and ask for help!



Share your experiences with others

- Make Instagram posts to JYUstudyabroad -account. Interested? Contact: international-office@jyu.fi
- Keep a blog during the exchange: let us know the address through Mobility-Online
- Tell about your host university, country, city, studies, accommodation, free-time etc.



2. During the exchange



JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ



Arrival procedures

- Register at the local international office or student affairs office
- Take part in the orientation!
- Residence permit
 - Acquire a residence permit from the local authorities if necessary





Take into account your carbon footprint: during the exchange 1/2

- Consume less and recycle
- Buy used items, borrow and rent
- Reduce water consumption, particularly of warm water
- Keep devices turned off when not in use
- Cold climate: dress warmly and keep room temperature moderate
- Warm climate: cover windows with curtains, ventilate at night, keep windows closed during the day



Take into account your carbon footprint: during the exchange 1/2

- Think about how much you travel during the exchange and with which mode of transportation
- Travel in the nearby areas where you can take the bus, train or cycle



Mobile phones

- Change your PIN code
- Data protection
- Make sure your SIM-card works in your host country
- Set maximum € for data transfer
- No roaming fees inside the EU
- Outside the EU
 - Check the roaming fees from your operator
 - Tips on cheap mobile operators from former exchange students, locals, discussion forums
 - Use Wifi



Networking and integration

- Be active!
- Take part in orientation, student events etc.
- You will not be alone — many others are in the same situation!
- Student organisations, e.g. Erasmus Student Network (www.esn.org)
- Try to make friends outside the exchange student circles
 - / May take some time
- Take part in local clubs, hobbies etc.
- Follow the local topics in by reading online news sites, social media
- Also stay in touch with people at home but avoid remaining in the “Finland bubble”



Confirmation of your stay (Erasmus+ only)

- Erasmus+ students
 - Letter of Confirmation
- Erasmus+ trainees
 - Work Placement Confirmation
- Ask signatures from your host university or organisation at the end of your exchange period

To be completed by the host institution Liite 6

ERASMUS
Letter of Confirmation

It is hereby certified that

Mr / Ms _____

was an ERASMUS student in the university of

from _____ to _____

_____ _____
Date Stamp and Signature

Name of the signatory: _____

Function: _____



You are an ambassador of JYU

- Promote JYU abroad

- [Photos](#)

- Videos, more information:

- www.jyu.fi/apply

- Learn the basics of JYU

- 6 faculties

- Courses in English

- Excellent student services

University of Jyväskylä

- founded in 1934
- one of the largest universities in Finland
- 6 faculties
- 15 000 students
- 1300 international students





Houston ... we have a problem

If you run into overwhelming difficulties...

- Contact the host and home university and seek guidance
- Do not return to Finland immediately unless your home university recommends it (excluding acute serious illness and crises)
- Remember that the scholarship is tied to the length of your exchange period



Changes in the mobility period

- Notify the International Office and your faculty-level coordinator of any changes to your mobility period
- If you are eligible for Finnish Study Aid, also notify Kela
- The minimum length of an exchange is 2 months
 - / **NB!** 2 month exchanges are not possible in practise
- Erasmus students: check the dates on your Letter of Confirmation (LoC)
- If your exchange period is shortened by more than 5 days compared to the original plan, you are required to return the Erasmus+ grant to JYU for the corresponding period.
- If your exchange period is extended by at least 14 days, you may be eligible for an additional grant. Please notify us no later than 30 days before the start of the additional period.
- For exchanges outside Europe, the grant is not paid on a daily basis.



3. After the exchange





Documents to be returned

- Write a travel report / training report or notify your blog address / Instagram hashtag in Mobility-Online
- Upload host university transcript to Mobility-Online
- Give feedback to JYU!
- Only for Erasmus
 - Final LA (also for Nordlys and Nordplus)
 - Letter of confirmation (students) or Work placement confirmation (interns)
 - EU Survey
 - Complete OLS test part 2 (optional)



Credit transfer

- You must apply for the credit transfer!
/ [Instructions](#)
- Help from your faculty-level international coordinator or from your education coordinator
- Language study credits
 - Contact Movi
 - 1. Language courses
 - 2. Credits for courses completed in a foreign language
 - Max 8 credits if you have taken courses in your own field in the language of the host country
 - Max 4 credits if you studied in English
 - NB! Does not apply to language students



Re-entry orientation

- Arranged twice a year
 - / Practical matters related to returning home
 - / Tips for dealing with reverse culture shock
 - / Skills learned during the exchange
 - / Making use of your study-abroad experience in job applications
 - / Further internationalization opportunities
 - / Sharing your experiences with other exchange students
- Invitation will be send via email





Contact information

- [HelpJYU](#)
- **International Office info desk:** Tuesdays at 10-11 and Thursdays at 12-13 at the university library Lähde, room B154
- From August onwards, only on Thursdays at 12-13





We hope you will have a rewarding exchange period!

