



University of Tartu
Office of Academic Affairs
Ülikooli 18, rooms 132, 134
50090 Tartu, Estonia



Dear degree-seeking students,

This information sheet summarizes the most relevant aspects needed for getting started at the University of Tartu. The same information, though in different sectors, is also provided at the university's website on www.ut.ee/en/welcome. Please let us know if any questions arise from the content below.

Contacts for admissions and documents' submission

Admissions Office

Address: Ülikooli 18, 132
50090, Tartu, Estonia

Ms **Kaija Murasov**
Tel: (+372) 737 5152
E-mail: kaija.murasov@ut.ee

Ms **Katre Suumann**
Tel: (+372) 737 6031
E-mail: katre.suumann@ut.ee

Ms **Anneli Kurm**
Tel: (+372) 737 5625
E-mail: anneli.kurm@ut.ee

Contacts for study related matters and visas/residence permits

Study Abroad Centre

Address: Ülikooli 18, 134
50090, Tartu, Estonia

Ms **Ülle Tensing**
Tel: (+372) 737 5150
E-mail: ulle.tensing@ut.ee

Visas/residence permits

studentvisasupport@ut.ee

Accommodation at UT dormitories

www.pc.ut.ee/en/studies-parnu-college/accommodation

Academic year 2017/2018

Studies begin in Pärnu: **11.09.2017**

Recommended arrival to Pärnu: **08.09.2017**

For general information:

Autumn semester: from **04.09.2017** to **04.02.2018**

Spring semester: from **12.02.2018** to **01.07.2018**

Academic calendar: <http://www.ut.ee/en/academic-calendar>

Housing in Pärnu

Please see info here: www.pc.ut.ee/en/studies-parnu-college/accommodation

Orientation course in Tartu

Before the beginning of the autumn semester, **30 August - 01 September 2017**, the Study Abroad Centre offers an orientation course for newly admitted international students. The course includes:

- meeting the representatives of the university;
- introduction to the university's study system;
- tour of the university, the library and the town;
- meeting the tutors.

For more information about the orientation course, check

www.ut.ee/en/welcome/orientation-course-international-students

The detailed schedule of the orientation course will be available on the same website about 2 weeks before the course. The Pärnu students willing to attend the course need to find accommodation to stay in Tartu during these days.

Orientation course in Pärnu

Information will be added later, the students will be notified.

Courses

You can register to courses in the online **Study Information System** during the first two weeks of the semester. You will receive your username and password for the UT Study Information System by email at the end of August. Information on how to register for courses will be given during the orientation course. Guidelines are also available on www.ut.ee/en/studies/study-regulations/examinations-and-passfail-evaluations.

Contracts to be signed at the University of Tartu

It was specified in the notification of admission, which type of a study place you were offered. The students, who have been granted a tuition-waiver scholarship, please be aware that this waiver can be maintained, if the amount of credit points does not fall more than six credit points below of the standard study load per semester. Check the table on www.ut.ee/en/studiescurrent-students/covering-cost-tuition to see how many credit points you must get to keep the tuition-waiver scholarship. Reminder, the tuition-waiver

scholarship means there is no fee to be paid to the university; this is not stipend to be paid to a student by the university.

Fee-paying students need to sign a tuition fee contract **at the beginning of a semester** and after that will receive the invoice. Thus, it is not possible to pay the tuition fee over the course of summer. The tuition fee contract needs to be concluded within two weeks after you have been enrolled, that is by 18 September at the latest. The option to apply for a non-fee based study place (in other words to be given a tuition-waiver scholarship) may be possible only if there are vacant places in a particular programme. This option, however, becomes feasible starting from II semester, no sooner.

I Tuition-waiver scholarship contract

Students awarded the tuition-waiver scholarship have to sign the tuition-waiver scholarship contract at the beginning of the semester, within two weeks after enrolment, that is by 18 September at the latest. An example of the contract is on www.ut.ee/sites/default/files/www_ut/oppimine/contract_for_compensation_of_study_expences_and_targeted_scholarship_16-17.pdf . Please do not download and sign this form, since the forms are given as an example. There could be some changes still to come, yet not substantial, purely clarifying.

If you do not sign the tuition-waiver scholarship contract by 18 September, the university cancels the tuition-waiver scholarship and will charge tuition fee based on the credit point price and the number of credits to be obtained for the courses you have registered for.

II Tuition fee contract

The tuition fees vary by programmes, please check info on <http://www.ut.ee/en/prospective-students/tuition-fees-0> You can see an example of the tuition fee contract on www.ut.ee/sites/default/files/www_ut/oppimine/contract_for_compensation_of_study_expences_16-17.pdf Please do not download and sign this form. There could be some changes still to come, yet not substantial, purely clarifying.

If you do not sign the tuition fee contract by 18 September and do not submit an application for deletion from the university's matriculation register, the university will charge tuition fee based on the credit point price and the number of credits to be obtained for the courses you have registered for.

If you are studying full time, you will pay the semester fee. The deadlines for paying the tuition fee are 20 October in the autumn semester and 20 March in the spring semester. You can also pay the tuition fee as a lump sum for the entire academic year. In that case, the deadline is 20 October.

Right of Residence for EU citizens

EU citizens have the right to stay in Estonia based on a valid travel document or identity card for the period of up to three months. As you are staying longer, you must register yourself as citizen of Tartu within three months from the date of entering Estonia in order to obtain the right of temporary residence. The registration process and the documents required for registration are listed here: www.ut.ee/en/welcome/eu-citizens-right-residence

After the registration, the right of permanent residence is granted for a period of five years. All EU citizens also need to have an Estonian ID code, which will be given upon registering residency in Estonia.

Health Insurance for EU citizens

International students studying in Estonia are not covered by the Estonian Health Insurance Fund (*Haigekassa*), unless they are full-time PhD students, employed in Estonia or have the right of permanent residence or a long-term residence permit. Thus, you need to ensure that you have some other health insurance for your period of study in Estonia.

If you have valid health insurance in your home country during your studies in Estonia, you can apply for the EU health insurance card (EHIC) or substitute certificate of an EU health insurance card (form E128). You should apply for that from the social service authorities in your home country before arriving in Estonia. For further information, see www.ut.ee/en/welcome/health-insurance-0

Residence permits for non-EU students

All the students without EU/EEA or Swiss citizenship need a temporary residence permit for study (TRP) for their studies in Estonia. There are some programmes with a very short study period at UT (up to 6 months) – in their case D-type visa is sufficient. There are a limited number of Estonian embassies handling visa or residence permit applications across the world. All the students applying for the visa/residence permit need to consider that they must visit an Estonian embassy either in their home country or abroad. Those who need to go abroad, please consider that travelling requires additional time and financial resources. The [countries](#) with Estonian embassy handling visa/residence permit applications are China, Turkey, Kazakhstan, Egypt, Australia, Ukraine, Belarus, Russia, USA, Georgia, Israel, Canada, India, Japan and some EU countries – Ireland, Finland, Great Britain, France, Latvia and Sweden.

Information regarding the application process and the documents to be submitted for TRP or long-term visa (D-type visa) is explained on <http://www.ut.ee/en/welcome/non-eu-citizens-residence-permits-and-visas>. Please make sure you read the information targeted to degree-seeking students. Once you read the guidelines given on the website, please think of the following aspects:

- Where, in which country, can I apply for TRP or long term (D-type visa)?
Please consider time and costs needed for travelling and staying in another country!
- Can I provide all documents needed for TRP/visa application, do I have them all?
Please pay attention that one of the required documents needed for TRP application is the university's invitation. This is a document provided by the university directly to the Police and Border Guard Board in Estonia, so the students do need to worry about that document.
- Considering the time I have until the beginning of studies, can I apply only for TRP or I should apply for both documents simultaneously?

Please remember that the application process can start once you have received the scanned admission letter from UT.

- Do I have sufficient funds to apply for TRP and support my studies in Estonia? A reminder – minimum requirement for legal income is at least 260 euros per month, yet this is considered as an absolute minimum and does not cover your costs during studies. Please check the amounts needed for covering minimum costs on <http://www.ut.ee/en/studies/practical/before/cost>.

If you get a stipend during your studies in Estonia, the proof of stipend payment can be used to prove adequate income. If UT pays the scholarship, the document will be sent to you either with the admission letter or slightly later. Other ways to prove legal income are:

- lawfully earned remuneration for work;
- parental benefits;
- unemployment insurance benefits;
- income received from lawful business activities or property;
- pensions;
- alimony (maintenance support);
- benefits paid by a foreign state;
- subsistence ensured by family members (i.e. spouse, parents of minor child, parents of adult children who need care and assistance, adult children or grandchildren of parents or grandparents who need care and assistance, parents or grandparents of adult child who is studying at full load, guardian) earning legal income.

When preparing TRP application documents, please check the guidelines given here: www.politsei.ee/en/teenused/residence-permit/tahtajaline-elamisluba/applications.dot
Do not forget to sign the application documents properly!

All questions linked to this topic, please send directly to studentvisasupport@ut.ee

Health insurance

International students studying in Estonia are not covered by the Estonian Health Insurance Fund (*Haigekassa*), unless they are full-time PhD students, employed in Estonia or have the right of permanent residence or a long-term residence permit.

There is a strict policy in Estonia what a health insurance must cover when applying for the residence permit. The Estonian Police and Border Guard Board has confirmed that only the following listed companies can be accepted: www.ut.ee/en/welcome/health-insurance-0

Please note that when applying for health insurance, the insurance coverage needs to be given for the full period of studies, as TRP is also granted for full period of studies.

Students to students' services

Tutors are the UT students who help newly arrived students 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. Please feel free to contact your tutor once you have heard from him/her. If you have not received any message from your tutor by the middle of July, please contact the tutors' coordinator Ms Liana Martin (liana.martin@ut.ee).

In addition, there is **International Student Ambassadors (ISA)** network at UT. ISA includes international degree students who represent the university abroad and the UT international student community in Estonia. Follow them here: <https://www.facebook.com/utambassadors> and learn more here: <http://isa.ut.ee/>

Moreover, there is **Erasmus Student Network (ESN)** who supports all international students studying at UT by offering various socializing activities. All the announcements about their weekly events can be followed on their Facebook page (TBA), on their aims and activities learn more here: <https://www.esn.ee/tartu/>

After arriving to Pärnu

Upon arrival to the university, all international students must bring the **original documents of their previous education level** to the Admissions office (the same set of documents you submitted with your application). This is not required in the case, the same set of documents was sent directly by the higher education institution you graduated. Documents must reach the Student Admissions within the first 2 weeks from the beginning of semester (by 15 September). The students of the Pärnu College will be contacted separately to fix the time and place.

Useful links

Welcome web for international students - www.ut.ee/en/welcome

Study Information - www.ut.ee/en/prospective-students/study-related-information

About the city of Tartu - www.tartu.ee

About Estonia and Estonians - <https://www.visitestonia.com> www.estonica.org

Learning some Estonian before coming to Estonia may make your arrival and first days in Estonia more enjoyable. One way to learn the basics of the Estonian language is to take the free online course on www.keelekliik.ee/index.php.

Small checklist with some important dates and deadlines

Confirming or cancelling my study offer	within 7 days from receiving UT's admission notification
Sending education certificates by regular post to UT	documents must reach UT within 3 weeks from receiving UT's admission notification
Applying for TRP and/or visa	approximately 10 days after receiving UT's scanned admission letter. Admission letters (or conditional admission letters if not yet graduated) will be sent by UT approximately two weeks after receiving the required education certificates on paper
Accommodation application period at UT dorms	1-10 June
Payment of accommodation deposit at UT dorms	10 days after receiving an offer
Orientation course for newcomers - new international students	30 August until 1 September in Tartu

Looking forward to seeing you in Estonia!



**Yours sincerely,
Study Abroad Centre
Office of Academic Affairs
University of Tartu**