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.

<table>
<thead>
<tr>
<th>Contacts for admissions and documents’ submission</th>
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</thead>
<tbody>
<tr>
<td><strong>Admissions Office</strong></td>
</tr>
<tr>
<td>Address: Ülikooli 18, 132</td>
</tr>
<tr>
<td>50090 Tartu, Estonia</td>
</tr>
<tr>
<td>Ms. Katre Suumann</td>
</tr>
<tr>
<td>Tel: (+372) 737 6031</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:katre.suumann@ut.ee">katre.suumann@ut.ee</a></td>
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<tr>
<th>Contacts for study related matters and visas/residence permits</th>
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<tbody>
<tr>
<td><strong>International Students Counselling</strong></td>
</tr>
<tr>
<td>Address: Raekoja plats 2, 20307, Narva, Estonia</td>
</tr>
<tr>
<td>Mr. Ivan Polynin</td>
</tr>
<tr>
<td>Tel: (+372) 740 1922</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:ivan.polynin@ut.ee">ivan.polynin@ut.ee</a></td>
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<th>Visas/residence permits</th>
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<td><a href="mailto:studentvisasupport@ut.ee">studentvisasupport@ut.ee</a></td>
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| Accommodation at TU Narva College                            |
| Address: Paul Kerese 14a, 20304, Narva, Estonia.              |
Academic year 2017/2018
Studies begin in Narva: 04.09.2017
Recommended arrival to Narva: 29.08.2017

For general information:
Autumn semester: from 04.09.2017 to 04.02.2018
Spring semester: from 12.02.2018 to 01.07.2018

Housing in Narva
Please see info here: [http://www.narva.ut.ee/ru/node/2387597](http://www.narva.ut.ee/ru/node/2387597)

Orientation course in Narva
The orientation takes place during the first study week in Narva, starting on September 5. The orientation 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.

Cost of tuition
Students enrolled in Estonian taught programmes can study **without paying the tuition fee if they succeed** collecting a required number or credit points (ECTS) each semester. A full-time student is supposed to get 30 ECTS per semester and 60 ECTS per academic year. The payment threshold is 6 ECTS, thus if you get 24 ECTS by the end of semester, you do not have to pay yet. If you get 20 ECTS by the end of the first semester, you have to pay for 4 ECTS on the basis of the invoice prepared at the beginning of the next semester. For details as how many credits one needs to take very semester, please see [http://www.ut.ee/en/cost-tuition](http://www.ut.ee/en/cost-tuition)

During language studies, students need to follow their workload (minimum no of the credits to be completed) in order to avoid payment of tuition fee. Credit point price list is available on [http://www.ut.ee/en/admissions/tuition-fees-english-taught-degree-programmes-20172018](http://www.ut.ee/en/admissions/tuition-fees-english-taught-degree-programmes-20172018)

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. Registration guidelines are available on [www.ut.ee/en/studies/study-regulations/examinations-and-passfail-evaluations](http://www.ut.ee/en/studies/study-regulations/examinations-and-passfail-evaluations)

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. However, the processing of the TRP takes time, it may take up to three months if the TRP application is handed in aboard (outside Estonia). Thus, we strongly suggest applying for both D visa and TRP at the same time. Generally, processing of the D visa may take 10 days (though by law it may up to 30 days). Still, if any Estonian embassy aboard gives slightly different suggestions please follow their suggestions (for example, they may suggest applying for C-type visa, instead of D-type visa).
There are a limited number of Estonian embassies handling visa and 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 handing 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](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. There are several sections on the website, please read carefully both the TRP and D visa section. Once you read the guidelines given on the website, please think of the following aspects:

- **Where, in which country, can I apply for TRP and 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 apply for them both to secure entrance to Estonia with D visa at the end of August. Then you will be able to collect TRP once you are in Estonia. 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](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-elanisluba/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

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 Narva. 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.

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 Narva
Upon arrival to the university, all international students must bring the original documents of their previous education level to the International office (room 205). That should be the same set of documents you submitted with your application must reach the Student Admissions within the first 2 weeks from the beginning of semester (by 15 September).

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 Narva – http://www.narva.ee/ru/gorosaninu/
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.keeleklikk.ee/index.php.

Small checklist with some important dates and deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Deadline</th>
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<tr>
<td>Confirming or cancelling my study offer</td>
<td>within 7 days from receiving UT’s admission notification</td>
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<tr>
<td>Applying for TRP and/or visa</td>
<td>right after receiving UT's scanned admission letter</td>
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<tr>
<td>Accommodation application period at UT dorms in Narva</td>
<td>upon the receipt of the admissions’ offer, please request a dormitory room by sending an e-mail to <a href="mailto:ivan.polynin@ut.ee">ivan.polynin@ut.ee</a> by July 31, at the latest. Accommodation booking is needed for visa application</td>
</tr>
<tr>
<td>Orientation course for newcomers - new international students in Narva</td>
<td>September 5</td>
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</table>

Looking forward to seeing you in Estonia!

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